

This handbook is intended to supplement,
not replace, official University publications
such as the Graduate School Bulletin,
Schedule of Classes, and Guide to the
Preparation of Theses and Dissertations

Handbook for Ph.D. Students

Indiana University Department
of East Asian Languages and
Cultures

(August 2020 edition)

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GRADUATE PROGRAM OBJECTIVES

The instructional goal of the Department of East Asian Languages and Cultures (EALC) is to prepare our graduate students for a deeper understanding of East Asia through two mutually supportive and complementary approaches. One is to offer training in the study of the language, literature, and civilizations of traditional and modern China, Japan, and Korea. The other is to provide integrated cross-disciplinary study of the region through a combination of language, disciplinary, and area studies. The Department offers a broad range of programs in order to allow students maximum flexibility in pursuing academic interests which often cut across traditional disciplinary lines.

EALC DIRECTORY

FACULTY AND STAFF

The EALC Directory is available at: <https://ealc.indiana.edu/people/index.html>



RELATED CENTERS

East Asian Studies Center	Director: Michael Brose Assoc. Director: Hye-Seung (Theresa) Kang Secretary: Melissa Berry	GA 2004	855-3765	easc
Center for Chinese Language Pedagogy Chinese Flagship Program	Director: Yea-Fen Chen Full-time Staff: Brian Flaherty, Alonso Saldivar, Ania Peczalska	GA 1024	856-0412	fci
Institute for Korean Studies	Director: Seung-kyung Kim Full-time Staff: Keith Seidel	GA 2050	856-7007	kjseidel



PH.D. REQUIREMENTS

To earn a PhD in Chinese or Japanese from EALC, students will need to focus on three primary kinds of work:

- 30 credit hours of coursework above the MA level
- Qualifying exams
- Dissertation

Students must complete a total of 90 credit hours to complete their PhD.

All coursework for the PhD must be completed within seven years of your matriculation date. After the exam component is completed, and you are advanced to candidacy, you have seven years to complete your dissertation.

A 3.0 GPA needs to be maintained in all coursework. Grades lower than “C” cannot be counted toward your degree.

PhD students are required to be registered every fall and spring semester for the duration of their degree program.

EALC COURSE NUMBERS AND PLANNING

Courses offered by EALC are designated with the prefix “EALC” followed by an “E”, “C”, “J”, or “K” and a three-digit course number. Generally, courses with an “E” prefix are considered to be Culture or Area Studies and are taught in English. Courses with a “C”, “J” or “K” are language classes and are taught almost entirely or completely in the target language and/or involve the use of materials in Chinese or Japanese language as their primary content. “C” indicates Chinese language, “J” Japanese language and “K” Korean language.

Examples:

EALC-E505: Topics in East Asian Studies

EALC-C533: Third Year Chinese 1

EALC-J533: Third Year Japanese 1

EALC-K301: Third Year Korean 1

In most cases, courses with a number of 500 or higher are graduate level coursework. When planning class schedules, students should plan to register for classes at 500-level or above. Culture and area courses taught at the 100-400 levels are generally considered to be undergraduate courses and will not count toward an MA or PhD degree. In many cases, undergraduate and graduate sections of courses will be linked and taught together, and graduate students **should be careful to register for the graduate sections** for such courses. For example, EALC-E350 and EALC-E505 are both topics classes that are frequently taught with linked sections. Graduate students must register for E505 in order to receive credit for the class. Such linked courses are flagged in the schedule of classes. If a graduate section of the class is not listed, it is not available to graduate students.

There are important exceptions to the 500-level rule in the language course sequence. First and second year classes in Chinese, Japanese, and Korean are all designated as 100 and 200 level courses for both graduate and undergraduate students. When registering for first and second year language classes, graduate students need to be aware that: 1) credit hours for these courses will not be counted toward overall degree requirements, and 2) when registering, graduate students must choose the 2 credit graduate level section numbers.

At the third and fourth year level in Chinese, Japanese, and Korean, 500 level course numbers exist, and graduate students must register for those course numbers in order to receive credit for the class.

Please also note:

EALC-E505 is a variable topics course. Students can register for E505 multiple times, and as long as the topics are different for each time the class is taken, credit hours will be counted toward degree requirements.

EALC-E595 is an independent readings course. The course can also be used in conjunction with overseas study. Students interested in registering for E595 should review the registration details of the course on page 19 of this handbook.

Other independent study classes. There are course numbers available for students registering for credits while completing their dissertation. Students should refer to the “Dissertation requirements and procedures” section of this handbook for more information on which course numbers to register for while completing the dissertation.

Courses offered in other Departments:

Cross-listed courses: Other departments sometimes offer courses that contain East Asian content and these classes can be taken by EALC students to fulfill degree requirements. A list of cross-listed courses is in the EALC section of the [Graduate School Bulletin](#). Before enrolling in a class with another department, students should first check to see if the class is cross-listed with EALC.

Joint listed courses: In some cases, courses may be listed with numbers in both EALC and another department (e.g., History or Political Science). In order to avoid confusion at the time of graduation, it is important for EALC students to register for the EALC sections of these classes.

Other courses with East Asian content. Occasionally, courses will be offered in another department or school that may be appropriate for an EALC student’s degree requirements, but there is no official cross- or joint-listing of the class with EALC. In these cases, students should consult with their advisor to get permission before registering for these courses.

TRANSFER CREDIT AND COURSE REVALIDATION

If you would like to transfer credit from another institution, you will need to file a Request for Transfer of Graduate Credit form, available on the [EALC website](#). PhD students may apply to transfer up to 30 credit hours.

In most cases, this will be coursework from the student's MA at another institution. Courses taken more than seven years before the date of the last qualifying exam cannot be transferred unless they have first been revalidated. In most cases, students will also need to submit documentation regarding the content of the courses they wish to transfer. Official records of course descriptions and syllabi will usually suffice. This is a particularly important step for courses that need to be revalidated before transfer.

For a detailed explanation of rules on transfer credit and revalidation, see the Policies and Procedures section of the [Graduate School Bulletin](#).

CREDIT BY PETITION

If you arrange with an EALC faculty member for his or her course to fulfill a requirement that it does not ordinarily fulfill, you need to get confirmation in writing from the faculty member and the Director of Graduate Studies (DGS) that this has been approved. An e-mail to the Office of HLS Graduate Administrative Services from the appropriate faculty member will be sufficient to establish that a non-typical course was approved.



COURSEWORK REQUIREMENTS

The course requirements must be completed before qualifying examinations can be taken.

MAJOR SUBJECT COURSEWORK

Students must complete a minimum of 30 credit hours in approved departmental courses beyond those taken for the MA. These 30 credit hours should include the following:

- Five courses at the 500 level, one of which should be C/J511
- Four seminar courses (600 level) including E604

Third- and fourth-year language courses do not count toward the five required 500-level courses. (Note: Third- and fourth-year language courses may count toward the language requirement. See #3 below.)

Independent Study/Overseas Study credits:

- E595 courses taken on the Bloomington campus should only be taken when the student can find no regularly scheduled classes to meet degree requirements.
- Overseas study credits will sometimes be listed as E595 (Independent Study), and can be counted toward the 500 level course requirement.
- Except for overseas study credits, normally a maximum of 3 credit hours of E595 may be counted toward the degree.
- Before registering for E595, students must meet with the professor they wish to work with and complete the independent study form. See page 20 of this handbook for more details.

It is sometimes necessary to seek departmental approval to substitute an individual readings or other specialized course in fulfilling a coursework requirement. If you are having difficulty fulfilling requirements within a reasonable timeframe, consult with your academic advisor or the DGS.

Students may also take Asian Studies courses offered by other departments, specifically those listed in the [Graduate School Bulletin](#) at the end of the East Asian course listings.

MINOR SUBJECT COURSEWORK

A minor is required in an outside department, such as comparative literature, fine arts, folklore and ethnomusicology, history, political science, religious studies, or other approved departments. Examination in the minor is prescribed by the department or program concerned.

Students should consult with their academic advisor when choosing a minor appropriate to their expected research. Students should contact the department in which they intend to minor in order to find out their minor requirements. It is also useful to let the department know that you intend to pursue a minor in their program by contacting the Director of Graduate Studies in the minor department.

LANGUAGE REQUIREMENTS

Students must demonstrate proficiency in at least two foreign languages.

- Both oral and reading proficiency in the student's major language (Chinese or Japanese)
- Reading proficiency in French, German, or another European language relevant to their research area.

For some areas of research, proficiency in a second modern East Asian language or a classical East Asian language is necessary in addition to the above listed language requirements. Specific program requirements will be determined in consultation with the DGS and the student's Advisory Committee, according to departmental guidelines.

If you are a native speaker of the language of your major, a memo certifying your language competence must be filed by the Language Program Coordinator of the appropriate program and added to your department file. This should be completed during your first semester in the EALC PhD program.

If you believe you have achieved the required level of proficiency in Chinese or Japanese through coursework taken elsewhere, you need to certify your proficiency by taking the appropriate exam offered by the department in August or January.

ELECTIVES

A student's academic advisor may recommend additional coursework above the 30 required hours for research preparation. Also, a student may need further coursework after the specific coursework requirements are completed in order to reach the 90 credit hour total for the degree.

DISSERTATION CREDITS

A student may choose to register for dissertation credits before their qualifying exams have been completed. No more than 15 credits can count toward the 90 credit total. Students must consult with their academic advisor and fill out the dissertation credit approval form before they will be allowed to register for pre-exam dissertation hours.



THE ADVISORY COMMITTEE

The student's major department or program shall assign the student to an advisory committee no later than one year after admission to the PhD program. The advisory committee must include at least two members from the major area and one from another. At least two members of the advisory committee must be members of the graduate faculty. The names of faculty members nominated to serve on the advisory committee shall be forwarded to the student's school or college for approval no later than one year after the student has been admitted to the PhD program. The advisory committee shall approve the student's program of study and counsel the student until the passing of the qualifying examination.

QUALIFYING EXAMINATIONS

PhD Students must complete a total of three qualifying exams in order to be nominated to candidacy in EALC.

The examination component includes:

- written genre (or disciplinary area) exam
- written historical period exam
- oral exam

These exams are taken after all coursework has been completed, and within a few weeks of each other.

The student's major department or program shall assign the student to an advisory committee no later than one year after admission to the PhD program. The advisory committee must include at least two members from the major area and one from another. At least two members of the advisory committee must be members of the graduate faculty. The names of faculty members nominated to serve on the advisory committee shall be forwarded to the student's school or college for approval no later than one year after the student has been admitted to the PhD program. The advisory committee shall approve the student's program of study and counsel the student until the passing of the qualifying examination.

As you prepare for your exams, you will need to find a 3-member exam committee. In many cases, exam committees will be made up of the same professors as your Advisory Committee, but this does not need to be the case. Students will need to fill out a Qualifying Exam Committee form (available on the [EALC website](#)) and obtain signatures from all committee members as you prepare for your exams.

Any questions you have about the exams should be directed toward your exam committee. These faculty members will help you choose the specific genre/discipline and periods of your written exams. Your committee will work with you to set the individualized reading list for your exams.

When you are nearly ready to take your exams, notify your Exam Committee Chair of your intention. Your Committee should have at least six weeks to consult with one another and prepare your questions. Once you have tentatively agreed on a schedule for your exams, contact the Office of HLS Graduate Administrative Services to schedule test dates and times.

WRITTEN QUALIFYING EXAMS

Your written exams will be taken on a computer. The standard time allocated for a written exam is four hours. Unless your Exam Committee Chair has informed the HLS Director of Graduate Administrative Student Services otherwise, you may take nothing into the test with you except a pen to make notes. You are allowed to take a 15-20 minute break, which will not count against your time. You may not review notes or texts during your break.

You will be given a blank flash drive on which to save your work. Remember to save your document frequently. In case there are problems with the flash drive, most students also save a copy of their file to the hard drive while they are working.

When you have finished, bring your flash drive to the Office of HLS Graduate Administrative Services. The director will forward an electronic copy of your exam to your Exam Committee and to you. Please let the director know if you would like a hard copy of the exam.

Your Exam Committee will evaluate your exam, and, led by the chair of your committee, will come to a consensus regarding the results. Except in unusual circumstances (e.g. one of your readers is not available to read your answers right away), you should expect to be notified of your results, in writing, by the committee chair within two weeks.

EXAM GRADES

Officially, candidates either pass or do not pass their exams. No distinction of relative merit is made in any official record. However, the committees will usually make some unofficial distinctions to convey relative merit:

- Pass with distinction
- High pass
- Pass
- No pass

The evaluation of “no pass” subsumes two situations: (i) You will be asked to re-take part of the exam; or (ii) you will be given one more opportunity to retake the entire exam.

ORAL QUALIFYING EXAM

Once you have passed both written examinations (and ordinarily no more than one month after your second written exam), you need to contact your Exam Committee to arrange a convenient time for the oral exam. Once you and the committee have agreed on the time, ask the Office of HLS Graduate Administrative Services to reserve a room and set up any conference calls that may be necessary. Although all EALC faculty are invited to attend the oral portion of your examination, only your committee members will be examining you.

At the conclusion of the oral exam, your Exam Committee meets to consider whether to recommend your nomination to candidacy. If approved, you and your committee will complete a “Nomination to

Candidacy” form, and you will move on to the final stages of a doctoral program, preparing a dissertation research proposal and writing the dissertation.

Once you have passed your qualifying exams, you will need to initiate the Nomination to Candidacy eDoc. The form can be accessed through One.IU. This will be routed to your committee members, DGS and the Office of HLS Graduate Administrative Services for approval and submission to the Graduate School.

DISSERTATION

CONTINUOUS ENROLLMENT

You are allowed seven years from the date you passed your oral qualifying exam to complete your dissertation. During this time, you must be enrolled each fall and spring semester for dissertation credit (C801 or J801). Each year, you will be required to make substantial progress on your dissertation. Failure to do so can result in dismissal from the program. Only 15 hours of dissertation credit may be counted toward the 90 total needed for the degree, so you will need to plan carefully to make sure that you have enough credits in other classes before you begin registering for dissertation hours.

Once you have accumulated a total of 90 credit hours, you must still enroll for a minimum of one hour of graduate credit each semester. PhD candidates may sign up for G901, which carries a reduced fee for no more than six semesters. Not meeting the requirement of continuous enrollment automatically terminates your enrollment in the degree program. If you expect to receive your degree during a summer session, you will need to be enrolled for that session.

THE RESEARCH COMMITTEE

The student has the responsibility of choosing the dissertation director, who typically, also chairs the Research Committee. The Research Committee is a four-person committee which normally includes one member representing the student’s minor field. It will advise the student in researching and writing the dissertation. Throughout the period of your coursework and exams, you will have developed both a sense of what issues you would like to pursue in your dissertation and also which faculty members you think could best facilitate your work. Having been admitted to candidacy, you may already have in mind the faculty member whom you would like to serve as Chair of your Research Committee. If not, you may want to consult with the DGS about identifying someone to approach.

The Chair of your Research Committee, unless special permission is requested and granted, must be a full member of the Graduate Faculty. (Check the Graduate Faculty listing in the [Graduate Bulletin](#) for the current membership of the Graduate Faculty.)

PROPOSAL AND DISSERTATION COLLOQUIUM

Once you have a proposal that is provisionally satisfactory to your Advisory Committee, you should prepare two written versions of your proposal within eight months of being nominated to candidacy. The first proposal should be approximately 8-10 pages long (this may vary according to the advice of the Advisory Committee). In the longer version, you will present in writing the argument you anticipate establishing in your dissertation.

The longer version of the proposal should serve as the basis of your Doctoral Colloquium, an oral presentation of your proposal that you should present to your committee and the department during the first semester after completion of your qualifying exams. (The precise timing can be flexible for candidates who depart Bloomington to begin research immediately after exams.) When you have completed your proposal, you should contact your committee and the Office of HLS Graduate Administrative Services to set a date for your colloquium.

Once the longer version of your proposal receives the approval of your Committee, then a short (1-2 pages) abstract will be submitted to the Graduate School, along with the "Nomination of Research Committee" eDoc, for the Dean's review and approval. You will need to initiate your own "Nomination of Research Committee" eDoc through One.IU. Make sure to follow the directions and attach your proposal to the form. It will be routed to your committee members (who, by approving the eDoc, officially sign on as members of your Research Committee), the DGS and the Office of HLS Graduate Administrative Services for approval and submission to the Graduate School.

The Nomination of Research Committee eDoc must be approved by the Graduate School at least six months before you defend your dissertation.

The Office of HLS Graduate Administrative Services will need copies of both versions of your proposal for your file.

GUIDELINES FOR AN EFFECTIVE PROPOSAL

A dissertation must present a central hypothesis that should take the following into consideration:

- It should be significant to its relevant academic field.
- It can be legitimately argued through presentation of a substantial body of relevant data.
- It should demonstrate conceptual coherence.

The proposal that you submit to the Research Committee should principally be an expression of such a hypothesis. Below is a general guideline of the appropriate form of the proposal. Your Research Committee may suggest that you modify these guidelines in light of your specific field of specialization and topic area.

Your proposal should be as long as is advised by the Chair of your Research Committee (approximately 8-10 pages long, double-spaced) and should generally include the following sections:

- o A clear statement of your central thesis and the method you intend to employ to demonstrate its validity.

- A summary of the existing scholarship in the field as it relates to your thesis. This summary should show what sort of contribution your hypothesis will make in the field.
- A brief, descriptive discussion of your general topic area (for example, if your thesis concerns a particular writer, you might include the writer's brief biographical information, range of works, and literary influence). Included in this section is a short but well-structured statement of evidence that could persuade the Research Committee that your hypothesis has substantial validity.
- A chapter-by-chapter prospectus that illustrates how each step of your dissertation will help you demonstrate your hypothesis.
- A brief summary, which could include a discussion of secondary themes that your dissertation may explore.
- A bibliography (1-2 pages) consisting of sources pertinent to your dissertation research.

COMPLETING AND DEFENDING YOUR DISSERTATION

As you are completing your dissertation, you will need to be in regular contact with your Research Committee and set a timeline for completion. You should allow at least two months for your committee to review your final draft as the committee members may require revisions before your defense.

When you and your Research Committee have agreed on a date for your dissertation defense, ask the Office of HLS Graduate Administrative Services to reserve a room. You should also work with the Office of HLS Graduate Administrative Services to prepare a written announcement according to the guidelines in the [Dissertation Preparation Guide](#), and submit it to the Graduate School at least 30 days before your scheduled defense. Anybody who wishes to attend the dissertation defense is encouraged to notify the Chair of the Research Committee in advance.

At the conclusion of your defense, the Research Committee will vote on the outcome, according to the four options specified on page 12 of the [Graduate Bulletin](#). After necessary revisions are made, and the signatures on the acceptance page are obtained from the Research Committee members, a final version of the dissertation is sent to the Graduate School.

The College of Arts and Sciences requires electronic submission of doctoral dissertations. Pay close attention to the sections on the dissertation and defense in the General Requirements section of the [Bulletin](#), and the [Dissertation Preparation Guide](#) developed by the Graduate School. The website also has links and information regarding paperwork that needs to be filled out for the Graduate School as part of your completion process.

Your dissertation needs to be submitted and accepted by the Graduate School within seven years of the date you passed your final (oral) qualifying examination. Unless your dissertation has been accepted before the first day of classes during any given semester, you will need to be registered for graduate credit during that semester.

COMMENCEMENT

You are encouraged to participate in commencement, but it is not mandatory. To learn which ceremony is timed for your degree, see the *Bulletin*.

OVERVIEW OF PH.D. EXAM AND DISSERTATION PROCEDURES

1. Under supervision of Advisory Committee, complete your coursework requirements.
2. Form a three-person Exam Committee (not necessarily the same as your Advisory Committee) which will help you to draw up a reading list to prepare for qualifying exams. Please see page 8 for more information about Advisory and Exam committees.
3. When you are nearing the time to take your exams, consult with your academic advisor and the Office of HLS Graduate Administrative Services to be sure that all of your coursework requirements have been met.
4. Allowing at least six weeks for your committee to develop questions, schedule your exams with your Exam Committee. When each exam is scheduled, notify the Office of HLS Graduate Administrative Services so that exam arrangements may be completed
5. If all exams are passed, you will initiate the Nomination to Candidacy eDoc via One.IU.
6. From the date of your last (oral) exam, you have seven years to complete the dissertation. You must be continuously enrolled every fall and spring semester until the dissertation has been submitted. If you want your degree to be awarded in June, July, or August, you must be enrolled in one of the two summer sessions.
7. Identify a four-person Research Committee for your dissertation. The committee, in addition to the chairperson, should include two or more faculty members from EALC and a representative from your minor department. You will need to initiate the Nomination of Research Committee eDoc via One.IU. Begin working with the committee to prepare your dissertation proposal.
8. Within the first semester after your Nomination to Candidacy, schedule the dissertation colloquium with the Office of HLS Graduate Administrative Services.
9. Proceed with research and writing, while maintaining regular contact with the Research Committee.
10. When the dissertation is nearly complete, in consultation with your committee, schedule your defense. Allow at least two months' time for your committee to review your final draft.
11. Consult the [Dissertation Preparation Guide](#) website for details on processing the online submission of your dissertation.
12. Thirty days before your scheduled defense, submit a copy of the required announcement to the Graduate School using the [PhD Defense Announcement eDoc](#) in One.IU.
13. Complete the "Survey of Earned Doctorates" (see [Dissertation Preparation Guide](#) for form) and return the form to the Graduate School.
14. Collect signatures of your committee members on your acceptance page.

15. Your Research Committee will need to assign a grade for your dissertation. The final grade must be reported to the Office of HLS Graduate Administrative Services and the DGS so that the “R” grades on your transcript will be changed to your assigned letter grade.
16. Post your dissertation online and pay appropriate fees to the Graduate School. Fees are paid through the Office of the Bursar.
17. Take the following to the Graduate School in Wells Library:
 - Signed Acceptance page
 - Signed Abstract
 - Fee receipt from the Bursar's Office—for microfilming and possibly copyrighting.
 - Survey of Earned Doctorates (completed and signed)
 - Graduate School's Exit Survey
 - Optional: Application for Graduation for PhD Students (if you want to participate in commencement.)
18. Make sure that the Registrar has your current address information on file.
19. Your diploma will be mailed to you within three months of your completion.



ADVISING AND SUPPORT

Although you are officially responsible for your progress toward the degree, a number of people in our department are available to support your work.

ACADEMIC ADVISING

When you are admitted to the doctoral program (whether your MA work was completed at IU or elsewhere), the DGS will assign you an initial faculty advisor, taking into consideration both your academic interests and those of the faculty member. Your initial advisor will help you clarify the degree requirements, as specified in the [Graduate Bulletin](#), make course selections, address any issues related to credit transfer, ensure that your file accurately documents your progress toward your degree, and discuss academic concerns (such as overseas studies programs).

By the end of your first year in the program, the DGS, in consultation with you, the Chair, and your faculty advisor, will appoint an Advisory Committee, composed of at least three faculty members: two from your major and one from another field. The Chair of the Advisory Committee will now serve as your academic advisor, and the committee as a whole will provide academic advice, counsel you about preparation and training outside your coursework, oversee your qualifying exam process and progress toward the degree, and along with the DGS, advise you about the formation of your Research Committee.

Once you have passed your exams and have been nominated to candidacy, you need to identify a faculty member to serve as the Chair of your Research Committee. You will need to work with this faculty member to choose the other three members of your Research Committee. These committee members will oversee and authorize your dissertation and degree, help you identify your research issue, supervise your research, read and respond in a timely manner to your written work, and conduct your dissertation defense. When you have satisfactorily completed this work, they will sign off on your dissertation.

FACULTY AND STAFF SUPPORT

Although you are officially responsible for your progress toward the degree, a number of people in our department are available to support your work.

In addition to your advisor and committee, you may also turn to the following people for particular kinds of assistance.

- **Director of Graduate Studies (DGS)**

Throughout your work in EALC, the DGS will be available to work with you on issues related to your academic progress. Although your first step in seeking advice should be to speak with your faculty advisor, you should not hesitate to consult the DGS as you select a research topic or identify faculty to work with you on the qualifying exam and the dissertation.

In addition to serving as a consultant, the DGS is also the official agent of the department for much IU and EALC paperwork (e.g., approving independent readings courses, requesting a change in your official academic objective, signing all official forms pertaining to EALC graduate degrees, and so forth). In 2019-20, Professor Charles Lin will be serving as DGS.

- **HLS Graduate Administrative Services**
You will work with the Office of HLS Graduate Administrative Services when you need to obtain and complete forms related to your degree, inquire about your records, and follow up on procedures related to your degree.
- **Department Chair**
Routine issues are not typically handled by the Chair. However, if you experience problems which have not satisfactorily been resolved by talking with appropriate faculty members, your own academic advisor, or the DGS, you may take up your concerns with the Chair. In 2019-20, Professor Scott O'Bryan will be serving as Chair.
- **EALC Reference Librarian**
As you clarify your academic interests and begin your graduate research projects, you are encouraged to consult the EALC reference librarian, Wen-ling Liu, to take advantage of her expertise. Her office is located on the 8th Floor of the Main Library, by the East Asian Collection, in Room E860.

OTHER RESOURCES

PRINT AND ONLINE RESOURCES

- University Graduate School Bulletin. Now available only **online**. Generally, you should refer to the version that was current for the year you entered.
- Office of the Registrar's Website and The Schedule of Classes. <https://registrar.indiana.edu/calendars/schedule-of-classes.shtml> The Registrar's website includes information on course offerings, the academic calendar, instructional fees and incidental fees, registration, and policies on course withdrawal, auditing classes, taking a course pass/fail, grades, residency requirements, academic ethics, sexual harassment and discrimination, and other topics.
- Thesis and Dissertation Preparation guide. <https://graduate.indiana.edu/thesis-dissertation/deadlines.html> This website is maintained by the Graduate School for use by students working on their final research projects.
- The Indiana University Student Code of Conduct, <http://www.iu.edu/~code/> Developed so that all members of the University community have a common understanding of acceptable behavior.

CAMPUS OFFICES

IU Health Center: 600 North Jordan Avenue.....	855-4011
http://www.indiana.edu/~health/	
College of Arts and Science, Graduate Offices: Owen Hall.....	856-8853
https://college.indiana.edu/student-portal/graduate-students/index.html	
University Graduate School: Kirkwood Hall, Room 114.....	855-8853
http://www.indiana.edu/~grdschl/	
Graduate and Professional Student Organization: Kirkwood Hall 103.....	855-8747
http://www.indiana.edu/~gpso/	
Office of the Registrar: 408 N Union St.	855-0121
http://registrar.indiana.edu/	
Office of the Bursar: Poplars Building W100, 400 E 7 th Street.....	855-2636
http://bursar.indiana.edu/	
Office of Student Financial Assistance: 408 N Union Street	855-0321
http://studentcentral.indiana.edu/financial-aid/	
Overseas Studies Office: Leo R. Dowling International Center, 111 South Jordan Avenue	855-9304
https://overseas.iu.edu/	
International Services: Poplars 221, 400 E 7 th Street.....	855-9086
http://ois.iu.edu/	
Human Subjects Committee: Carmichael Center, Room 213	856-4242
https://research.iu.edu/compliance/human-subjects/index.html	



ANNUAL STUDENT EVALUATIONS

All EALC graduate students are required annually to submit a self-evaluation of their progress. Your primary advisor, in conjunction with the DGS and the Graduate Committee, will review the evaluations and provide feedback. This review allows the department to keep tabs on students who are making steady progress and to evaluate those who are not. Students who fail to turn in evaluations, or to meet the deadlines set for their stage of the degree will be given a formal written warning that the next step is academic probation.

STEP 1: SELF-EVALUATIONS

Annual self-evaluations are required for all EALC graduate students, even students who are studying abroad or are in the final stages of completing their dissertations.

Each year in late February, the DGS and HLS Graduate Administrative Services send out a notice by email to all graduate students announcing the timeframe for completion of self-evaluations, which will generally be due the week prior to Spring Break.

There is a form with questions intended to guide your evaluation. The evaluation should be a brief (1-2 paragraph) statement reporting on course requirements you have fulfilled, plans for future coursework, completion of incomplete courses, composition of advisory, exam, and research committees, plans for your dissertation, etc.

Once you have completed the evaluation, send an electronic copy to your advisor, the DGS and the Office of HLS Graduate Administrative Services and bring or send a signed hard copy to the Office of HLS Graduate Administrative Services.

STEP 2: FACULTY REVIEW

Your evaluation will first be reviewed by your advisor, who will alert the DGS if he or she sees any problems in your evaluation.

NO PROBLEMS WITH PROGRESS:

If there are no problems, your advisor will let the DGS know, and you will receive a letter from the DGS stating that there are no problems with your progress.

PROBLEM CASES:

Problem situations would include outstanding Incompletes, too many dropped courses, marginal or poor grades, failure to make progress on your dissertation, and self-evaluations that are out of touch with reality.

If problems are identified, your evaluation will be brought before the Graduate Committee which will make a recommendation as to whether or not a formal warning is necessary. If your progress is a cause for concern, you will receive notice from the DGS and your advisor. Your first warning will normally be received in early April.

STEP 3: FOLLOW UP

You should take the comments and suggestions in your follow-up letter seriously, and act on them as soon as you can.

If your file has been identified as problematic, it is your responsibility to work with your advisor and/or the DGS to address any problems.

If you fail to address the problems laid out in your letter, you can be placed on academic probation as early as May of the same year, or, if a longer timeframe is warranted, as late as January of the next year. It is important to keep in close contact with your advisor and make steady progress in problem areas to avoid academic probation.

If the problems have not been addressed within one year, then you will be dismissed from the graduate program.



REGISTERING FOR CLASSES

REGISTRATION PROCEDURES

When you arrive at IU, a degree-planning chart will be started for you and it will be kept on file with the Office of HLS Graduate Administrative Services. The intention of the planning chart is to give you and your advisor a point of reference to see what classes you have taken and to help in planning for upcoming semesters. It must be completed and signed by your advisor before you will be able to register for classes each semester.

Each semester, before you register for classes for the upcoming semester, you must meet with your advisor to discuss the courses that you plan to take. Before your meeting, you should pick up your planning chart from the Office of HLS Graduate Administrative Services and take it to the meeting. Once your advisor has signed off on your class choices, return the form to the Office of HLS Graduate Administrative Services and they will clear you to register on One.IU. **You will not be able to register without clearance from the Office of HLS Graduate Administrative Services, and they cannot clear you to register without the signed form from your advisor.**

Detailed instructions for online registration through One.IU can be found on the Registrar's website at: <https://studentcentral.indiana.edu/register/steps-register/index.html>

Graduate students are not required to complete registration until the term begins. However, to allow departmental planning and to ensure that any issues of course selection or enrollment are handled in a timely way, EALC requires graduate students to meet with their advisors and complete a registration plan in advance.

In 2019-20, the tentative deadlines for course planning forms to be approved and submitted to the Office of HLS Graduate Administrative Services are: December 1 (for Spring 2020); April 18 (for Fall 2020).

If you are planning to register for any Independent study courses or thesis/project hours, there is extra paperwork required (see below).

DOCUMENTATION

Establish a paper trail. It is your responsibility to obtain written documentation of any requirements you have met that cannot be readily identified by your transcript.

For example, if you arrange with an EALC faculty member for his or her course to fulfill a requirement it doesn't ordinarily fulfill, then you should be sure that you get confirmation in writing from the faculty member and the Director of Graduate Studies (the DGS) that this has been approved. Frequently, you may find that the easiest way to ensure that you have documentation is simply to send a follow-up e-mail with appropriate detail to the faculty member you are working with, asking him or her to forward the message with confirmation to the Office of HLS Graduate Administrative Services. **Again, it is your responsibility to follow up later to see that the confirmation has arrived.**

Be sure to establish this documentation in a timely manner. Faculty leave town on sabbatical and staff members change jobs. By taking the initiative on these kinds of matters, your file will make clear where you stand in relation to the requirements of your degree. It can be very difficult to obtain such documentation even a semester after the agreement was made, so it is important to make sure that you follow up with the faculty member you are working with as soon as possible

INDEPENDENT STUDY COURSES

If you choose to register for Independent Readings (EALC-E595) you will first need to identify a faculty member to work with you for the course. Once you have spoken to the faculty member and you have both agreed on the details of the course, you will need to fill out the authorization form available from the Office of HLS Graduate Administrative Services. The form must be signed by you and the instructor and returned to the Office of HLS Graduate Administrative Services. The office will pass it along to the DGS for departmental approval. Once the DGS signs off on the form, HLS Graduate Administrative Services can then authorize you to register for the course.



LIVING AND STUDYING AWAY FROM BLOOMINGTON

Whether you are studying overseas or just leaving Bloomington while you write your dissertation, it is important to stay in contact with the department while you are away. Be sure to update your contact information in One.IU and let EALC know your contact information before you leave.

While you are away from campus, you will still be required to submit the annual self-evaluations. PhD students are required to maintain continuous enrollment (see page 10).

It is very important to check your IU e-mail account while you are away. As long as you are registered for classes at IU, your IU e-mail account will remain active.

OVERSEAS STUDY OPTIONS

IU AFFILIATED LANGUAGE PROGRAMS

The Inter-University programs in Chinese and Japanese language are very highly regarded intensive language programs. If you are considering application, you should first discuss your plans with the EALC faculty coordinator listed below for the appropriate program. Students who are accepted into and complete these programs are expected to emerge with very high proficiency levels in the language that they are studying. Students apply directly to the program and are encouraged to apply for external funding options to help finance their participation. Applications for admission to the Inter-University programs must be made in the fall of the year prior to enrollment.

Students in these programs are able to register for IU overseas study credit, which in most cases can be transferred to graduate credit after the program is completed. Students are encouraged to register for the overseas studies credit, because it will keep you in good standing in terms of student loans, IU computer accounts, etc. Students should contact Susan Carty (scarty@indiana.edu) in the Office of Overseas Studies for permission to register for overseas study credits.

At the end of the program, students will be given a written statement indicating successful completion of the program. **You must request that the Inter-University program send a copy to the EALC director of graduate studies so that there will be an official record of your participation in the program.** Students should also get in touch with the faculty coordinators listed below to see about getting their overseas study credit transferred to graduate credit that can be applied to degree requirements. In some cases, additional materials may need to be shown. **Students are responsible for following up on credit transfers. It will not happen automatically!**

INTER-UNIVERSITY PROGRAM (IUP) TSINGHUA UNIVERSITY, BEIJING PRC
Academic Year and Summer programs available.

Information and application: <http://iupchinesecenter.org/studying-iup/programs/>

Contact: Prof. Henghua Su hengsu@indiana.edu

INTER-UNIVERSITY CENTER (IUC), YOKOHAMA, JAPAN

Academic Year and Summer programs available

Information and Application: www.stanford.edu/dept/IUC

Contact Professor Edith Sarra esarra@indiana.edu for more information

IU AFFILIATED EXCHANGE PROGRAMS

IU maintains exchange agreements with a few universities in China and Korea, and students with **advanced language skills** are encouraged to apply for these programs. If students are accepted, the host university will cover most or all costs associated with study, and room and board and travel stipends are available from IU. Applications are made through the **Office of the Vice President for International Affairs** (OVPIA). Contact Shawn Reynolds at shreynol@indiana.edu for more information.

In most cases, these exchange programs will not result in IU graduate credit, but often certain degree requirements can be waived when the program is completed successfully. Students should contact the DGS for more information before and after their program.

For 2019-20, the following Universities have exchange agreements with IU. For more information, please see the program links below.

Peking University, Beijing, PRC

<http://worldwide.iu.edu/activities/exchanges/students.shtml>

english.pku.edu.cn

Sungkyunkwan University, Seoul, Republic of Korea

<http://worldwide.iu.edu/activities/exchanges/students.shtml>

<http://www.skku.edu/eng/>

NON-IU PROGRAMS

There are many study abroad opportunities available that are not directly associated with IU and students are encouraged to research other options. Students should talk to their advisor, the DGS and their fellow students to get ideas for other programs that might be appropriate. Students should also look into outside funding sources.

In most cases completing a year or a semester at a non-IU affiliated school will not result in graduate credit. However, if students can produce documentation of their studies, in some cases some degree requirements might be able to be waived. Students should talk to their advisor and the DGS about this possibility before and after the program.

ADVANCED RESEARCH

In consultation with their advisor, many students will choose to live abroad while completing research and writing on their dissertation. Remember that continuous enrollment is required of Ph.D. students, even while working on the dissertation off-campus.

Students are encouraged to look into funding options for living and researching while overseas.

REGISTRATION WHILE ABROAD

You can review both the Schedule of Classes and on-line course information and you can register on online using One.IU. Before registering, you must consult with your advisor by email to get clearance to register. An email record of your advisor's approval is required for the Department to clear you for registration. If you do not have online access while overseas, you should contact the Registrar's Office before you leave to find out your options.

If you are not planning to be registered for IU credits while you are off-campus, it is important to keep in mind that not registering can affect your financial aid and student loan status, especially as regards student loan repayment. You should be sure to check with the financial aid office and your student loan lender to determine how non-registration may affect your status.

EALC DEPARTMENT FACILITIES

ADMINISTRATIVE OFFICES

Hours: 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m. weekdays

EALC administrative offices are located in Global and International Studies Building (GA) 2050. Overall coordination of department administrative matters is the responsibility of the Fiscal Officer/Office Manager, Marsha Wright (Room 2035). General office support and reception is taken care of by Marsha Wright (Room 2035). Most matters pertaining to graduate students are handled by the HLS Office of Graduate Administrative Services (Room 2075).

EAST ASIAN STUDIES CENTER: MAIN OFFICE – GA 2004

The East Asian Studies Center (EASC) works to support and promote East Asian studies at IU. It seeks and administers grants and funding to support East Asian Studies, works on community outreach, sponsors speakers and colloquia, and publishes an online newsletter. EASC also employs some EALC graduate students on a part time basis. The EASC website is: <http://www.indiana.edu/~easc>.

USEFUL WEBSITES

GRADUATE PROGRAM RELATED

Graduate School Bulletin:

<http://bulletins.iu.edu/iu/gradschool/2018-2019/index.shtml#UGS%20bulletin%202015-16%20link>

Guide to Preparation of Thesis and Dissertations:

<https://graduate.indiana.edu/thesis-dissertation/>

Office of the Registrar/Schedule of classes:

<https://registrar.indiana.edu/browser/index.shtml>

The Indiana University Code of Student Rights, Responsibilities, and Conduct

<http://www.iu.edu/~code/>

OTHER CAMPUS RESOURCES

Art Museum: 1133 E 7 th St	855-5445
http://www.indiana.edu/~iuam/	
Asian Culture Center: 807 E 10 th	856-5361
http://www.indiana.edu/~acc/	
Campus Bus Service	855-8384
https://iubus.indiana.edu/campus_bus/	
Chinese Flagship Center: 814 E 3 rd St	856-0412
http://chinese.indiana.edu/	
College of Arts and Sciences: Owen Hall	856-3687
https://college.indiana.edu/student-portal/graduate-students/index.html	
Counseling and Psychological Services (CAPS): 600 N Jordan Ave.....	855-5711
http://healthcenter.indiana.edu/counseling/	
Intensive English Program: Memorial Hall 313.....	855-6457
http://iep.indiana.edu/	
Disability Services for Students: Wells Library, Suite W 302.....	855-7578
http://studentaffairs.indiana.edu/disability-services-students/index.shtml	
East Asian Studies Center (EASC): Memorial W 207	855-3765
http://www.indiana.edu/~easc/	
Gay, Lesbian, Bisexual and Transgender Student Support Services: 705 E 7 th	855-5452
http://glbt.indiana.edu/	
Graduate and Professional Student Organization (GPSO): 803 E 8 th St.....	855-8747
http://www.indiana.edu/~gpso/	
Indiana Daily Student: Ernie Pyle Hall 120	855-0763
http://www.idsnews.com/	
IU Health Center: 600 N Jordan (northeast corner of 10th and Jordan).....	855-4011
http://www.indiana.edu/~health/	
Human Subjects Committee: Carmichael Center, Room LL03	855-3067
https://research.iu.edu/compliance/human-subjects/index.html	
Office of International Services: Poplars 221, 400 E 7 th Street	855-9086
ois.iu.edu	

Latino Cultural Center/La Casa: 715 E 7th	855-0174
http://www.iub.edu/~lacasa/	
Libraries	
http://libraries.iub.edu/	
Mathers Museum of World Cultures: 601 E 8th	855-6873
http://www.indiana.edu/~mathers/	
Neal-Marshall Black Cultural Center: 275 N. Jordan Ave	855-9271
http://www.indiana.edu/~nmbcc/	
Overseas Studies: Leo R. Dowling International Center, 111 S Jordan Ave	855-9304
http://overseas.iu.edu/	
Parking Operations: Henderson Parking Garage, 310 S. Fess	855-9848
http://www.parking.indiana.edu/	
Recreational Sports	855-8788
HPER Facility	855-2371
SRSC Facility	855-9654
http://recsports.indiana.edu/home.php	
University Information Technology Services (UITS) – 24-Hour Computing Consulting	855-6789
http://uits.iu.edu/	
University Graduate School: Wells Library, room E546	855-8853
http://www.indiana.edu/~grdschl/	
Writing Tutorial Services: Wells Library Information Commons	855-6738
http://www.iub.edu/~wts/	

OUTSIDE OF IU

City of Bloomington: <http://www.bloomington.in.gov/>

Bloomington Transit Bus: <http://www.bloomingtontransit.com/>

Bloomington Hospital (IU Health): <http://www.iuhealthbloomington.org/>

Bloomington Parks and Recreation: <http://www.bloomington.in.gov/parks/>

Bloomington Tourism: <http://www.visitbloomington.com/>

Monroe County Government: <http://www.co.monroe.in.us/>

Monroe County Community School Corporation: <http://www.mccsc.edu/>

Monroe County Public Library: <http://www.monroe.lib.in.us/>

Herald-Times Newspaper: <http://www.heraldtimesonline.com/>

Indiana Bureau of Motor Vehicles: <http://www.state.in.us/bmv/>

Rental Possibilities: www.rentbloomington.com

