

UNIVERSITY *of* WASHINGTON

THE HENRY M. JACKSON SCHOOL OF INTERNATIONAL STUDIES

RUSSIAN, EAST EUROPEAN & CENTRAL ASIAN STUDIES M.A. HANDBOOK 2023-2024

A low-angle, close-up photograph of St. Basil's Cathedral in Moscow, Russia. The image captures the intricate details of the red brick facade, white decorative elements, and several colorful, onion-shaped domes. One prominent dome features a red and white zigzag pattern, while others are green and gold. The sky is a clear, bright blue. In the bottom right corner, a large, white, stylized 'W' logo is overlaid on the image.

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WELCOME & HANDBOOK

Welcome to the Jackson School of International Studies M.A. in Russian, East European, & Central Asian Studies (REECAS) program. We look forward to working with you during your studies. Along with our many academic programs, we hope you will enjoy the wealth of resources the Jackson School has to offer during your time here.

> This handbook serves as a compilation of UW and Jackson School resources for students and a reference guide containing the school's academic requirements, deadlines, policies, and procedures. **You are responsible for knowing and adhering to the contents of this handbook.** Any questions about this handbook can be directed to the appropriate adviser as listed in the general advising section.

THE ELLISON CENTER

Dr. Herbert J. Ellison was a professor, the Director of the Jackson School, the Director of the Kennan Institute, and a leader in public diplomacy. He was also a UW graduate. Dr. Ellison devoted thirty years of distinguished service to the University of Washington, and for nearly a half-century was one of the leading figures in the field of Soviet and post-Soviet studies before his retirement in June 2002. Without his commitment, the Ellison Center and the Jackson School as a whole would not be the same. Their success can be traced in large measure to Ellison's vision, leadership and tireless enthusiasm for teaching and research in Eurasian and international affairs.

> Born in Portland, Oregon, Ellison received his B.A. and M.A. degrees in history from the University of Washington. He wrote his doctoral dissertation while on a Fulbright fellowship at the University of London, under the supervision of the eminent historian Hugh Seton-Watson. He held faculty positions at the University of Oklahoma and the University of Kansas before returning to the UW in 1968. Following, he held a variety of important administrative positions, serving as Director of the Jackson School of International Studies, Director of the Kennan Institute for Advanced Russian Studies at the Woodrow Wilson International Center for Scholars, Vice President of the then-called American Association for the Advancement of Slavic Studies (now ASEEES), Chairman of the Board of Directors of the International Research and Exchanges (IREX) Board of Washington, D.C. and Director of Eurasian Research for the National Bureau of Asian Research (NBR) in Seattle. He was also a key player in the creation of the Russian language program in the Soviet Union organized by the Council for International Educational Exchange (CIEE)—the program through which former Ellison Center Director Steve Hanson (along with a group of students that also included REECAS faculty member Glennys Young) first visited the USSR as a graduate student in 1986.

> Dr. Ellison played a central role in just about every major organization in Soviet and Russian studies. He did so, moreover, while continuing to produce a stream of enlightening publications on diverse aspects of Soviet history and post-Soviet international relations, including important works on such topics as Soviet foreign policy toward Western Europe, Sino-Soviet relations, the nature of Gorbachev's perestroika and the role of post-Soviet Russia in the changing international arena of Northeast Asia. He also served as Executive Producer and Chief Consultant for the highly-regarded PBS/BBC television series *Messengers from Moscow* on the history of the Cold War and the PBS documentary *The Real Boris Yeltsin*, which was nominated for an Emmy award.

> Along with Ellison's remarkable record of scholarship, he was a beloved teacher at the University of Washington. His undergraduate courses on the history of communism and on Soviet and Russian history were perennial favorites, and many of his graduate students went on to distinguished academic careers of their own.

GENERAL ADVISING AT JSIS

The Jackson School staff and faculty offer a variety of support to prospective and current students.

UNIVERSITY of WASHINGTON

THE HENRY M. JACKSON SCHOOL OF INTERNATIONAL STUDIES

- > Dr. Scott Radnitz is the Chair of the REECAS program and is the Graduate Program Coordinator (GPC). As the GPC, Dr. Radnitz serves as the academic adviser for the program. You should meet with her at least once per year to review your course of study and request any necessary approvals required. After you have formed your supervisory committee in your second year, your committee chair also advises you. Please see the section titled supervisory committee for more information on your committee's role, duties, and your responsibility to it.
- > Jesús Hidalgo is the Graduate Program Adviser (GPA) for the REECAS program. He will advise you regarding degree requirements, academic planning, policies and procedures, and graduation. Please meet with him at least once per year to ensure you are on track to graduate.
- > The adviser-student relationship implies mutual responsibility. Faculty and staff advisers have office hours, where you can drop by to talk, and they may also be available by appointment at other times. Students are responsible for seeking out faculty and staff either during office hours or by making appointments. Please be proactive about your advising.
- > If you find yourself struggling academically, meet with the GPC or GPA to discuss your options.

M.A. REECAS PROGRAM ADVISERS

Name	Role	Contact Info	Advising Topic
Scott Radnitz	Graduate Program Coordinator (GPC) and Chair	srad@uw.edu ; THO 225A	Academic Advising; Curriculum; Research Interests
Jesús Hidalgo	Graduate Program Adviser (GPA)	jhidalgo@uw.edu ; THO 116; Appointments	Prospective Students; General Inquiries; Degree Requirements; Academic Planning; Policies & Procedures; Graduation
Philip Lyon	Ellison Center Managing Director	plyon@uw.edu ; THO 203B	Language Programs; Fellowships
Rita Bashaw	FLAS Manager	rbasha@uw.edu ; THO124	FLAS Fellowships; Fellowship Administration
Michael Biggins	REECAS Librarian	mbiggins@uw.edu ; SUZ 132	REECAS collections; Research
TBD	Career Services & Alumni Relations	THO 111C	Internships; Career Planning; Alumni Connection
	Office of Academic Services	jsisadv@uw.edu ; THO 111	Registration; General Inquiries

M.A. DEGREE REQUIREMENTS

Students receive the M.A. degree when they have fulfilled the following requirements:

1. Complete curriculum requirements, including thirty-six credits of graduate level work (400-level classes and above, of which eighteen credits must be 500-level and above), not including language classes or thesis credits;
 2. Maintain a GPA of 3.0 or above;
 3. Achieve fourth-year proficiency in one REECAS language or second-year proficiency in a REECAS language other than a student's incoming, qualifying language, and complete a language proficiency exam to that effect;
 4. Complete and submit a thesis;
 5. Present thesis at the REECAS Northwest Conference;
 6. Pass the oral exam; and
 7. Comply with the rules and regulations of the [UW Graduate School](#).
- > All degree requirements must be met within six years of the start of your program. This time limit includes leaves of absence. Under extraordinary circumstances this limit may be extended with the agreement of your GPC and GPA.

CURRICULUM REQUIREMENTS

REQUIRED CORE COURSES

The required core courses are introductory graduate-level courses on the interdisciplinary study of the REECAS region, an area studies course, and a methods courses. This core curriculum is designed to provide you a foundation on which to build your academic coursework and research.

JSIS A 504 Survey of Eurasia (5 credits) is an introduction to scholarly approaches to studying the REECAS region, methods, library resources, and analytical writing and should be taken in autumn quarter of the first year.

JSIS 511 Research Design and Methods (5 credits) helps students develop their thesis research question and build out the methodology appropriate for their work and should be taken spring quarter of the first year.

JSIS A 515 Thesis Seminar (2 credits) is a thesis development seminar for REECAS students concluding with student presentations at the REECAS Symposium and should be taken winter quarter of the second year.

Recommended course: JSIS 578 Careers and Development in International Studies is a 2-credit seminar featuring guest speakers from various career fields who present workshops and share their areas of expertise as it relates to employment, networking and career development. The goal of this course is to help students identify their career interests, develop marketable skills, and search and apply for relevant positions and fellowships.

ADDITIONAL COURSEWORK

Total additional credits: Students must take thirty additional credits, divided between a major (fifteen credits minimum), a minor (ten credits minimum), and a five-credit elective which may be from the major or minor fields.

Geographical focus: Students choose to focus on a REECAS covered region including Russia, East Europe, Central Asia, the Caucasus, and the Baltic States. A geographical focus should inform students' coursework in their major and minor.

Major and minor disciplines: As stated above, students must take fifteen credits in their major and ten credits in their minor. Majors and minors can include history, economics, geography, political science, literature and culture, and others. You must discuss your major and minor selection with the GPC.

Elective: Students can take one elective class not related to their major, minor, or geographical focus.

- > Relevant coursework may be found in multiple disciplines, even though students choose a single discipline for their major or minor. For example, a student interested in business, may find relevant courses in the economics department, law school, and business school. It is possible to apply JSIS 600: Graduate Independent Study to these credits, but JSIS 700: Master's Thesis credits do not count.
- > The purpose of the minor is to provide students an interdisciplinary perspective on their geographical focus. Students should use these courses as an opportunity to expand their understanding of their region from a different perspective.
- > Students can find UW faculty members across campus teaching courses on REECAS through the [Ellison Center](#).
- > In order to graduate, students must present their thesis-in-progress at the annual REECAS Northwest conference in spring of their second year. This conference is organized by the Ellison Center and usually held in Seattle. Calls for papers are sent out several months before the conference.

CONCURRENT PROGRAMS

Students can pursue either a stand-alone JSIS degree, or pursue the degree concurrently while obtaining a second degree in one of six professional schools. A concurrent-degree student may transfer after completing one year of a

professional degree program, or may be admitted simultaneously. Course requirements and schedule completion are slightly different for concurrent-JSIS and stand-alone JSIS degrees. Students must apply to these programs separately.

> There are six official concurrent degree programs:

- | | | |
|-----------------------------|-------------------------------------|-----------------------------------|
| 1. Business | 3. Forest Resources | 5. Public Affairs |
| 2. Law | 4. Marine Affairs | 6. Public Health |

> Students from other professional schools not listed above are welcome to work with the GPC and GPA to coordinate an informal concurrent degree arrangement.

> The basic requirements for concurrent and stand-alone students are the same, but most concurrent students will delay the start of most of their JSIS coursework for a year, and some of the credits they earn will be counted for both degrees. After their first year, concurrent students will incorporate JSIS courses into their remaining professional school courses until both degrees are completed.

LANGUAGE

Language study is an essential part of the program. Courses in REECAS languages and literatures are offered by the [Department of Slavic Languages and Literature](#), the [Department of Scandinavian Studies](#), and the [Department of Near Eastern Languages and Literature](#). Incoming students are required to have completed at least two years of a relevant REECAS language before they begin the program. They are then required to complete an additional two years of language while enrolled in the program. Students should choose to study a language(s) that is relevant to their geographical focus area and should be approved by the GPC.

Language proficiency exam: Students are required to complete a language(s) proficiency exam in order to complete their degree. Language exams are organized by the Ellison Center and administered by the Language Learning Center. If you continue your incoming language study, you must pass a fourth-year proficiency exam. If you choose to study a different language than your incoming language at UW, you must take a proficiency exam in that language during your final quarter.

> Language proficiency exams are offered on a single date and time in the beginning of fall quarter and at the end of spring quarter. Students may only take the exam a limited number of times and must provide a written recommendation of readiness from their language instructor if they seek to take the exam before their final quarter.

> If you believe you are at or beyond the required language level but do not have a transcript to show this, you should arrange to take a language placement exam with the relevant language department in order to determine your preparedness for the UW graduating language proficiency exam. Do this early; if your exam results do not show the required proficiency, you will need time to take the appropriate course work. Contact the relevant department to arrange a placement exam and then contact the Ellison Center Managing Director immediately. We encourage students to increase their language abilities by studying another language during their program.

THESIS

The thesis is a thirty to thirty-five page (~8,000 words) research paper that involves extensive use of primary sources and is of publishable quality. Copies of previous REECAS theses are available online through the [Ellison Center's Digital Library](#) or in hard copy at Suzzallo Library and the Ellison Center.

> JSIS 511 and JSIS 515 are designed to enhance research and methodology, and guide students through the early stages of the writing process. You should consult with the GPC initially and regularly with the members of your supervisory committee for guidance in research and writing.

> You must register for at least nine JSIS 700: Master's Thesis credits. Your supervisory committee chair supervises and submits grades for these credits. You can take them all in one quarter or spread out over several quarters.

ORAL EXAM

The final oral exam is based on the thesis, any implications of your topic, and its relevance to global trends. You may be asked questions related to your major and minor disciplines. All exams are different and you should ask your committee about your exam specifically. Below is an example of how the exam may be structured.

- > At the start of the exam, students are asked to step out of the exam room, while the committee members deliberate about the student's candidacy and the line of questioning they will pursue. Students are expected to prepare a brief, five to ten minute, presentation about their research projects. Following these deliberations, committee members will ask the student questions for about forty-five to sixty minutes. The student will then leave the room while the committee deliberates on the results of the oral exam. Following their second deliberation, the chair will invite the student back to the exam room to inform them of the results of their exam.
- > You will take your oral exam with your supervisory committee during the quarter you intend to graduate. You may make arrangements with your committee to complete your exam remotely.
- > Committee members may award distinction to students with outstanding performance in their written work (essay or two papers) as well as in their oral exam. The following two categories of distinction will be awarded to students for their overall body of work and with unanimous consent of all committee members.

HIGH PASS: A High Pass will be awarded to students who (1) showed overall mastery of material in their thesis or, whose two papers exhibit a close to publishable quality; and (2) delivered an impressive performance during their oral exam that showed substantial theoretical and empirical knowledge of their fields of study.

HONORS: Honors will be awarded to students who (1) showed excellent mastery of material in their thesis or, whose two papers are of publishable quality; and (2) delivered an outstanding performance during their oral exam that showed excellent and broadly situated theoretical as well as empirical knowledge of their respective fields of study in the context of international affairs.

MODEL TIMELINE FOR COMPLETING IN TWO YEARS

The timeline below is for students who need to complete two years of language training. It is intended to be a guideline and model for courses taken as a fulltime M.A. student, not a required path for all students.

Year 1		Year 2	
Autumn	Language Year 1/3 (5cr) JSIS A 504 (5cr) JSIS 578 (2cr, recommended when offered)	Autumn	Language Year 2/4 (5cr) Minor Seminar (5cr) Major/Minor Seminar (5cr)
Winter	Language Year 1/3 (5cr) Major Seminar (5cr) Minor Seminar (5cr)	Winter	Language Year 2/4 (5cr) JSIS A 515 (2cr) JSIS 700 (4cr)
Spring	Language Year 1/3 (5cr) JSIS 511 (5cr) Major Seminar (5cr)	Spring	Language Year 2/4 (5cr) Major Seminar (5cr) JSIS 700 (5cr)

GRADUATION PROCESSES

All students must be enrolled for at least two credits during the quarter in which they intend to graduate.

DEGREE PROGRESS & ADVISING

At least one quarter before you intend to graduate, you must meet with the GPA to ensure that you are on track to graduate. For example, if you intend to graduate at the end of spring quarter, please meet with the adviser at the beginning of winter quarter. You may make an appointment with them [here](#). If you choose not to meet with the GPA, we cannot guarantee you will have completed all of the necessary requirements to graduate.

SUPERVISORY COMMITTEE

Your supervisory committee is comprised of at least two faculty members and no more than four faculty members, including a chair. The chair of the committee should be your primary adviser for your major discipline. Your second member should represent your minor discipline. Your committee will oversee your thesis. Once you have formed your committee, they will be your primary advisers, especially for your research.

> When determining your committee, please note that your chair must be a member of the Graduate Faculty. Graduate Faculty are members of the University faculty who have been designated by the Dean of the Graduate School as actively participating in graduate education. Please see the searchable database of all [Graduate Faculty](#).

> At least two quarters before you intend to graduate, you must declare your supervisory committee by filling out [this form](#), receiving signatures from your committee members as well as the GPC, and returning it to the GPA in THO 116 or emailed to the GPA. For example, if you intend to graduate at the end of spring quarter, submit your form during autumn quarter. You can find this form on the [JSIS advising website](#) or pick up a copy from THO 116.

JSIS FORMS & DEADLINES

In the final quarter of your M.A. program, there are a variety of forms you must submit and actions you must take to ensure on-time program completion. You can find all forms on the [JSIS Advising website](#).

Final draft of thesis: The final draft of your thesis is due to your supervisory committee and the GPA by email no later than 5:00 p.m. on Friday of the 6th week of your intended graduation quarter. For example, if you intend to graduate during spring quarter in 2024, your thesis is due on Friday, May 3, 2024, at 5:00 p.m. However, you should be submitting drafts to your committee members throughout your writing process. Students should work closely with their committee members to develop a timeline for writing and submitting the thesis.

Oral exam forms: You must work with your supervisory committee to schedule your oral exam and fill out the respective form. You and your supervisory committee will determine the date and time of your oral exam and then you will have the GPC approve the form. You will then bring the form to the GPA in THO 116 or email a scanned pdf to the GPA. The GPA will schedule the room for your exam and communicate that information to you and your committee members.

> Your oral exam form is due to the GPA no later than 5:00 p.m. on Friday of the 7th week of your graduation quarter. For example, if you plan to graduate spring quarter in 2024, your form is due on Friday, May 10, 2024, at 5:00 p.m.

Request to graduate with Graduate School: In order to actually graduate, you must formally [request to graduate](#) from the Graduate School no later than 5:00 p.m. on Friday of the 7th week of your graduation quarter. This will trigger a variety of administrative processes necessary for graduation, so please make this a priority.

> ****Note:** The JSIS REECAS program is a thesis program. Make sure you select the appropriate option on the form.

Complete oral exams: The Jackson School has set an internal deadline to complete your oral exams no later than 5:00 p.m. on the Friday of the 10th week of your graduation quarter. For example, if you intend to graduate in spring quarter 2024, you must schedule and complete your oral exam no later than 5:00 p.m. on Friday, May 31, 2024. This deadline is set so you will have at least one week to make any changes to your papers or thesis required by your supervisory committee. If you need more time to schedule your oral exam, you will need approval from the GPC.

> If you cannot complete your oral exam on this timeline, it is possible to receive an extension. Extensions are determined and approved by the GPC on a case-by-case basis. The official deadline to complete your oral exam is 5:00 p.m. on the Friday of finals week of your graduation quarter, or Friday, June 7, 2024, if graduating spring quarter 2024.

Master’s warrant: This form is to be filled out by your supervisory committee upon completion of your oral exam. It indicates to the GPA that you have passed your oral exam and that your papers/thesis have been accepted. The GPA will put a blank copy of the form in the folder they give to your committee for your oral exam. Once your oral exam is completed your committee will sign the form, indicate if you have passed, received a high pass, or passed with honors. The GPA will scan and send you the form for your records.

Master’s thesis supervisory committee form: This form must be filled out by all students completing the thesis option. The GPA will put a blank copy of this form in the folder they give to your committee for your oral exam. If your committee accepts your thesis as complete without revisions, they will sign the form at the end of the oral exam and return it in the folder to the GPA. The GPA will scan the form and email it to you so you can upload it with your thesis.

> If the committee requests revisions before they accept your thesis, you should keep the form until your revisions are complete and then ask your committee to sign the form. In this case you will be responsible for scanning the form for your thesis submission. Please email the scanned copy to the GPA for our records.

Submitting your thesis: You must submit your final thesis both to your committee and the GPA via email, and to the Graduate School via the ETD Proquest Administrator website no later than 11:59 p.m. on the Friday of finals week of your graduation quarter. For example, if you are graduating in spring quarter 2024, you must submit your thesis no later than Friday, June 7, 2024, at 11:59 p.m.

> There are very strict guidelines for formatting your thesis before you submit it. Please visit this [Graduate School website](#) for detailed instructions. The GPA also has a guide to submitting your thesis that you may request.

> You must also submit a bound hard copy including a photocopy of the Master’s Supervisory Committee Form to the Ellison Center. It should be tape bound with a clear front cover and a black back cover.

GRADUATION TIMELINE

Task	Deadline
Supervisory Committee Form Submitted	2 quarters before intended graduation quarter
Confirm Degree Progress with GPA	1 quarter before intended graduation quarter
Final Draft of Paper(s) Due to Committee	5:00 p.m. on Friday of 6 th week of graduation quarter
Oral Exam Form Submitted	5:00 p.m. on Friday of 7 th week of graduation quarter
Request to Graduate	5:00 p.m. on Friday of 7 th week of graduation quarter
Oral Exams Completed	5:00 p.m. on Friday of 10 th week of graduation quarter
Thesis Submitted via ETD/Paper Revisions Due to GPA	11:59 p.m. on Friday of finals week of graduation quarter

UW ACADEMIC POLICIES

The Jackson School ensures all of its degree programs comply with the Graduate School academic policies; however, it is your responsibility to fulfill all of your degree requirements. Please familiarize yourself with [Graduate School policies](#).

> Additionally, Washington Administrative Code 478-121 establishes the [Student Conduct Code](#) for the UW as a whole. Part III of chapter 121 sets forth procedures for hearings, disciplinary sanctions, and evidentiary standards.

REGISTRATION POLICIES & DEADLINES

The UW Registrar’s Office (Schmitz Hall, 2nd floor) manages all registration processes for the university. You should familiarize yourself with the [academic calendar](#) to ensure you meet all registration deadlines.

Adding courses: Adding courses to your schedule is done through your MyPlan website or through your MyUW page and the [UW Time Schedule](#). The [registration windows](#) are listed on the general UW academic calendar. As you will see on the UW Time Schedule pages, some courses in other departments prioritize students within their departments. If you wish to take a class in a different department, you must occasionally wait until Registration Period II or III.

- > If a course at the Jackson School or another department requires an add code, please email the instructor.
- > If you are registering for JSIS 600A or JSIS 700, you will need an add code. To receive an add code, you must [fill out this form](#) and turn it in to THO 111 or email the completed form to jsisadv@uw.edu.
- > You must be registered for at least one class by the first day of classes or you will have to pay a \$25 fee. If you add or drop a class after the first full week of the quarter, you have to pay a \$20 fee. See more about dropping classes below.

Auditing courses: If you wish to [audit a course](#), request permission from the instructor teaching that course; the decision to allow auditors rests solely with the instructor. Once you have received permission, register for the class as you normally would. Then fill out the [Registration Transaction Form](#) to change the course to audit and email it to regoff@uw.edu.

Dropping courses: You are allowed to add or [drop a course](#) with no penalty through the 7th calendar day of the quarter with no penalty or fine. You are allowed to drop a course from the 8th calendar day of the quarter through the 14th day of the quarter for a fine of \$20, but no record of your dropped courses will appear on your transcript.

- > Each academic year (September through August) you may drop one course after the 14th calendar day of the quarter, but no later than the last day of the 7th week of the quarter. A “W” grade and the week designation (W3 through W7) will appear on your transcripts and you will be charged a \$20 fee.

Withdrawal from courses: Students may petition for a [Hardship Withdrawal](#) following the 14th day of the quarter if they are unable to complete a course(s) due to physical and/or mental debilitation or unusual and extenuating circumstances beyond the student’s control.

- > Withdrawal policies are currently in flux due to the COVID-19 pandemic. For up to date and complete information about withdrawal, please contact the GPA.

ON LEAVE & REINSTATEMENT POLICIES

Students must be accounted for (i.e., either registered or officially on-leave) during every term except summer quarter until they complete their degree. Any student who does not apply for on-leave status before going on-leave for one or more quarters during the academic year will be dropped from the UW Graduate School and will need to request reinstatement to the UW before returning.

Filing for on-leave status: If you must take a leave of absence for personal or professional reasons, please notify the GPA via email. Then [submit an online request](#) to go on leave using your MyGrad Program portal. You must submit an on-leave request each quarter you are absent from the university. Students must have completed at least one quarter of study prior to filing an on-leave petition. International students must have completed at least three quarters of full time work before they submit an on-leave petition.

- > Once your request has been submitted, the GPA will approve or deny your request and you will then be prompted to pay a \$25 non-refundable fee. On-leave requests can be submitted as early as two weeks prior to the start of the quarter, but they must be submitted, approved, and paid for no later than 11:59 p.m. PST on the last day of instruction (or the 10th week of the quarter). The Graduate School has additional information about this process on [this website](#).

Returning from on-leave status: In order to return from on-leave status, simply register for the quarter you wish to return. Please also notify the GPA so they can make any other necessary arrangements.

Reinstatement: If you failed to maintain your graduate student status (in other words, if you did not apply for on-leave status and did not register for classes), and you wish to resume your studies, first contact the GPA and the GPC to request permission. Once you have received permission from the GPC, you may [request reinstatement to the Graduate School](#).

> Requests will be approved or denied by the GPA according to previous communication. If your request is approved, you must pay a non-refundable fee of \$250 before you are eligible to register for the reinstatement quarter.

ACADEMIC PERFORMANCE & PROGRESS

Students who maintain satisfactory performance and progress towards the completion of their degree as outlined in this handbook may continue graduate study and research at the Jackson School. This handbook defines the general expectations of our students as relates to coursework, research, program duration and timelines, progress evaluations by faculty, and professional behavior relevant to the program. Under extraordinary circumstances the GPC may waive these requirements on a case-by-case basis. The GPC should provide written documentation to the GPA for official record-keeping purposes.

> The GPC, program faculty, and GPA evaluate progress on a quarterly basis to determine if a student has completed sufficient work at reasonable performance levels. The GPC and/or GPA will communicate with students any issues that arise with their work.

Unsatisfactory Progress: The steps defining the Jackson School's management of cases of unsatisfactory performance and progress are defined by [Memo 16](#) of the Graduate School's memoranda. Below is an outline of its procedures.

> The following three status levels are used to indicate unsatisfactory performance, to communicate clear expectations to the student, and to describe any consequences should those expectations not be met in the stated timeline. The goal of each step is to establish clear expectations and outline a path to return to satisfactory progress.

Warn: This is an early status for a student who has failed to meet expectations for performance or progress. The Jackson School will not notify the Graduate School, but will issue up to one warning letter directly to the student.

Probation: This status is used for a student who has failed to resolve problems with their performance or progress as outlined in the warning letter. The Jackson School will send a probation recommendation to the student with a copy to the Graduate School no later than the 10th business day of the probation quarter. A student may be on probation for no more than two quarters without making progress before the student enters the third status.

Final probation: This status is used for a student who has failed to resolve the documented problems in their probation status. The Jackson School will send a probation recommendation to the student with a copy to the Graduate School no later than the 10th business day of the probation quarter. If a student does not remove the final probation within one quarter, the Jackson School may drop the student from the school.

Appeals: Appeals must follow the process outlined in Graduate School [Memo 33](#), Academic Grievance Procedure.

FUNDING & FELLOWSHIPS

Information about fellowships offered by the Jackson School can be found on the [Funding Opportunities website](#).

FLAS FELLOWSHIPS

The University of Washington offers [Foreign Language and Area Studies](#) fellowships to support undergraduate, graduate, and professional students in acquiring modern foreign languages and area or international studies competencies. Students from all UW departments and schools are encouraged to apply. The six National Resource Centers at the UW offer Academic Year and Summer FLAS fellowships in the following languages:

> Bangla – Burmese – Chinese – Haida (Nuu-cha-nulth, Indigenous Languages spoken in Canada) – Hindi – Indonesian – Japanese – Khmer – Korean – Persian – Tagalog – Thai – Turkish – Urdu – Vietnamese

> FLAS academic year fellows receive \$18,000 tuition, and \$15,000 living stipend. FLAS summer fellows receive \$5,000 tuition and \$2,500 living stipend. Please read all of the [FLAS guidelines](#) carefully before you apply.

UNIVERSITY of WASHINGTON

THE HENRY M. JACKSON SCHOOL OF INTERNATIONAL STUDIES

> **FLAS fellowships are only available to current and incoming UW students who are U.S. citizens or permanent residents.**

GRADUATE FUNDING INFORMATION SERVICE

[GFIS](#) works with current and admitted UW graduate students, helping them identify and locate funding opportunities for graduate school-related expenses including tuition, research, conference, and research travel. Students can visit GFIS during drop-in advising hours, schedule individual appointments, or request information by email (gfis@uw.edu).

CAREER SERVICES

The Jackson School Career Services office helps students connect their academic interests to internships, training, and future careers. It provides support through [advising](#), exploratory and skill-building workshops, panels, networking opportunities, internship support, maintaining a [job board](#), and arranging an annual [mentor program](#).

JSIS 578: Careers and Development in International Studies is a two-credit seminar, taught in autumn quarter only, featuring guest speakers from various career fields who present workshops and share their areas of expertise as it relates to employment, networking, and career development. The goal of this course is to help students identify their career interests, develop marketable skills, and search and apply for relevant positions and fellowships.

GET CONNECTED

Looking for another way to join the Jackson School community? Get connected to our latest news, events, info sessions, and job opportunities through our online media channels.

> **Sign up for Ellison Center and REECAS event, announcement, and opportunities emails and visit the [Ellison Center and REECAS website](#).**

> **Also be sure to [sign up](#) for the Center for West European Studies and EU Center events, announcements, and opportunities emails and visit the [Center for West European Studies and EU Center website](#).**

> You can sign up for [weekly general Jackson School event emails](#). For a Jackson School quarterly newsletter round-up that goes out to the wider community, [sign-up here](#).

Join the conversation by following us on social media:

- > Facebook: UWJacksonSchool
- > Twitter: @UWJSIS
- > YouTube Channel: UWJSIS
- > Instagram UWJacksonSchool
- > LinkedIn: [linkedin.com/school/UWJacksonSchool](https://www.linkedin.com/school/UWJacksonSchool)

RESOURCES

The University of Washington and the Jackson School have a variety of resources to ensure your experience is positive, healthy, educational, and expansive. Please find a brief list of resources available to students below. If you have any questions about these or any other resources available to students, please contact the GPA.

DIVERSITY

JSIS Diversity & Equity Committee: The Jackson School is uniquely positioned to contribute to an equitable and inclusive learning, teaching, and working environment. We draw on our global expertise to enhance the offerings of diverse intellectual and personal experiences at the University of Washington and beyond.

> Our faculty, staff, and students are intellectually engaged with the ways that race, gender, identity, sexuality, ability, class, and ethnicity shape the human experience, both within the educational sphere and outside of it. Through this work, we encourage all members of JSIS to think critically about the world around them and actively engage.

> The role of the [Diversity and Equity Committee](#) is to identify and implement diversity and equity initiatives for the faculty, staff, and students. To speak with someone on the committee, email them at jsisdiv@uw.edu.

UW Office of Minority Affairs & Diversity: The [UW Office of Minority Affairs & Diversity \(OMA&D\)](#) (MGH 325) works to increase diversity on campus and enrich the collegiate experience of all UW students, faculty, and staff. They offer services including academic support programs, financial aid counseling and opportunities, and social activities.

Q Center: The [UW Q Center](#) (HUB 315) is a fierce, primarily student-run resource center dedicated to serving anyone with or without a gender or sexuality – UW students, staff, faculty, alumni, and community members. They host and support student groups, program events, house a lending library, and amplify student voices on the [Student Blog](#).

DISABILITY

[Disability Resources for Students](#) (MGH 011) is dedicated to ensuring access and inclusion for all students with disabilities. They currently work with over 3000 students with either temporary or permanent physical, health, learning, sensory, or psychological disabilities. If you need specific accommodations or services, they are able to liaise with faculty and staff to ensure your needs are met.

SAFETY, HEALTH, & WELLNESS

At the Jackson School, we recognize that you do your best work when you also prioritize your physical and mental health. The following resources are just a few of those available to UW students. If you have a specific issue that is not addressed by any of the resources below, please reach out to the GPA for assistance.

Husky Health & Wellbeing: [Husky Health & Wellbeing](#) houses all UW Seattle safety, health, and wellness resources in one place, containing all the resources below and more. If you do not know where to go, this is the best place to start.

Safecampus: [UW Safecampus](#) works with campus partners to keep the community safe. Safecampus acts as the central point of communication and the coordinating unit for violence mitigation across campus. They deal with issues of conflict resolution, self-harm, relationship violence, suicide, and Title IX.

> Their website provides resources to the entire UW community, particularly students, to address these issues. If you feel unsafe, you should call 206-685-7233, a number available 24/7.

Hall Health: UW Seattle students are eligible for a number of health services including medical advice from the consulting nurse, drop-in care for mental health concerns, one subsidized medical visit per quarter, and many more at the [Hall Health Center](#) at no cost. They are located on campus almost directly behind Thomson Hall.

Counseling Center: The [Counseling Center](#) in Schmitz Hall offers multiple options for students seeking help coping with stress and mental health concerns. All UW Seattle students in degree-seeking programs are eligible for their services.

> If you are experiencing a psychological crisis outside of their working hours and cannot wait until they open, [Crisis Connections](#), a local non-profit, has a hotline at 866-427-4747.

Intramural Activities (IMA): The [UW IMA](#) has a variety of recreation facilities including swimming pools, driving ranges, exercise rooms, recreation fields, basketball courts, and more to help students stay physically fit. As a UW student, you have access to these facilities.

GRADUATE & PROFESSIONAL STUDENT SENATE (GPSS)

The [Graduate and Professional Student Senate](#) is the official student government representing the 15,000 graduate and professional students at the University of Washington. GPSS provides and advocates for the tools needed to enhance personal and professional development, and safeguards the interests of the students it represents.

JSIS GRADUATE COUNCIL

The Jackson School Graduate Council (JSGC) is a student-run council that advocates for Jackson School graduate students, provides quarterly social gatherings, operates and runs the Graduate Student Lounge, and creates community among graduate students. It is comprised of the president, vice president, treasurer, secretary, and events and community organizer.

OUTREACH CENTERS

The University of Washington has [14 outreach centers](#) all housed here at the Jackson School. These centers provide opportunities for educators, students, and the community to learn about the world. Some of them have specific scholarship opportunities and other resources that may be useful.

Canadian Studies Center	Ellison Center for Russian, East European and Central Asian Studies
Center for Global Studies	EU Center
Center for Human Rights	International Policy Institute
Center for Korea Studies	Middle East Center
Center for West European Studies	South Asia Center
East Asia Center	Southeast Asia Center
East Asia Resource Center	Stroum Center for Jewish Studies

TECHNOLOGY & COMPUTERS

The Jackson School Graduate Student Lounge has several computers and a printer available for your use. Printing costs in the lounge are cheaper than elsewhere on campus. To add money to your account, see Mark Haslam on the 4th floor of Thomson Hall in the IT office.

> All Library computers offer word processing, spreadsheet, database, graphics applications, and access to the Internet. The resources listed below provide additional computing services. See [DawgPrints](#) for information.

UW Information Technology: Housed on the second floor of Odegaard Library, UW IT provides technology support to all three campuses. They also offer [free trainings](#) on software including Adobe InDesign, Excel, HTML, Audacity and Podcasting, Adobe Illustrator, iMovie, and Accessible Document Creation.

The Center for Social Science Computation & Research (CSSCR): [The Center for Social Science Computation & Research](#) is a computer resource center providing facilities and support for social science departments at the University of Washington, including JSIS. CSSCR facilities are restricted to use by students, faculty, and staff of the University of Washington. CSSCR's labs are located on the first floor of Savery Hall.

> CSSCR offers trainings and consultation services for social science students conducting quantitative and qualitative research requiring data management. Their computers have the following non-exhaustive list of software installed: ArcGIS, ATLAS.ti, Audacity, Crimson Editor, Eclipse, Emacs, MATLAB, Python, R, SPSS, Stata, and Tableau Public. They offer regular trainings in ATLAS.ti, Python, R, Stata, and others.

The Center for Studies in Demography & Ecology: [The Center for Studies in Demography & Ecology](#) is a community of scholars that develops new demographic measures and methods, advances knowledge about population dynamics, generates new data and evidence to support population science, and trains the next generation of demographers.

> CSDE offers workshops on Spatial Data Analysis, R, GIS, Python, Stata, Coordinate Systems, and other software. Please see their website for up to date information on workshop offerings. CSDE is located in Raitt Hall 206.

CERTIFICATE & ENRICHMENT PROGRAMS

The Jackson School and other UW departments offer graduate certificate programs to enrich your educational experience. The following list is a sampling of what the Jackson School offers. If you are looking for something that is not on the list, please visit the department that houses your preferred subject for information. A [complete list of graduate certificate programs](#) can also be found online.

Cross-Cultural Religious Literacy Certificate: The [Cross-Cultural Religious Literacy Certificate](#) creates a context to understand how people with different beliefs understand themselves. Students must complete ten credits of required coursework, seven credits of regional coursework, and a two-credit capstone project.

QUAL Concentration: The [QUAL Concentration](#) offers students a foundation in qualitative multi-methods research allowing them to deepen their research in their chosen social science or professional field. Students who choose to add the QUAL Concentration to their degree will gain specific skill sets that will benefit them at university and in their future career. The QUAL Concentration is available to graduate and professional students.

Korea Certificate: The purpose of the [Certificate in Korea Studies](#) is to provide a vehicle through which UW graduate students, visiting graduate students, and recent Ph.D.s can acquire a firm foundation in Korea Studies, and be able to document their acquisition of this foundation. The program provides systematic instruction in Korean history, Korean culture and institutions, and Korean political organization and foreign relations.

South Asian Studies Certificate: The [South Asian Studies Certificate](#) provides a thorough grounding in South Asian history and key economic, social, and political issues affecting contemporary South Asia. Students complete ten credits of required coursework, one elective course on South Asia, and a one-credit capstone course.

WRITING CENTER

The [UW writing centers](#) are staffed by tutors who provide students with customized guidance on writing projects. They are able to help students understand fully what any given assignment is asking them to do; plan how to complete all assignments; and execute that plan from the initial writing of research notes through submission of the final draft.

RESOURCES

Academic Calendar	https://www.washington.edu/students/reg/2023cal.html
Counseling Center	http://www.washington.edu/counseling/
Dept of Near Eastern Languages and Civilizations	https://nelc.washington.edu/
Department of Slavic Languages	https://slavic.washington.edu/
Department of Scandinavian Studies	https://scandinavian.washington.edu/
Disability Resources for Students	http://depts.washington.edu/uwdrs/
Ellison Center for REECAS	https://jsis.washington.edu/ellisoncenter/
FLAS	https://jsis.washington.edu/advise/funding/flas/
GPSS	http://depts.washington.edu/gpss/
Graduate School	http://grad.uw.edu
Graduate Funding Info Service	https://www.lib.washington.edu/commons/services/gfis
Graduation Request Form	https://webapps.grad.uw.edu/student/mastapp.aspx
Hall Health	http://depts.washington.edu/hhpccweb/
Husky Health & Wellbeing	https://wellbeing.uw.edu/
Intramural Activities	http://www.washington.edu/ima/
JSIS Careers	https://jsis.washington.edu/advise/career/
JSIS Diversity and Equity Committee	https://jsis.washington.edu/about/diversity-equity/
JSIS Forms	https://jsis.washington.edu/advise/student-forms/
JSIS Funding	https://jsis.washington.edu/advise/funding/
MyGrad for Students	http://grad.uw.edu/for-students-and-post-docs/mygrad-program/
Office of Minority Affairs and Diversity	http://www.washington.edu/omad/
REECAS Faculty	https://jsis.washington.edu/ellisoncenter/people/faculty/
Registrar's Office	https://registrar.washington.edu
Safecampus	https://www.washington.edu/safecampus/
Technology Services	https://www.washington.edu/uwit/
Time Schedule	https://www.washington.edu/students/timeschd/
Writing Centers	http://depts.washington.edu/writeuw/centers.html



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