



Department of East Asian Languages and Cultural Studies
University of California, Santa Barbara
2020-2021 Graduate Handbook

The East Asian Languages and Cultural Studies (EALCS) Graduate Handbook is designed to be used in conjunction with the [Graduate Division Student Handbook](#) for detailed information regarding the graduate program requirements, policies, and procedures relevant to graduate students, the [EALCS Department](#) and the University.

Welcome all new graduate students! The graduate handbook guidelines, along with the Graduate Division Handbook and [Graduate Division Academic Services website](#) are intended to make life as a graduate student easier by providing information, financial support, and other opportunities at UCSB. Students are encouraged to become adept at navigating the [Graduate Division website](#) for detailed information, resources, forms and deadlines.

Although every attempt has been made to ensure that the information in this handbook is current and correct at the start of the 2020 academic year, it is the student's responsibility to confirm requirements, deadlines, and paperwork/forms that apply to the degree program at each step in the graduate school process.

It is essential to meet on a regular basis with your faculty advisor, and to connect, as necessary, with the department Director of Graduate Studies (or DGS, sometimes referred to as the Graduate Advisor), the Graduate Program Advisor (GPA), as well as the [Graduate Division](#).

The Graduate Division is located on the third floor of Cheadle Hall. The staff at "GradDiv" oversee all aspects of graduate student success at UCSB. Every milestone toward the degree objective is reviewed and approved by GradDiv, from admissions through awarding your degree. Although the department graduate program advisor (GPA) also

monitors progress, it is the Graduate Division that eventually decides whether students have met the requirements for graduation. Another function Graduate Division performs is alerting departments to various extramural funding opportunities for students. These will be forwarded via email. We highly recommend that students refer to the Graduate Division website: <http://www.graddiv.ucsb.edu/>

The Department EALCS is located on the 2nd floor of the Humanities and Social Sciences Building (HSSB) with offices for the department Chair, the DGS, and all other [faculty and language instructors](#), together with offices for Teaching Assistants (TAs), the EALCS mailroom, and classrooms.



The Humanities Administrative Support Center (HASC): EALCS is one of four departments that share administrative staff in the Humanities Administrative Support Center (HASC) on the 4th floor of HSSB. The [HASC](#) Main Office is located in HSSB 4001 and the hours of operation, when students are on campus, are 9:00 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m.

Please note: the doors to HASC 4001 are locked from 8-9 a.m., 12-1 p.m., and 4-5 p.m.

Some of the HASC administrative staff who will be especially helpful to graduate students are:

Name	Role	Location	Phone	
Willa Goldberg	Program Assistant	HSSB 4001 Front Desk	805-893-5681	For keys, supplies, mail, and course evaluations
Tony Chabolla	Computer & Network Technologist	HSSB 4044	805-893-2731	IT support and EALCS website updates
Alyson Alexander	EALCS Graduate and Undergraduate Advisor	HSSB 4038	805-893-5478	Graduate student advising, graduate student admissions

Alyson Alexander, the EALCS Graduate Program Advisor can be your first point of contact for assistance, questions and information. Please see the next section for more resource information.

UCSB Email Address A graduate student's UCSB "@ucsb.edu" email address is used as the primary mode of contacting students and sending out important announcements and official department and university information. Please use this email account for all university business; the university considers notices and other documents sent to you to be "official." Many students have their email forwarded to another account; however, it is important for students to check this email account regularly.

EALCS Graduate Student Email List Graduate student "@ucsb.edu" email addresses are added to the EALCS listserv east-grads@eastasian.ucsb.edu as a way to contact all graduate students with regular announcements and information.

Student Mail Boxes are located in the EALCS mailroom in HSSB 2217. Be sure to check your mail box for important notices, mail, and desk copies.

Graduate Student Profile and Photographs on the EALCS Website All current graduate students can add their photograph and profile information on the [Graduate Students](#) webpage on the [EALCS website](#). Graduate students can login using the assigned UCSBnetID and password at the bottom of the page or directly at [Site Login](#). For questions and assistance updating the Graduate Student webpage, please contact Tony Chabolla at tchabolla@hfa.ucsb.edu

Internet on Campus There are several WiFi options on campus, but the Letters and Science IT (LSIT) office recommends connecting to the free [eduroam](#) (**education roaming**) option, a "secure, worldwide roaming access service developed for the international research and education community" that allows for WiFi access at other participating universities and institutions. To join the eduroam WiFi network, your UCSBnetID@ucsb.edu will be entered with your UCSBnetID password. Details and information can be found on the [UCSB Information Technology](#) webpage.

Student Address and Contact Information Any change to graduate student addresses and contact information should be updated via Gaucho Online Degree on [GOLD](#) under the "About Me" tab, and it may be necessary to contact other individual departments as well.

EALCS Social Media

Facebook. An unofficial Facebook page where members of the department, alumni, and friends of the Department can post notices, etc., is found at this [link](#).

Twitter. The Department also maintains a Twitter account, [@UCSBEastAsian](#), which is maintained by the faculty public relations committee in conjunction with a graduate student social media specialist.

EALCS Graduate Student Study Room (HSSB 2215). The “EALCS Grad Lab” or graduate student study room is set aside for the exclusive use of EALCS graduate students. There are computers available for use, as well as a printer.

EALCS Department Reading Room (HSSB 2206). The department reading room is a quiet space used by faculty and graduate students for study. It also has a small refrigerator, microwave, and sink.

Key Policy Keys are issued to graduate students by the HASC staff front desk personnel (Willa Goldberg in HSSB 4001 at wgoldberg@hfa.ucsb.edu). Keys to the mailroom, graduate student study room, and department reading room will be issued to all EALCS graduate students. Keys for TA offices are issued to students employed as Teaching Assistants or Teaching Associates. These keys are issued for the quarter of instruction only, and are to be used for class preparation, grading, and required office hours, but not for personal study or other purposes.

Copies and Printing A copy machine is available in the EALCS mailroom, where there is also an Apple computer terminal attached to a printer that can be accessed with a passcode (available at the HASC front desk). Instructors and TAs may make copies for courses they are teaching, but we encourage the use of [GauchoSpace](#) to conserve resources. Enrolled students are allotted 200 black and white prints per quarter to use for their academic printing needs at any of the three PrintSpot locations (the closest one is in HSSB 1203, the Open Access Lab)

(<http://www.collaborate.ucsb.edu/services/student/printing>).

EALCS Departmental Roles Related to Graduate Students

EALCS Department Chair: The department Chair oversees all aspects of the department, faculty, staff, and graduate and undergraduate programs. With regard to graduate studies, the Chair is assisted by the DGS and may act on behalf of the DGS, should the latter be absent. In consultation with the Graduate Program Committee, faculty, and the DGS, the

Chair assigns all teaching associates and approves assignment of teaching assistants.

EALCS Director of Graduate Studies (DGS): The DGS is responsible for graduate student guidance and overall department policy in relation to our graduate program. The DGS addresses academic and graduate student concerns, and works with the GPA to ensure compliance with the Graduate Division and University policies. The DGS can sign forms and petitions that require approval, such as general petitions for exceptions to policy. (The DGS is sometimes referred to as the Graduate Advisor on these forms.)

Additionally, with the assistance of the GPA, the DGS coordinates the allocation of funding support for current students, the assignment of Teaching Assistant positions (TAs) for current students, Central and Continuing Fellowship nomination decisions, and the admissions process for new graduate students.

EALCS Graduate Program Advisor (GPA): The GPA assists students with university policies and procedures. The GPA acts as a crucial liaison between the department and Graduate Division and works closely with the DGS in the coordination of the graduate program. The GPA is responsible for implementing and facilitating various administrative elements of the graduate program, including recruitment, admissions, record-keeping and maintenance of student files, scheduling (comprehensive exams, language placement exams, etc.), funding and stipend awards, academic forms and petitions, and other matters concerning EALCS graduate students. Documentation is associated with many steps leading to a graduate degree. In order to ensure that degree progress is recorded by the university in a timely and accurate manner, students should consult with the GPA for the appropriate forms or petitions needed when approaching “degree milestones” such as the M.A. comprehensive exams or thesis, nomination of committee members, qualifying examinations to advance to doctoral candidacy, and dissertation defense. (Please note: if a Graduate Division form requires a signature, it must be signed by the DGS, Department Chair, and/or Faculty Advisor/Committee Chair.)

The GPA also works with the DGS for hiring graduate students for the following titles: Teaching Assistant (TA), Graduate Student Researcher (GSR), Student Teaching Associates, and Readers. In the additional capacity as EALCS Undergraduate Program Advisor, the GPA also performs administrative functions related to the quarterly schedule of classes and classroom assignments, teaching and faculty support, textbook orders each

quarter for classes (including desk copies for TA use), and classroom reservations.

EALCS Graduate Program Committee: Chaired by the DGS, the Graduate Program Committee is made up of faculty representing broad areas of the graduate program. The Committee ensures that the requirements of the graduate program reflect current full faculty decisions regarding thoroughness and fairness, and the Committee also makes recommendations to the full faculty if it sees a need for adjustment in the program. The Committee meets concerning individual graduate students whose progress is flagged for time-to-degree monitoring, as revealed in the annual Graduate Division student review process. Finally, the Committee reads graduate applications in the Winter quarter and gathers faculty comments to make nominations to the Graduate Division for admissions and fellowship awards.

EALCS Faculty Advisors and the Advising Process: Graduate students in EALCS establish a faculty advisory committee. The chair of this committee serves as the primary academic advisor. Until the committee is selected, and at any time during their graduate studies, students may also consult with the DGS, who can advise all graduate students on matters of program policy and general academic progress.

M.A. students should nominate their faculty committee by the end of their first year and are required to submit nomination [Form I](#) paperwork by the end of their fifth quarter at UCSB. The chair of the committee and the other committee members advise on course choices, including required and non-required courses according to the student's area of specialization. They also advise and guide the student through the thesis or exams, and advise on post-M.A. plans. The faculty advisor and the committee, as well as the DGS, annually assess overall progress based on a self-review, committee consultation, an advisor statement regarding progress, and an updated degree checklist.

Ph.D. students should select their qualifying exam committee by the end of their second year of study, and submit the [Form II](#) paperwork. The chair of the committee and the other committee members advise on course choices, including required and non-required courses, qualifying exams, dissertation, outside fellowships, and job placement. Once students have advanced to candidacy, the faculty advisor becomes the chair of the dissertation committee. The dissertation committee, usually but not necessarily, is composed of members of the qualifying exam committee, although students have the option of changing any of the members. Once the dissertation committee is formed, the student submits the [Form I](#)

paperwork. The faculty advisor and the committee, as well as the DGS, annually assess overall progress based on a self-review, committee consultation, an advisor statement regarding progress, and an updated degree checklist.

Although most advisors are readily available to students, students should respect restrictions on faculty availability and have reasonable expectations for turn-around time on submitted work. Faculty need ample time to read student work, especially at the end of the quarter when they experience increased demands on their schedules. Faculty also have limited availability for routine advising during the summer months. Students planning to work with their advisor during the summer, or those intending to complete key program milestones (e.g. thesis or dissertation completion/filing) during summer will need to make arrangements with their advisor in advance.

EALCS Lead TA: The Lead TA is a continuing graduate student. The Lead TA provides 1) a TA training orientation and associated GauchoSpace site, 2) informal consultations with TAs, including section visitation and confidential advice, and 3) pedagogical workshops on demand. The Lead TA is selected by the department.

EALCS Graduate Student Mentor: The Graduate Student Mentor is a continuing graduate student. The UCSB [Graduate Scholars Program](#) (GSP) is designed to provide support and tools for success for incoming graduate students from populations that are historically underrepresented by providing a community of diverse doctoral scholars with academic, professional, and social support.

EALCS Graduate Student/Faculty Liaison: The Graduate Student/Faculty liaison is a continuing graduate student. The Student/Faculty Liaison meets during the year with the DGS and department Chair to report on graduate student activities and to address student concerns or suggestions for the graduate program. The Graduate Student/Faculty Liaison is chosen by student/self-nomination and voted in by the graduate students at the end of each academic year.

Graduate East Asia Research Society (GEARS) Convenors: The GEARS Convenors are continuing graduate students. GEARS is a cross-campus group of graduate students with research interests in East Asia [Centers and Resources](#). The Convenors organize programming and social events and otherwise facilitate GEARS activities. GEARS Convenors

have created a communal digital archive of useful [documents and resources](#), and will continue to add to the digital archive.

UCSB Graduate Student Association (GSA) Representative: The GSA

Representative is a continuing graduate student. The department [GSA](#) representative has two basic responsibilities. The first is to attend monthly evening meetings of the organization to discuss and raise issues that affect departmental constituents and campus matters, and to vote on issues put on the floor. The majority of votes relate to the allocation of funding released to the GSA for student ventures: conferences, student initiatives, etc.

Representatives may also serve on campus committees, for which they will receive some monetary compensation. For example, recent committees include campus-wide initiatives that look to graduate student mental health, the university's policies on diversity, gender, and sexual violence, and campus accessibility and housing. The second responsibility is to convey pertinent matters to EALCS graduate students via email after the fact. Although GSA minutes are publicly released, the representative should provide a quick summary of key issues and opportunities to their peers

Useful Administrative Procedures: Registration - Courses - Grading

Registering for classes: Students can consult with their faculty advisor, the graduate faculty advisor (DGS), or the graduate program advisor (GPA) before registering for courses. Students must enroll and pay fees by the deadlines noted on the [2020-2021 Registration Calendar](#). Students can check their billing information on their "My BARC" account at this link: [My UCSB Start Page](#).

Course registration is handled online in [GOLD](#). The normal course load for graduate students is 12 units per quarter (with 8-12 units considered full-time). This may include units for independent studies. Students must be registered for a minimum of 8 units to be eligible for academic apprentice appointments (TA, Reader, GSR, or Teaching Associate), and to qualify for financial aid, department funding, and student housing.

Maintaining graduate status requires officially registering in classes each quarter and paying fees. There is no provision for part-time graduate status, or reduced fees for taking a reduced course load; all graduate students are assessed full fees each quarter. Students who are physically elsewhere are considered "in residence" at UCSB if they pay fees and register for classes. Students are encouraged to review their program degree requirements,

courses completed every quarter, their transcripts in GOLD, and to meet with their faculty advisor and GPA as needed, to track their progress.

Please note: failure to pay fees and/or to register by the declared deadline will result in additional fees (a late payment or late registration fee).

Schedule Adjustments can be made in [GOLD](#) prior to the start of the quarter, but a petition will need to be submitted once the GOLD deadlines have passed. Here is a link to the graduate [Petitions](#).

Adding and/or dropping a class: Initial changes are made online and then with an approval code once classes begin and for the first week, and after that by a [Retroactive Schedule Adjustment Petition for Graduate Students form](#). The instructor and the DGS must sign the petition form, which is then submitted to Graduate Division for review and approval.

Incomplete and Failing Grades F, NP (No Pass), U (Unsatisfactory): Students will need to petition for an “I” (Incomplete) grade by the last day of the quarter (the petition requires the signature of the instructor). If the work for the course is not completed **within the next academic quarter**, the Incomplete becomes a failing grade (F, NP, U). See the Registrar’s explanation and policy of [Incomplete Grades](#).

Please note: Students must file an Incomplete Petition with the Office of the Registrar prior to the last day of the quarter to receive an Incomplete grade. If the petition is not on file and an instructor submits the Incomplete, the Registrar’s office will enter the grade as an “F” or “U”.

Satisfactory/Unsatisfactory & Pass/No Pass Grading: Graduate students may take coursework on a Satisfactory/Unsatisfactory (S/U) or Pass/No Pass (P/NP) basis only when that is a grading option. S/U grading is used for courses numbered 200-500, while P/NP is used for courses numbered 1-199. The grade of an S in graduate courses is equivalent to a grade of B (3.0) or better. A grade of C (2.0) is necessary to earn a Pass in an undergraduate course. No credit is awarded for a course in which the grade of U or NP is assigned. Students are cautioned from taking a preponderance of courses either S/U or P/NP since this reduces the margin for error if low grades are earned in courses taken for letter grades. Letter grades are required in elective courses and 596 courses counting toward electives.

Keeping Transcript updated and accurate: Graduate Division oversees student records to ensure that students do not accumulate excessive incomplete grades or courses without

grades. Graduate students who have accrued 12 or more units of unfinished coursework are considered to be making insufficient progress toward the degree and will be sent a warning letter. With repeated occurrences or excessive unfinished coursework, students are placed on academic probation. Graduate students can access their grades and transcripts in GOLD, and are encouraged to review them quarterly.

Academic Standards of Scholarship: To remain in good academic standing, graduate students must make timely progress toward degree completion and meet the following standards of scholarship established by the Academic Senate and the Graduate Council:

- Establish a GPA by taking courses for letter Grades
- Maintain a minimum cumulative grade point average of 3.0
- Complete coursework, see Graduate Division's [Registration Expectations](#)
- Meet all departmental degree requirements, as outlined in the [UCSB General Catalog](#)
- Review the [Academic Senate Graduate Regulations](#)

Normative Time: [Degree Time Standards](#)

Normative time is the number of years considered to be reasonable by the faculty on an individual program for completing of the Master's degree or doctoral degree by the full-time student in that program. Normative time, which varies by program, is measured from the time a student begins graduate study at any level at UCSB. For the EALCS department:

M.A. students must complete the Master's degree within the four-year time limit; *the optimal department time standard is two years.*

M.A./Ph.D. students must meet the time-to-degree standard provided by Graduate Division and:

- Advance to candidacy in 4 years and complete the doctoral degree in 7 years

Ph.D. Students already holding a relevant M.A. graduate degree must:

- Advance to candidacy on 3 years and complete the doctoral degree in 6 years

Progress Checks: Graduate students can meet with the GPA regularly for quarterly degree progress checks. Progress checks are a great way to track academic program and ensure timely progress and make sure all program requirements are being met.

Degree Milestones: the term “degree milestone” refers to the series of steps graduate students take to complete a Master’s or doctoral degree.

- For the M.A. this include: satisfaction of the residency requirements, completion of unit requirements, and either passing the comprehensive exam or completion of the thesis. The final step is to submit the completed, signed degree checksheet to GradDiv for review.
- For the Ph.D. this includes: satisfaction of the residency requirements, completion of unit requirements, nomination of the faculty committee to conduct the Ph.D. qualifying exams and dissertation research, passing the qualifying examinations, approval of a dissertation prospectus, and final defense of the dissertation. The final step is to submit the completed, signed degree checksheet to GradDiv for review.

Graduate Courses, Grading, And Examinations

Both the M.A. and Ph.D. levels require specified amounts and types of coursework, outlined in the East Asian Languages & Cultural Studies graduate program degree forms (usually referred to as the checksheets). They can be found on the [General Catalog Graduate Program Page](#).

Types of Graduate Courses - link to EALCS [General Catalog](#)

Seminars

There are three general types of seminars: reading seminars, writing seminars, and research seminars, all of which are numbered in the 200 series.

Additionally, there are courses numbered in the 500 series for independent study, comprehensive examination preparation (597), Master’s Thesis Research (598), Apprentice Teaching (501), and dissertation preparation (599).

Reading Seminars

Reading Seminars or *Readings in Selected Texts* will center of readings of Chinese or Japanese texts, type and period to depend on need of students and agreed upon with instructors (CHIN 201 and JAPAN 201)

Research Seminars

Research Seminars (numbered CHIN 211 and JAPAN 211), provide an introduction to bibliographies, reference works, and methodologies of sinological research and methodologies of research in Japanese studies. Emphasis is on the student’s use of primary documentation as the basis for an original research paper. Successful completion of the

research seminar requirements is extremely important for students, for it is in these seminars that students demonstrate their ability to do original research and effective writing.

Course:	M.A. Plan I	M.A. Plan II	Ph.D.
EACS 212 Canon Formation, Periodization, and Disciplinarity in East Asian Studies	required	required	required
EACS 215 Topics in EA Cultural Studies	required	required	required
CHIN 211 or JAPAN 211: Bibliography and Research Methodology	required	required	required
#597 Prep for Comprehensive Exams	8 units		
#598 MA Thesis Research & Preparation		12 units	
#599 PhD Dissertation Preparation			Variable # units

EALCS Classical Language requirements for all M.A., M.A./Ph.D., and Ph.D. students

Classical Chinese:

- Students in Chinese studies are required to take 4-8 units of classical Chinese (CHIN 101A and 101B), depending on whether they have already had the equivalent of CHIN 101A.

Classical Japanese:

- Students in Japanese studies are required to take 4-8 units of classical Japanese (JAPAN 181 and JAPAN 183) depending on whether they have already had the equivalent of JAPAN 181.

The acquisition of a solid foundation in the classical language is a fundamental part of graduate training for students in all areas, regardless of period or disciplinary specialization. Classical grammatical constructions survive into the twentieth century, and even students focused primarily on contemporary topics will find knowledge of classical grammar,

orthography, and rhetoric important for full literacy, enabling access to earlier scholarship and understandings of the history behind key words and ideas.

EALCS Foreign Language requirements for all M.A./Ph.D. and Ph.D. students

In addition to the primary language (Chinese or Japanese), every M.A./Ph.D. and Ph.D. EALCS graduate student is required to attain facility in an additional language that supports the student's research. The choice of the additional language, as well as the level of study that constitutes facility (typically, the equivalent of 2-3 years), should be determined through consultation with the student's faculty advisor and should be based on consideration of usefulness to the field of research.

**Master of Arts: Asian Studies (M.A.) Degree
Emphasis in East Asian Languages & Cultural Studies**

The Asian Studies M.A. emphasis in EALCS has two tracks:

Plan I: Thesis Track, requiring a total of 72 units, 60 units coursework and 12 units M.A. thesis (598)

Graduate Students in the M.A./Ph.D. program must complete the Plan I M.A. with a 3.75 GPA

Plan II: Comprehensive Exam Track, requiring a total of 72 units, 64 of coursework and 8 units for

comprehensive exams (597)

Please refer for the MA Degree Checklists for course requirements for [Plan I](#) and [Plan II](#), and ask the GPA for fillable forms to complete.

Asian Studies M.A. emphasis in EALCS Requirements:

Course:	M.A. Plan I	M.A. Plan II
EACS 212 Canon Formation, Periodization, and Disciplinarity in East Asian Studies	4 units	4 units
EACS 215 Topics in EA Cultural Studies	4 units	4 units
CHIN 211 or JAPAN 211: Bibliography and Research Methodology	4 units	4 units

Additional Graduate Coursework (200-299 or 596	8 units	8 units
Elective Units: 25 units of Upper Division or Grad Coursework	40-44 units	44-48 units
#597 Prep for Comprehensive Exams		8 units
#598 MA Thesis Research & Preparation	12 units	
Total units:	72 units	72 units

Foreign Language requirements All M.A. students starting Fall 2019

In addition to the primary language (Chinese or Japanese), every EALCS graduate student is required to attain facility in an additional language that supports the student's research. The choice of the additional language, as well as the level of study that constitutes facility (typically, the equivalent of 2-3 years), should be determined through consultation with the student's faculty advisor and should be based on consideration on usefulness to the field of research.

Classical Language requirements All M.A. students starting Fall 2019

Classical Chinese:

- Students in Chinese studies are required to take 4-8 units of classical Chinese (CHIN 101A and 101B), depending on whether they have already had the equivalent of CHIN 101A.

Classical Japanese:

- Students in Japanese studies are required to take 4-8 units of classical Japanese (JAPAN 181 and JAPAN 183) depending on whether they have already had the equivalent of JAPAN 181.

Plan I Thesis Requirement:

- **M.A. students** nominate a thesis committee by the end of their first year and submit nomination paperwork (**Form I**)
- The M.A. Committee Chair supervises the thesis during the final two quarters through the graded CHIN 598 or EACS 598 or JAPAN 598 (6 units each per quarter); and along with other committee members oversees the student's thesis completion. Once thesis is approved by all committee members, the completed M.A. checklist is signed by the GDS and the checklist is submitted to Graduate Division for final review. Once approved, the degree is awarded.
- The Master's Thesis Committee consists of three faculty members, with a tenure track

faculty member from the student's home department serving a chair or co-chair. At least two faculty members of every Master's thesis committee must be tenure track faculty from the home department. Recommendation of additional members to the thesis committee is at the discretion of the department.

- To formally nominate a thesis committee, departments must submit the **Form I: Committee Nomination for Master's Thesis with the Conflict of Interest Form** (this is one 3-page form to be signed by the student, committee members, and the department chair, which is then submitted to Graduate Division). And any changes to the committee, once approved, is done by completing a **Form IA: Changes in Thesis Committee**.
- Please check the Graduate Division **Filing and Degree Conferral Deadlines**. The minimum requirements to meet the filing deadline are:
 1. Electronically file thesis with ProQuest by the deadline (the thesis must meet the formatting and filing requirement of the Graduate Council and be electronically filed through the UCSB **ProQuest website**)
 2. Submit original signature page ("wet" signatures) to Graduate Division by the deadline

Additional Resources:

- Download the **Filing Checklist** for more details
- Review the **Step by Step Filing Tutorial**
- Check out the **Formatting Guide and Master's Thesis Template**

Plan II Comprehensive Exam Requirement:

- Upon satisfying the unit and course requirements, Master's students will be eligible to take the comprehensive examination - a three-hour written exam on the two fields set with the professors. Passing grades are B and above, although an A grade is required to be admitted to the Ph.D. program. Students may take the exam one time in an effort to improve the results. A student must obtain approval from the Director of Graduate Study to re-take the exam a third time.
- **M.A. students** will take examination in two fields. Students will form a committee of two members, each to guide preparation, administer and evaluate a field exam.
- The 8 units for CHIN 597 or EACS 597 or JAPAN 597 must be equally divided between the two fields.

MA Exam Procedures:

- The MA exams are not "open book" and students will not have access to their own

electronic devices during the exams (including laptops, external drives, or cell phones).

- When the student is ready to take the exam, the student contacts the Graduate Program Advisor (GPA) to schedule the exam dates and times (usually for 3 hours), a private exam room, and can request a PC or Mac, which will be provided to take the exam.
- The GPA will coordinate with the 2 field professors to get the exams loaded onto the exam computer and will send completed exams to the professors.

Time to degree: The Graduate Division allows 4 years for a student to earn the M.A., but departmental expectations is a two year. Timely completion of the M.A. is a criterion taken into account when students apply to a Ph.D. program as well as for consideration of TAs (when available for M.A. students), and other forms of departmental support. For students with parenting demands, please refer to the [Academic Parenting Accommodation Policies](#) on the Graduate Division website.

Please note: Students must follow the degree checksheet requirements specified for the academic year in which they entered the M.A. program. Additionally, all EALCS degree requirements must be satisfied before the M.A. degree can be awarded by the Graduate Division.

Doctor of Philosophy EALCS (Ph.D.) Degree Requirements

Please refer to the [Ph.D. degree checksheet](#) (and ask the GPA to send you the fillable version of the form).

Ph.D. in East Asian Languages and Cultural Studies Requirements:

Course:	Units:
EACS 212 Canon Formation, Periodization, and Disciplinarity in East Asian Studies	4 units
EACS 215 Topics in EA Cultural Studies	4 units
CHIN 211 or JAPAN 211: Bibliography and Research Methodology	4 units
Field Exam Preparation Courses between 200-299 or 596	36-48 units
Theory/Methodology Requirement	0-4 units
Classical Chinese or Japanese Language Requirement	4-8 units
Dissertation Prospectus	

Ph.D. Qualifying Exams	
Dissertation Requirement	

The Ph.D. in EALCS requires completion of graduate-level coursework (including three graduate program specializations), mastery of a second language, a dissertation prospectus (25-50 pages), successful completion of field examinations in three specializations (4th optional), followed by an oral defense in order to advancement to candidacy, and completion of a dissertation - all to be completed over five to six years. The courses are graduate level courses (numbered 200+) with a minimum passing grade of 'B'. Students can petition for exceptions to count an upper-division undergraduate course (numbered 100-199) towards the Ph.D. degree requirements if there is a compelling academic reason for doing so.

Areas of Specialization: Doctoral students will select one of the five concentration as their "Primary Area of Specialization":

- [Film, Media, Performing Arts, and Popular Culture Studies](#)
- [Gender and Sexuality Studies](#)
- [Literature, Linguistics, and Translation Studies](#)
- [Modernity, Colonialism, and Globalization Studies](#)
- [Religiosity and the History of Ideas](#)

Foreign Language requirements All Ph.D. students starting Fall 2019

In addition to the primary language (Chinese or Japanese), every EALCS graduate student is required to attain facility in an additional language that supports the student's research. The choice of the additional language, as well as the level of study that constitutes facility (typically, the equivalent of 2-3 years), should be determined through consultation with the student's faculty advisor and should be based on consideration on usefulness to the field of research.

Classical Language requirements All M.A. students starting Fall 2019

Classical Chinese:

- Students in Chinese studies are required to take 4-8 units of classical Chinese (CHIN 101A and 101B), depending on whether they have already had the equivalent of CHIN 101A.

Classical Japanese:

- Students in Japanese studies are required to take 4-8 units of classical Japanese

(JAPAN 181 and JAPAN 183) depending on whether they have already had the equivalent of JAPAN 181.

The Ph.D. Qualifying Examinations require three written examinations (with a fourth optional), an oral defense to advance to candidacy, an approval of dissertation prospectus, a dissertation defense, and a doctoral dissertation.

Ph.D. Qualifying Examination

- Before the end of the Spring quarter in the third year of the Ph.D. track, and
- Before the end of the Spring quarter in the fourth year of the M.A./Ph.D. track
- EALCS graduate students must pass three field examinations (with a 4th optional)

Advancing to Candidacy for the Ph.D.

- By the end of the second year, doctoral students must submit a Plan for Advanced Study to their qualifying examination committee for approval - outlining the completion of course requirements and steps to advance to candidacy, including an approved doctoral committee on file with Graduate Division
- In consultation with the graduate faculty advisor, students will choose the three fields
- In consultation with committee member, the student compiles a list of relevant readings and prepares an annotated bibliography, which will serve as a basis for the literature review section of the dissertation prospectus.
- The written exams are not “open book” and students will not have access to their own electronic devices during the exams (including laptops, external drives, or cell phones).
- The oral defense is scheduled within one week of the final written exam
- The oral defense will cover the field exams and dissertation prospectus
- All three exams and the oral defense must be completed with a 30-day period
- Once the student has passed the written and oral qualifying examinations, the student will be advanced to candidacy for the Ph.D.

Ph.D. Exam Procedures

1. Nominate a doctoral committee and submit the [Form I](#) paperwork to Graduate Division (the Committee / Conflict of Interest form)
2. Select exam date in consultation with the committee and DGS, having confirmed completion of course requirements, and notify GPA to reserve the examination room and computer

3. The student will provide the GPA with a completed [Form II: Report on Doctoral Degree Qualifying Examinations](#)
4. When the student is ready to take the exam, the student contacts the Graduate Program Advisor (GPA) to schedule the exam dates and times (usually for 3 hours), a private exam room, and can request a PC or Mac, which will be provided to take the exam
And the student will also schedule the follow-up exam defense
5. The GPA will coordinate with the committee get the exams loaded onto the exam computer and will send completed exams to the professors.
6. The student meets with the committee for the exam defense and exam results, and takes the Form II for “wet signatures”, and pays the \$50 advancement to candidacy and takes the form with the receipt to Graduate Division

Advancement to Candidacy occurs when students have passed all the course requirements (including the departmental language requirement), residency requirement, passed the written and oral qualifying exams, have no Incompletes on their transcript, have an approved prospectus, and have paid the \$50.00 advancement to candidacy fee.

Advancement to candidacy make students eligible for many types of fellowships, both inside and outside of the University, and confers borrowing privileges at the University library with Academic status.

The Graduate Council has set a five-year time limit for advancement to candidacy for all graduate students. Any exception to the policy must be requested by the home department on behalf of the graduate student.

P2 Status

Graduate students are considered P2 status in the Ph.D. program once they have passed their qualifying exams and submitted an acceptable dissertation prospectus. P2 status begins the quarter after students have advanced to candidacy. Graduate Division gives P2 students 9 quarters to be eligible for funding such as departmental fellowships, fee fellowships, and central fellowships.

P3 Status

Once a student has completed 9 quarters after the qualifying exams, they are then considered P3 status. P3 status students are no longer eligible to receive financial support, but are still eligible to hold a Teaching Assistant position.

Dissertation Prospectus

The goal of the dissertation prospectus is to provide a clear presentation of the arguments and contributions of the student's research endeavor, the methods to be utilized, and the debates engaged. The prospectus also serves as a planning tool for committee participation in the development of a writing calendar, research strategies, and scholar networks. And the prospectus could, once approved by the principle advisor, can be developed that would enable it to be utilized as a grant proposal, with particular funding agencies in mind.

The dissertation prospectus is between 20-25 pages in length and includes four elements:

1. A statement that defines the research questions being asked, the subject's significance, and the contribution the dissertation will make to existing scholarship;
2. A bibliographical survey that contains a list of the relevant published works and an analysis in terms of how the project will seek to expand, challenge, or review them;
3. A discussion of the research strategy, specifying data sources, methodologies, and theories;
4. A plan of work, time line, and chapter outline showing when and how.

Steps to complete the Dissertation prospectus:

1. Student work in consultation with the dissertation committee to complete the dissertation prospectus.
2. Student works with their committee to set-up a time to undertake the oral examination (approximately two hours) of the qualifying exam answers and the dissertation prospectus.
3. Student takes Form II (Report on Qualifying Examinations for the Degree of Ph.D.) so the committee members can indicate the exam results and sign-off on the form - "wet signatures" will be required.

After advancing to candidacy the doctoral student's class level changes to P2 statues the next registered quarter, non-resident supplemental tuition is waived for 3 calendar year (if applicable), and additional borrowing privileges are granted at the Davidson Library.

Preparing for the Dissertation Defense

Students complete the dissertation, an original work based on independent research. The defense is a "live" in-department oral exam/conversation with the committee in which all students, faculty, and the EALCS community are invited to attend. Up to two hours are scheduled, although normally the defense will last one hour. It begins with a 10-minute

introduction by the candidate, followed by 1-3 questions by each committee member, and the chair presenting the last questions. Questions are not permitted by guests in attendance. At the conclusion, a closed deliberation takes place among the committee members.

Steps to complete the Dissertation Defense/Filing:

1. The student verifies with the GPA that all University and department degree requirements have been met.
2. The student reviews and uses the Dissertation Formatting and Filing Requirement resources.
3. In consultation with the dissertation committee, DGS, and GPA, students select an available date to defend their dissertation.
4. Student verifies with the GPA that the dissertation committee membership is current and matches the Form I. If there has been any changes since the advancement to candidacy, a [Form I-A](#) must be submitted to Graduate Divison.
5. Student takes a dissertation signature pages (reference dissertation formatting resources) and a completed [Form III](#) Report on Doctoral Degree Final Defense to the scheduled defense. These forms will require committee “wet signatures”.
6. The committee chair sends a confirmation email to the DGS and the GPA to confirm final approval of the dissertation for documentation purposes.
7. Student files dissertation.

Filing the Dissertation

Once the dissertation has been successfully defended, it can be filed electronically on the UCSB ProQuest website. Once file, the Graduate Divison Academic Advisors will review the filed dissertation and will email the student if post-deadline administrative revisions are required.

Doctoral Degree Checksheet

Students must follow the degree checksheet requirements specified for the academic year in which they entered the Ph.D. program. All EALCS and University degree requirements must be satisfied before the Ph.D. degree is awarded.

The EALCS Ph.D. graduate program is designed to prepare students to become fully participating members of the professional community of scholars. Coursework and examinations are integral to this training. Students undertake a challenging course of study that demands advanced language skills in Chinese or Japanese and the expertise in the

study of East Asia that crosses traditional disciplinary boundaries within the humanities and social sciences. Students in this Ph.D. program will deepen their understanding of the cultural traditions of the region and will explore as scholars, interpreters and teachers the rich East Asian history, literatures, religions, and cultural studies.

Successful completion of coursework and further readings generally prepare students for their doctoral qualifying exams. Coursework is a necessary prerequisite to the exams, but students should expect to read additional material in preparing for exams. The completion of coursework and examinations is the prelude to the completion of a doctoral dissertation. The dissertation is an original intellectual contribution to knowledge.

The dissertation committee will include at least three UC Academic Senate members, with a tenure-track faculty member from the student's departments serving as chair or co-chair. At least two members of every doctoral committee must be tenure-track faculty. The chair of the committee and one other shall be EALCS core faculty, and the third faculty member can be from an outside department. Although not required, the dissertation committee will typically be the same as the qualifying examination committee.

The final requirement for the doctoral program is for the candidate to complete a dissertation, which must be an original work based on independent research and an oral defense.

Time-to-degree for the EALCS M.A./Ph.D. and the Ph.D. only:

- For the M.A./Ph.D. track: 4 years to advance to candidacy, 7 years to complete the Ph.D.
- For the Ph.D. track: 3 years to advance to candidacy, 6 years to complete the Ph.D.

Annual Reviews

Graduate students are reviewed at the end of each Spring quarter by their principal advisor in consultation with the other committee members. In preparation for this review, each student must first fill out Part I of the EALCS Graduate Student Annual Self-Review Form, and submit it to the principal advisor. The principal advisor then completes Part II of the Form, after discussion with the student and consultation with the other committee members, individually or in a group meeting with the student. In completing the form, the principal advisor attests that the student's progress is understood by all committee members, and

that the student is aware of any concerns on the part of the committee. The principal advisor gives the statement to the DGS, who submits all approved forms to the GPA.

Each graduate student is also required to meet annually with the GPA to update the degree checklist and assure proper progress to the degree. The GPA combines each student's self-review/principal advisor statement with the updated degree checklist for graduate student files.