COLUMBIA UNIVERSITY
Weatherhead East Asian Institute

Master of Arts in Regional Studies East Asia (MARSEA)

STUDENT HANDBOOK
2022 – 2023

Updated on July 21, 2022

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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 East and Southeast Asia. In January 2003, the East Asian Institute was renamed the Weatherhead East Asian Institute (WEAI) to honor the generosity of the Weatherhead Foundation.

The Institute brings together over 50 full-time faculty, a diverse group of visiting scholars and professionals, and students from the United States and abroad to serve its mission of training new generations of East Asia experts in the humanities and social sciences and to enhance understanding of East Asia in the wider community.

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.

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<http://weai.columbia.edu>

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

Under the leadership of Director Madeleine Zelin, the WEAI launched the Master of Arts in Regional Studies - East Asia (MARSEA) program in 1998 to provide students with intensive graduate training in the social scientific study of modern and contemporary East, Inner, and Southeast Asia. Since its founding over 20 years ago, the MARSEA program has helped train hundreds of entry-level and mid-career professionals: diplomats, military professionals, educators, lawyers, and journalists, among others. These alumni are part of a vast network that spans continents and disciplines.

The Institute administers the MARSEA program through the Graduate School of Arts and Sciences. The degree program requires completion of a **minimum of 30 credits**, including a master's thesis and 8 courses from a wide range of offerings in Anthropology, Economics, History, International Affairs, Literature, Law, Political Science, and Sociology. In addition, students must demonstrate proficiency in an East Asian language equivalent to 3 years of modern Chinese, Japanese, or Korean language, or 2 years of modern Tibetan language. 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.

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 Director 2022-2023

Xiaobo Lu
Professor of Political Science, Barnard College
International Affairs Building 917
xl29@columbia.edu

MARSEA Academic Director

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

MARSEA Program Coordinator and WEAI Student Affairs Officer

Elizabeth Peiffer
Program Coordinator, Student Affairs
International Affairs Building 934
(212) 854-9206
ep3021@columbia.edu

MARSEA Degree Requirements

All students will 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: <https://gsas.columbia.edu/student-guide/policy-handbook/requirements-ma-degree>.

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)
- 2 courses of the yearlong MARSEA core seminar
- 2 modern history courses on the country of specialization
- 3 appropriate regional courses (at least 1 of which must be a colloquium or seminar)
- 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 counting toward the degree 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 second semester of the 3rd year level of Chinese, Japanese, or Korean, or 2nd year level of Tibetan (see Foreign Language Requirement section below for more information). 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 by the program's faculty advisor.
- 3 regional courses selected from at least 2 different fields: at least 1 of the 3 courses must focus on an Asia Pacific country or sub-region other than one's country of specialization. These courses must include at least 1 colloquia and/or seminar. One language course at the 4th-year level or above may be counted towards 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.

Thesis Requirements

The MARSEA master's thesis must be at least 35 pages in length (not including the bibliography) and deal with a modern or contemporary topic in the social sciences that focuses on the Asia Pacific region. It must substantially incorporate discussion of the student's country of specialization, although other countries may be treated in the paper. The use of primary source material is strongly encouraged.

A thesis proposal, together with an Advisor Form (signed by the student's thesis advisor), must be submitted one semester before the student submits his or 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 their 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 Dates

***Please note that the following dates and deadlines are subject to change**

Students Graduating in October 2022

Final Thesis Due: Friday, September 16, 2022

Students Graduating in February 2022

Final Thesis Due: Monday, December 12, 2022

Students Graduating in May 2023

Thesis Proposal & Advisor Form Due: Friday, November 11, 2022

Final Thesis Due: Friday, April 21, 2023

The MARSEA 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 Student Affairs Officer by the appropriate deadline listed above. The thesis must be bound or in a report cover, not simply stapled. Both the Thesis Advisor and the Faculty Advisor's approval are required for completion of the thesis requirement.

Once a student's faculty advisor has had time to review their thesis, the advisor will send any comments and the final letter grade to the Program Coordinator, who, after confirming that the student has satisfied all of their degree requirements, will clear the student for graduation.

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. The program may be completed in 2 semesters or one full academic year, but it is also possible to complete the program in 3 or 4 semesters. In other words, students are free to choose whether they wish to complete the program in 2, 3, or 4 semesters. All students will discuss their timeline for completion of the degree with the MARSEA Academic 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>.

Foreign Language Requirement

Language proficiency equivalent to the second semester of the third-year level of Chinese, Japanese, or Korean, or second-year level of Tibetan in a student's chosen region of specialization is a graduation requirement for MARSEA students. This requirement may be met in one of three ways:

- A student may demonstrate advanced or native proficiency in their chosen language by providing proof that the language was a substantive part of their education (e.g., in high school, college, or prior graduate degree).
- By passing a language proficiency exam and receiving a three-year certificate (which is the equivalent of completing two third-year language courses at Columbia) or better. Incoming students should take the language placement examination in the East Asia language of specialization at the beginning of the semester in which they enter the program (see below for more information).
- By achieving a grade of B or better in a Third Year Level II language course at Columbia.

Language Placement Examinations

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.

Chinese Language Program Director: Liu Lening	Placement test information	Registration for Part I opens on August 12th. Part I - Writing/Multiple-choice Exam: August 15th-25th. Registration opens for Part II. Part II - Speaking Exam (via Zoom): 9/2/22 (10 AM - 12 PM).
Japanese Language Program Director: Haruo Shirane	Placement test information	Registration Period: 6/27/22 - 8/28/22. Register here. Exam Period: 8/20/22 - 8/29/22.
Korean Language Program Director: Joowon Suh	Placement test information	Part I - Online Multiple-choice Exam: Available here on Courseworks from 8/15/22 until 8/30/22. Part II - Writing & Speaking Exam: 9/1/22 (10:00 AM - 1:00 PM).
Tibetan Language Program Director: Sonam Tsering	Placement test information	Please contact Sonam Tsering for the Zoom meeting and registration information.

Please check the EALAC website for any updates regarding East Asian language placement examination schedules: <http://ealac.columbia.edu>

**IMPORTANT: Please note that students can take a placement test for FREE on the dates listed above. However, a $50 fee will be charged if a student takes the test on a date outside of the designated dates. As such, if you miss your designated testing date, you will likely need to either pay to take a placement test or wait to take a free placement test at the beginning of the next semester. Click here for more information about EALAC Language Testing Fee Policies.*

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:

Month of Graduation/ Degree Conferral	**Application Deadline**
October 2022	September 1, 2022
February 2023	November 1, 2022
May 2023	December 1, 2022

Courses and Registration

There are two resources for information about East Asia courses at Columbia University: the Weatherhead East Asian Institute Graduate Course Bulletin https://weai.columbia.edu/content/east-asian-courses-graduate-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 MARSEA Academic 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.

Columbia University Directory of Classes

NOTE: Course information changes frequently, including Methods of Instruction. Please revisit these pages periodically for the most recent and up-to-date course information.

Spring 2021 Regional Studies: East Asia GR6221 section 001

MARSEA WORKSHOP II

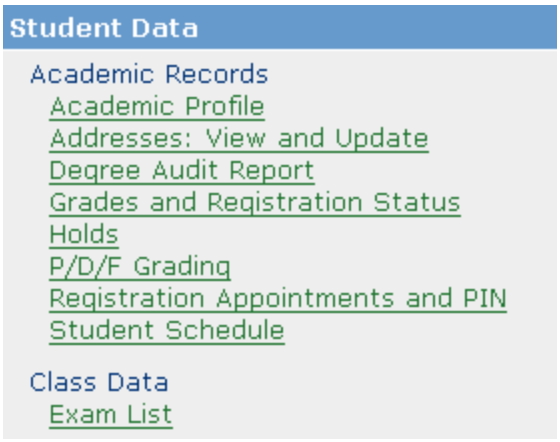
Call Number	17815
Day & Time Location	T 8:10am-10:00am 302 Fayerweather
Points	4
Grading Mode	Standard
Approvals Required	None
Instructor	Lisbeth K Brandt
Type	SEMINAR
Method of Instruction	Hybrid
Course Description	This is the second half of a yearlong seminar for students in the MARSEA (MA in Regional Studies: East Asia) Program. It is designed to help students develop key skills in social science research, and to support the thesis-writing process.
Web Site	Vergil
Department	East Asian Regional Studies
Enrollment	10 students (15 max) as of 1:04PM Tuesday, July 20, 2021
Subject	Regional Studies: East Asia
Number	GR6221
Section	001
Division	Graduate School of Arts and Sciences
Campus	Morningside
Section key	20211EARS6221G001

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.

Cross-Registration Procedures

REQUIRED FOR ALL NON-GSAS COURSES

Students interested in registering for courses outside of the Graduate School of Arts and Sciences (GSAS) may do so through a process called cross-registration. This process varies based on the school, but most often requires submitting an application, seeking approval from the instructor and school, and submitting a Registration Adjustment Form to the WEAI Student Affairs Officer (ep3021@columbia.edu) for review and signature and then to Registrar's Office (see below for further instructions).

A Registration Adjustment Form is required to add any outside course to your GSAS registration. Please submit this form once you have been accepted into your requested course.

1. Complete the following form: http://registrar.columbia.edu/sites/default/files/content/reg-adjustment.pdf.
2. Send the completed Registration Adjustment Form to the WEAI Student Affairs Officer (ep3021@columbia.edu) for review and signature.
3. Submit the signed form via email to registrar@columbia.edu.

In addition to the Registration Adjustment Form, every Columbia school requires you to formally register for their school's courses by following these steps:

School of Business

1. A list of available courses and the online Cross-Registration Application is available here: https://www8.gsb.columbia.edu/programs/mba/academics/classes/cross-registration.

2. Business School courses are offered as A-Term, B-Term, and Full-Term courses. Fall 2022 A-Term, B-Term, and Full-Term cross-registration applications will open in September. A list of available courses will be posted on the website listed above on August 29, 2022.

School of Journalism

1. See a list of available courses and submit the Cross-Registration Request Form here: https://journalism.columbia.edu/cross-registration.
2. For the most part, spots in J-School classes are assigned to non-Journalism graduate students on a space available basis (with top priority given to SIPA students).

School of Law

1. The Law School will accept requests for cross-registration towards the end of their add/drop period (August 30th - September 14), which is when the application will become available. Click here for more information.
2. All applications require the instructor's approval. To request approval, please email the course instructor and request permission to join the course. We suggest you mention you are in the M.A. in Regional Studies - East Asia, plus a brief summary of your relevant qualifications for the course.
3. If the instructor has granted you approval to join the course, complete the online Cross-Registration Application for Non-Law Students Form. It is required that you upload a copy of the email or any other documentation from the instructor indicating their approval to add you to the course.
4. Registration Services will email you during the Decision Notification period with the results of your application.

Graduate School of Architecture, Planning, and Preservation

1. View the list of open GSAPP courses posted online at: https://www.arch.columbia.edu/cross-registration. Please note that open courses will not be posted until the first week of classes.
2. Complete the GSAPP add/drop form here: https://apply.gsapp.columbia.edu/register/add-drop. Please forward an email stating you have permission from the department/instructor to studentaffairs@arch.columbia.edu along with this form.

3. For more information, please refer to this link: https://www.arch.columbia.edu/cross-registration

Mailman School of Public Health

1. Complete the Cross-Registration Application here: https://www.mailman.columbia.edu/sites/default/files/pdf/cross_registration_form_9-4-19.pdf.
2. Submit the form to the MSPH Department offering the course to request permission and obtain the signature of the Department Coordinator/Academic Liaison.[1]
3. Bring the signed form to the MSPH Office of Student Affairs for the Associate Dean's signature. For questions regarding cross-registration at the MSPH, please contact their Office of Student Affairs by email or phone at msph-osa@columbia.edu or 212-342-3128.

School of International and Public Affairs

1. View SIPA's list of approved cross-registration courses here: http://bulletin.columbia.edu/sipa/registration/#crossregistrationtext. Any course listed here may be added per usual via SSOL. **Note: At this moment, all SIPA courses open to cross-registrants are currently closed. SIPA Fall 2022 course registration for non-SIPA students will be available from Monday, September 12 - Friday, September 16th, 2022 via SSOL.*
2. Courses not listed on this site are NOT available for cross-registration. Unfortunately, there are no exceptions.

School of Social Work

1. See a list of available courses and submit the Cross-Registration Add/Drop Form for Non-CSSW Students here: https://socialwork.columbia.edu/current-students/forms-documents-library/cssw-cross-registration-adddrop-form-noncssw-students/.

School of the Arts

1. Please email the course instructor and request permission to join the course. We suggest you mention you are in the M.A. in Regional Studies - East Asia, plus a brief summary of your relevant qualifications for the course.
2. The School of the Arts instructor or academic department administrators must sign the Registration Adjustment Form used by GSAS: http://registrar.columbia.edu/sites/default/files/content/reg-adjustment.pdf.
3. After securing the appropriate signatures email the Registration Adjustment Form to registrar@columbia.edu.

Teacher's College

1. Please email the course instructor and request permission to join the course. We suggest you mention you are in the M.A. in Regional Studies - East Asia, plus a brief summary of your relevant qualifications for the course.

1

2. The Teacher's College instructor or academic department administrators must sign the Registration Adjustment Form used by GSAS: http://registrar.columbia.edu/sites/default/files/content/reg-adjustment.pdf.
3. After securing the appropriate signatures email the Registration Adjustment Form to registrar@columbia.edu.
4. After your registration adjustment form is processed, the Office of the University Registrar will forward your registration data to TC electronically so it is registered in TC's Student Information System (Banner).

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.
- Check to make sure that you have not selected a course that is below 4000, as no undergraduate courses can be used to satisfy your MARSEA course requirements.
- 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.

During 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.

Topics Related to Registration

Approvals

To register for courses that require special approval, complete a registration form from the Registrar's Office
https://www.registrar.columbia.edu/content/registration-adjustment-form-add-drop-classes) 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 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.

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

Changes in Programs of Study

Students are permitted to make fee-free changes in their schedules during the first two weeks of the 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 to 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.

For more information about the GSAS academic calendar, please visit the Registrar's website: https://registrar.columbia.edu/event/academic-calendar

Program Extension Requests

MARSEA students can choose to complete their program in one academic year (2 semesters), 3 semesters (fall, spring, and fall), or a maximum of 4 semesters (two full academic years).

All incoming students will meet with the MARSEA Academic Director, Kim Brandt, at the beginning of their first semester to discuss course registration and establish their graduation timeline. Students who wish to apply for a program extension after this time may do so by submitting a **MARSEA Program Extension Request Form** by **Monday, March 6, 2023**. Program extension requests submitted after this date will be considered on a case-by-case basis and approval is not guaranteed.

Once a program extension request has been approved, students are required to schedule a meeting with the MARSEA program coordinator to discuss possible changes to a student's enrollment category during registration, health insurance, library access, and F-1 visa (for international students).

Immunization Requirements

COVID-19

Per University policy, all students must provide documentation of being up to date with COVID-19 vaccinations at least 14 days before first accessing University facilities or participating in University-approved activities to ensure they are considered fully vaccinated and up to date. You are considered up to date with your COVID-19 vaccines when you have received all doses in the primary series AND all boosters recommended for you, when eligible (click here for more information). *Please note that only vaccines authorized by the US FDA or WHO are accepted to meet this requirement.

All incoming students are required to submit documentation either upon admission or 30 days before registration (see the Columbia Health website for more information). **Students whose immunization records are not compliant will not be able to register for classes.**

Religious and medical exemptions to vaccination will be provided in accordance with New York State public health laws. Students who are seeking such exemptions should complete the request form available on the Columbia Health Immunization page:
<https://health.columbia.edu/content/immunization-requirements>
More information can be found on the University's FAQs Regarding COVID-19 Vaccination page:
<https://covid19.columbia.edu/content/faqs-regarding-covid-19-vaccination>

Measles, Mumps, and Rubella (MMR)

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 on 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.

Meningitis

New York State public health law and University policy requires that students must also document that they either have received the meningococcal meningitis vaccine or have declined to receive it. This requirement applies before a student is permitted to register for their first term at Columbia.

For MMR, Meningitis Decision, and COVID-19 vaccines students must submit their documentation upon admission or at least 30 days prior to their scheduled registration date. For this reason, a hold is placed on registration for all incoming students.

Seasonal Influenza

Students are required to receive or provide documentation they have received, the seasonal influenza vaccine between August 1 of the Fall term and May 1 of the Spring term. For students enrolled in the Fall, this requirement must be met before students are permitted to register for Spring courses. For students new to the University in the Spring term, this requirement applies before a student is permitted to register for their first term at Columbia.

For more information about these and other vaccination requirements and recommendations, please visit Columbia Health's Immunization Requirements page:
<https://health.columbia.edu/content/immunization-requirements>

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

Columbia's intellectual community relies on academic integrity and responsibility as the cornerstone of its work. Graduate students are expected to exhibit the highest level of personal and academic honesty as they engage in scholarly discourse and research. In practical terms, you must be responsible for the full and accurate attribution of the ideas of others in all of your research papers and projects; you must be honest when taking your examinations; you must always submit your own work and not that of another student, scholar, or internet source. Graduate students are responsible for knowing and correctly utilizing referencing and bibliographical guidelines. When in doubt, consult your professor. Citation and plagiarism-prevention resources can be found at the GSAS page on Academic Integrity and Responsible Conduct of Research.

Failure to observe these rules of conduct will have serious academic consequences, up to and including dismissal from the university. If a faculty member suspects a breach of academic honesty, appropriate investigative and disciplinary action will be taken following Dean's Discipline procedures.

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

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 (click here for more information). 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 re-enroll. 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. Once approval has been granted, the student must submit a Withdrawal Form to the GSAS Office of Student Affairs at gsas-studentaffairs@columbia.edu. Until students are notified by GSAS that the withdrawal has been processed, they should assume that they are registered and expected to fulfill their academic and/or financial responsibilities, including completing course work.Please note that Columbia University's health service fee, health insurance premium, application fees, late fees, and special health fees are not refundable. For more information about withdrawal policies and procedures can be found on the GSAS Office of Student Affairs website.

CU Student Email Policy

All students must create a Columbia email account *even if they plan to use another email service as their main email provider.* All formal correspondence from Columbia University and the Weatherhead East Asian Institute will be sent to students' Columbia email accounts. Moreover, the University expects that every student will receive emails at his or her Columbia University email address and will read emails on a frequent and consistent basis. According to University policy, a student's failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Columbia email 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 Student Email Communication 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 GSAS Offices, Addresses, and Contact Information

Academic Diversity and Inclusion

107 Low Memorial Library, MC 4303
gsas-diversity@columbia.edu
https://gsas.columbia.edu/our-intellectual-community/diversity

Admissions

107 Low Memorial Library, MC4303
gsas-admissions@columbia.edu
(212) 854-6729
https://gsas.columbia.edu/degree-programs/admissions

Financial Aid

107 Low Memorial Library, MC4303
gsas-finaid@columbia.edu
(212) 854-3808
https://gsas.columbia.edu/student-guide/financing-your-education

Graduate Career Development/ GSAS Compass

106 Low Memorial Library
gsas-compass@columbia.edu
https://gsas.columbia.edu/graduate-life/career-development

GSAS Compass is a new initiative in the Graduate School of Arts and Sciences that offers a variety of career development services tailored to master's and doctoral students, including career development workshops, employer events, networking opportunities, and one-on-one advising.

Student Affairs

107 Low Memorial Library, MC 4304
gsas-studentaffairs@columbia.edu
(212) 854-4932
https://gsas.columbia.edu/graduate-life/student-life-well-being

Writing Studio

219M Lehman Library, International Affairs Building
https://gsas.columbia.edu/graduate-life/gsas-writing-studio

Additional Columbia University Offices

Counseling and Psychological Services (CPS)

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

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.

Disability Services

Main Office: Wein Hall, Main Floor, Suite 108A
(212) 854-2388
Virtual and in person (by appointment only)
https://health.columbia.edu/content/disability-services

Gay Health Advocacy Project

John Jay Hall, 3rd Floor
519 W. 114th St., Mail Code 3601
New York, NY 10027
212-854-6655
https://health.columbia.edu/content/gay-health-advocacy-project

Insurance Office

John Jay Hall, 3rd Floor
519 W. 114th St.
Insurance Office: 212-854-3286
Immunization Compliance Office: 212-854-7210

Medical Services

John Jay Hall, 4th Floor
519 W. 114th St.
(212) 854-7426
https://health.columbia.edu/content/medical-services

Sexual Violence Response

Lerner Hall 700
(212) 854-3500
For urgent or after-hours support, please call the 24/7 helpline: (212) 854-HELP/4257
https://health.columbia.edu/content/sexual-violence-response

For more information about other offices and services available through Columbia Health, click here.

Student Service Center / Office of the Registrar

210 Kent Hall
registrar@columbia.edu
(212) 854-4400
https://ssc.columbia.edu/

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

Financial Services
210 Kent Hall
sfs@columbia.edu
(212) 854-4206
https://www.sfs.columbia.edu/

International Students and Scholars Office (ISSO)
International House North, Ground Floor
524 Riverside Drive
(212)854-3587
http://www.columbia.edu/cu/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.

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

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
(212) 854-1493
https://ouc.columbia.edu/

MARSEA Academic Calendar *Fall 2022 - Spring 2023*

FALL 2022

Date	Event or Deadline	Details

Friday, July 15, 2022	Immunization Compliance Deadline	All incoming students must be in compliance with University immunization requirements by this date in order to register. Click here for more information.
Monday, August 15, 2022	Last day for Fall 2022 admitted applicants to request deferrals.	No deferrals may be requested or granted after August 15. Click here or contact Student Affairs Officer Elizabeth Peiffer (ep3021@columbia.edu) for more details.
Tuesday, August 16, 2022	Early course registration begins in SSOL	
Wednesday, August 31, 2022	GSAS New Student Orientation (Online)	
Thursday, September 1, 2022	MARSEA New Student Orientation Application for Degree forms due for students graduating in October.	Location and Time: TBA Submit electronically to diplomas@columbia.edu and CC/notify the Student Affairs Officer
Monday, September 5, 2022	Labor Day Holiday	
Tuesday, September 6, 2022	First Day of Fall 2022 Classes (students who are not registered for any courses by the first day of Fall classes will incur a late fee)	
Friday, September 16, 2022	Thesis Submission Deadline (for October 2022 graduates) End of Change of Program Period for Fall 2022	Submit to Thesis Advisor and Student Affairs Officer, via email, by 5PM ET. Last day to add a class, Last day to drop a class and receive a full tuition refund. Students who choose to drop classes after this date may do so before October 11th, but will be required to pay any additional tuition and fees for those classes (if applicable).
Tuesday, October 11, 2022	Last Day to Drop a Class	
Saturday, October 15, 2022	Official Transcript Deadline	Deadline for receipt of final official transcripts from Fall 2022 admitted students. This includes transcripts for any and all study abroad semesters and summer programs.

		Click here for more information and further instructions.
Wednesday, October 19, 2022	October Degrees Conferred	
Tuesday, November 1, 2022	Application for Degree forms due for February 2023 commencement	Submit electronically to diplomas@columbia.edu and CC/notify the Student Affairs Officer
Monday, November 7, 2022	Academic Holiday	Administrative offices open; no classes held
Tuesday, November 8, 2022	Election Day – University Holiday	Administrative and academic offices closed; no classes held
Friday, November 11, 2022	Thesis Proposals Due (For Spring 2023 Thesis Submission)	Submit to Student Affairs Officer, via email by 5PM ET
Wednesday, November 9 to Friday, November 11, 2022	Spring 2023 Course Advising Appointments	More information will be available at a later date.
Wednesday, November 23 to Friday, November 25, 2022	Thanksgiving Holiday	Administrative and academic offices closed; no classes held
Thursday, December 1, 2022	Application for Degree forms due for May 2023 commencement	Submit electronically to diplomas@columbia.edu and CC/notify the Student Affairs Officer
Monday, December 12, 2022	Fall 2022 Thesis Submission Date (for February 2023 graduates)	Submit to Thesis Advisor and Student Affairs Officer, via email, by 5PM ET
TBA	End of the Year MARSEA Celebration	
Monday, December 12, 2022	Last Day of Fall 2022 Classes	
Tuesday, December 13 to Thursday, December 15, 2022	Study Days	
Friday, December 16 to Friday, December 23, 2022	Final Examinations	
Friday, December 23, 2022	Fall 2022 Term Ends	
Saturday, December 24 to Monday, January 16, 2022	Winter Holiday	

SPRING 2023

Date	Event or Deadline	Details
Monday, January 16, 2023	Martin Luther King Jr. Birthday Observed - University Holiday	Administrative and academic offices closed; no classes held
Tuesday, January 17, 2023	First Day of Spring 2023 Classes (students who are not registered for any courses by the first day of Spring classes will incur a late fee)	
Friday, January 27, 2023	End of Change of Program Period	Last day to add a class, Last day to drop a class and receive a full tuition refund. Students who choose to drop classes after this date may do so before February 21st but will be required to pay any additional tuition and fees for those classes (if applicable).
TBA	WEAI Lunar New Year Party	
Wednesday, February 8, 2023	February Degrees Conferred	
Tuesday, February 21, 2023	Last Day to Drop a Class	
Monday, March 13 to Friday, March 17, 2023	Spring Recess	Most administrative offices open; no classes held
Friday, April 21, 2023	Spring 2023 Thesis Submission Date (for May 2023 graduates)	Submit to Thesis Advisor and Student Affairs Officer, via email, by 5PM ET
Monday, May 1, 2023	Last Day of Spring 2023 Classes	
Tuesday, May 2, 2023 - Thursday, May 4, 2023	Study Days	
Friday, May 5 to Friday, May 12, 2023	Final Examinations	
Monday, March 6, 2023	Midterm Date MARSEA Program Extension Request Deadline	Deadline for receipt of MARSEA program extension request. Students seeking to extend their program must submit a request form to the Student Affairs Officer by 5PM ET
Friday, May 12, 2022	Spring 2023 Term Ends	
TBA	GSAS M.A. Convocation Ceremony	

	Columbia University Commencement Ceremony	
Wednesday, May 17, 2023	WEAI Graduation Celebration	

*** Please note that all dates and deadlines are subject to change**