An Introductory Handbook for Graduate Students

Near Eastern Languages and Civilization

Revised September 2013
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Welcome to the Department of Near Eastern Languages and Civilization at the University of Washington. Under taking graduate work in any program requires organization, timeliness, and a pro-active nature. It also requires that you be in regular communication with both the Department’s Graduate Program Coordinator and the members of your Supervisory Committee. Since adjusting to graduate student life can sometimes feel daunting, we have assembled this handbook to make your life easier. In it you will find information concerning graduate advising, departmental and Graduate School requirements and procedures, and available fellowships and assistantships. This information will help you to set up your Supervisory Committee, to schedule your exams appropriately, and to make the most out of our research facilities. We want your studies with us to be as productive and rewarding as possible, so if there is anything we can do to facilitate your success, please do not hesitate to ask.

Best,
Scott Noegel
Professor and Chair
NELC Faculty

*Alavi, Samad (Assistant Professor), Ph.D., 2013, University of California, Berkeley; Persian Language and Literature
*Andrews, Walter G. (Research Professor), Ph.D., 1970, Michigan; Turkish language and Literature, Ottoman Turkish.
*Cirtautas, Ilse D. (Professor), Ph.D., 1958, Hamburg; Turkic languages and literatures.
*Clauss, Jim (Classics, Adjunct Professor NELC), Ph.D., 1983, California (Berkeley); Hellenistic Literature.
*DeYoung, Terri L. (Associate Professor), Ph.D., 1988, California (Berkeley); Arabic language and literature.
*Dhavan, Purnima. (Professor), Ph.D., 2003, University of Virginia; Religious identity in early modern South Asia.
*Elkhafai, Hussein (Associate Professor), Ph.D., 1985, University of Utah; Arabic language, language pedagogy, listening comprehension, language policy, language planning in North Africa and the Arab Middle East.
*Heer, Nicholas, L. (Professor Emeritus), Ph.D., 1955, Princeton; Arabic language and literature, Islamic theology and philosophy.
*Kasaba, Resat (Jackson School, Adjunct Professor NELC), Ph.D., 1986, State University of New York at Binghamton; Sociology.
*Kuru, Selim (Associate Professor), Ph.D., 2000, Harvard; Turkish language and literature, Ottoman Turkish.

MacKay, Pierre A. (Professor Emeritus), Ph.D., 1964, California (Berkeley); Topography of the Near East, Ottoman Turkish, and Classical Arabic literatures.
*Noegel, Scott (Chair; Professor), Ph.D., 1995, Cornell; Biblical Hebrew, ancient Near Eastern languages and cultures.
*Osanloo, Arzoo (Law, Adjunct Assistant Professor NELC), Ph.D., 2002, Stanford; Cultural and social anthropology.
*Sokoloff, Naomi B. (Professor), Ph.D., 1980, Princeton; Hebrew language and literature.
*Walker, Joel (History; Adjunct Associate Professor NELC), Ph.D., 1997, Princeton, History and Archaeology of the Near East in Late Antiquity.
*Williams, Michael (Professor, NELC and Jackson School of International Studies), Ph.D., 1977, Harvard; Early Christianity and religions of antiquity, Coptic language.
*Hamza M. Zafer, Assistant Professor; Ph.D., 2013, Cornell; The Quran and Early Islam
Ziadah, Farhat J. (Professor Emeritus), LL.B., 1940, London; Arabic language and literature, Islamic law and institutions.
*Denotes Graduate Faculty

About NELC

The Near East is a region of critical importance. As its many nations continue to play pivotal roles on the world stage, the need for firm knowledge about Near Eastern languages and cultures becomes more evident. These languages and cultures are our specialty. Indeed, in NELC one can find experts in Arabic, Hebrew (ancient and modern), Persian, Turkish, Egyptian (hieroglyphic and Coptic), and the languages of Central Asia. Our courses offer great breadth, in terms of the number of different languages taught, and great depth, in terms of the historical range our courses cover (from ancient to medieval to modern periods). In NELC one also can find topical courses on the prophet Muhammad and early Islam, Sufi literature, biblical texts in translation, and the tales of the 1001 Nights. One can learn about the peoples of the Silk Road, Israeli identities, early Christianity, Turkish poetry, Islamic Law, the Dead Sea Scrolls, and much more.
For technical advice on administrative procedures and requirements, contact the Graduate Program Advisor (GPA) at nearest@uw.edu or 206.543.6033. For any questions regarding academic procedures and requirements, or any general concerns you may have, please contact the Graduate Program Coordinator (GPC), Professor Selim Kuru at selims@uw.edu or 206.543.0697.

Please keep in good communication with both the Graduate Program Advisor and the Graduate Program Coordinator. It is crucial that they are informed of exam dates, study abroad dates, graduation plans, and any other information affecting your status and/or progress in the program. They want to assist you and make your studies in NELC as successful as possible, and to do so, they must be informed.

ORAL EXAM SCHEDULED

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The undersigned Supervisory Committee members approve the time and date of the oral exam.

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ORAL EXAM APPROVAL

The undersigned Supervisory Committee members recommend approval of this oral exam.

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Students must get their MA Supervisory Committee members’ approval before commencing the optional MA thesis. This must be done by the end of the 3rd quarter of study (excluding Summer).

The thesis prospectus must be approved by all Supervisory Committee members. An approved thesis prospectus is due by the first week of the first quarter of the students’ second year of study. It may not be submitted until a student has removed any outstanding incompleted.

Students must take 9 credits of 700 level thesis credits—all of these credits may be taken during one quarter, or can be spread out over three consecutive quarters.

Attach this sheet to the front of your prospectus. After securing all signatures, turn in a COPY of the cover sheet and prospectus to the Graduate Program Advisor in Denny 229 to get an add code. Each time you need to get your Supervisory Committees’ signatures you will need to request the copy of this cover sheet that is in your file—this will be considered your official record.
NELC GEOGRAPHY

- The NELC Main Office* is located in 229 Denny Hall. NELC graduate students have a mailbox located here. Please check your mailbox regularly for materials and event information not received via e-mail. Posted in the hall outside of NELC are news announcements, events, study abroad opportunities, scholarships, fellowships, calls for papers, and job listings. (*The NELC Main Office is also referred to as simply the “NELC Office” at times throughout this handbook.)

- The Graduate Student Lounge is located in 215A Denny Hall and has couches and tables for studying. There is a refrigerator, coffee maker, and microwave available for graduate students. To access the lounge, you must check out a key from the Graduate Program Advisor which must be returned before you graduate.

- The NELC Library, located in 215 Denny Hall, has NELC reference books, faculty publications, and the Pierre MacKay Collection, which includes resources on the Ottoman Empire and Medieval Islamic History. The Library is available for use when there is not a prior scheduled arrangement. Please come to the NELC office and check out the key if you would like to access the library. The library can be reserved to take NELC Master exams.

- Suzzallo Library has a section dedicated to Near Eastern resources, texts, and databases. Mary St. Germain (marys@uw.edu) is the librarian for this collection. Many of the databases may also be accessed through: www.lib.washington.edu/Subject/NearEast/

- The Language Learning Center (LLC) offers resources such as audio and computer software to aid students in language acquisition. The LLC is located on the first floor of Denny Hall.

- Computer usage is available for graduate students in the Teaching Assistant and Graduate Student Office, Cunningham 208, and the Language Learning Center. Wireless access is available in Denny Hall and there are DSL connections in the Graduate Lounge.

- Graduate student offices are located in Cunningham 208. Cunningham 208 has spaces for NELC graduate students to share. Since these spaces are shared, be sure to work with your office-mates in coordinating computer use and office hours. There is one phone in Cunningham 208. You will receive keys from the Program Advisor, one key for each of the following: your assigned office, and the Lounge (Denny 215A). (Keys must be returned at the end of the quarter that you finish the program.)

- The Center for Learning and Undergraduate Enrichment (CLUE) offers drop-in tutoring for many subjects. You may want to suggest that your students utilize the Center for Arabic, Hebrew, Persian, or writing tutoring. All CLUE sessions are housed in Mary Gates Hall Commons and Gateway Center (MGH 171). See their website for specific times for each subject:

  http://depts.washington.edu/clue
The M.A. SUPERVISORY COMMITTEE:

As early as possible, but no later than the end of the 3rd quarter of study, students should select a Supervisory Committee. The Committee must consist of two graduate faculty members (graduate faculty are listed on page 28) and may have an optional 3rd member. The Chair of the Committee must be graduate faculty from NELC, while the 2nd member may be NELC or adjunct graduate faculty. The optional 3rd member may be another graduate faculty or a lecturer from any department. Please keep in mind that the faculty member who designs the M.A. exam in the Second Near Eastern Language is a member of the student’s M.A. Supervisory Committee. It is strongly recommended that graduate students have instructors on their committees who teach the first and second Near Eastern languages they are studying. Students must seek each faculty member’s agreement to serve on the Committee and must obtain written confirmation of willingness to serve. A list of committee members, along with the written confirmation will be recorded on the Graduate Student Checklist Form and be placed in students’ files in the main office. Students must meet this expectation or must have successfully petitioned the NELC GPC for a deadline extension by the end of the third quarter. Any changes to the Committee require written confirmation as soon as possible and no later than the beginning of the quarter in which students will take their exams. Before making any big decisions like applying for graduation, going on-leave, etc., please check in with the Chair of your committee first and then check in with the GPA and GPC.

II. ANNUAL REVIEW:

A Review Committee consisting of the NELC Graduate Program Coordinator, the Chair of the Department, and a NELC representative from the student’s M.A. Committee will meet in the spring of every year to review the progress of each student in the M.A. Program on the Annual Review of Graduate Student Progress Form. Every Spring quarter, students must compile a written progress report for the Committee’s consideration. As early as possible, students should identify all of the languages they will be examined in for the M.A. degree, including the research language. This decision must be made in consultation with the Supervisory Committee and stated in the Annual Review. A copy of the Annual Review will be kept in the students’ files.

III. READING LISTS:

A reading list serves as a guideline for students preparing for exams. These lists will include readings covered in the students’ coursework, plus additional material. Students should begin compiling reading lists, in consultation with their Supervisory Committee, as early as possible. The reading lists serve as guidelines for students preparing for the general exam. The reading lists must be finalized ten weeks before the exam. The approved lists will be placed in the students’ files.
IV. EXAMINATIONS: The scheduling of the exams is by agreement of the examiners and students. The M.A. exams are normally scheduled for students’ final quarter of M.A. study; however, the faculty may accept petitions for earlier examinations. Students’ Supervisory Committees will determine the format of each exam and will notify students of the format in writing no later than three weeks prior to the exam. Students will sign this notice and it will be placed in their file. Students are strongly encouraged to consult with the Graduate Program Coordinator to obtain a more specific sense of what will be expected of them on exams and ask any questions about the exam guidelines.

Teaching Assistants are released from teaching assignments and graduate students are not expected to attend classes on the days of their examinations. If a student fails an examination, then he or she may retake it only once, either in the same quarter or later. All M.A. examination questions and answers will be placed on file in the NELC Main Office. These will be available for all students and faculty to review.

The Concentration and Second Near Eastern Language exams must be completed before the student goes on to the General Culture of the Near East Exam and the Specialization Exam. However, the order in which these two language exams are taken is at the discretion of the Supervisory Committee. If students take exams to satisfy the requirements, then the exam could take up to two hours and must be on-campus (not a take-home or email exam).

1. **The Concentration Near Eastern Language Exam:** Students must demonstrate knowledge at an advanced level of a Near East language. Students must pass an exam or complete a third year series of NELC UW courses with satisfactory progress (at the end of Spring quarter, your average for all three classes must be at least 3.5 or you will need to take an exam). If students take language courses at another institution, then the exam must be taken to demonstrate language ability.

2. **The Second Near Eastern Language Exam:** Students must demonstrate knowledge at an intermediate level in a second Near East language. Students must pass an exam or complete a second year series of NELC UW courses with satisfactory progress (at the end of Spring quarter, your average for all three classes must be at least 3.5 or you will need to take an exam). If students take language courses at another institution, then they will consult with the Department Chair to ascertain whether the grades received at the other institution warrant an additional exam. Students may study a language not offered through NELC, if it is related to the field of concentration and is approved by their Committee and the Departmental faculty.

3. **The Research Language Exam:** Students must demonstrate a reading knowledge of a research language that is pertinent to the research in their area of study (French, German, etc.). Students must pass an exam or complete the first year series of UW courses with satisfactory progress (at the end of Spring quarter, your average for all three classes must be at least 3.5 or you will need to take an exam). If students take language courses at another institution, then they will...
consult with the Department Chair to ascertain whether the grades received at the other institution warrant an additional exam. If students need to take the exam, it could take up to two hours and will test reading comprehension in their field. Material on the exam may be drawn from student’s reading list, and a dictionary may be used during the exam. Whenever possible, this exam will be administered or graded by the Chair of the Supervisory Committee. Students should consult with the Chair of their Supervisory Committee as to which language is most appropriate for study. All members of the Supervisory Committee must agree upon the research language and the Chair of the Supervisory Committee is responsible for grading the research exam or locating another faculty member to grade it. The Research Language exam may be taken as Pass/Fail. Students are expected to satisfy the Research Language requirement before the beginning of the second year of study towards the M.A. degree. Students requesting exceptions to this timeline must petition their Committee.

4. **The General Culture of the Near East Exam:** Students will take a written examination on the General Culture of the Near East. The exam will assume broad core knowledge of the Near East and comparative perspectives on the field. However, it will not be a standardized exam but rather suited to each student’s course of study.

   a. It is appropriate for students to register for one or more quarters of Independent Study in order to cover material on the reading lists in preparation for the exam.

   b. As preparation for the general exam, students must take at least one course that is relevant to their degree track from either of the following lists: **LIST A:** NEAR E 210 (Islamic Civ.), NEAR E 211 (Islam), NEAR E 212 (Qur’an); **LIST B:** NEAR E 220 (Ancient Near East), NEAR E 230 (Themes in Near Eastern Lit.), NEAR E 240 (Hebrew Bible). If students have not taken these courses or equivalent courses as undergraduates, then they may cover the course contents by registering for NEAR E 600 while attending the classes, and by completing additional work assigned by the instructor, thereby earning Independent Study credit.

   c. The format of the exam will be at the discretion of the M.A. Supervisory Committee. Students should consult with the Committee early to have clear expectations in this regard. Typically, the exams are three hours long, but given the diversity of fields covered in NELC, each Committee will have discretion to make final determinations on the length of the exam and on such issues as whether or not the exam is to be on-campus or take-home, open book or closed book, typed or handwritten, electronic submission or hard copy. After the exam, both the questions and the answers will be placed in the student’s file and NELC Binder.

   d. In this exam, students will need to apply their knowledge of their field of specialization to broader issues found in the general studies of Near Eastern cultures. Students’ responses should demonstrate the following abilities:

   1) to relate different fields of knowledge to one another,

   2) to make comparisons and contrasts,

   3) to develop a thesis (theoretical explanations of a phenomenon or
APPENDIX A: GRADUATE STUDENT CHECKLIST

GRADUATE STUDENT CHECKLIST

The Graduate Student Checklist tracks graduate student progress in the NELC Program. The names of the Supervisory Committee Members must be recorded on the checklist as well as completed exams and the seminar paper or thesis. Students should bring each exam and the seminar paper or thesis to the NELC office to be placed in their student file. For complete information on the NELC Graduate Program requirements please see the NELC Graduate Student Handbook, visit http://depts.washington.edu/nelc/gradprogram.html#require or contact the Graduate Program Advisor (GPA).

Student Name: ____________________________

Supervisory Committee Members: Must have at least two NELC graduate faculty members. Details are available in the NELC Graduate Student Handbook.

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1. ☐ Research Language: ____________________________
   Complete Date
   Exam scheduled or fulfilled by coursework ☐ ☐
   Passing grade ☐ ☐
   Exam filed in M.A. file and in exam binder ☐ ☐ Professor’s Signature

2. ☐ Concentration NE Language: ____________________________
   Complete Date
   Exam scheduled or fulfilled by coursework ☐ ☐
   Passing grade ☐ ☐
   Exam filed in M.A. file and in exam binder ☐ ☐ Professor’s Signature

3. ☐ Second NE Language: ____________________________
   Complete Date
   Exam scheduled or fulfilled by coursework ☐ ☐
   Passing grade ☐ ☐
   Exam filed in M.A. file and in exam binder ☐ ☐ Professor’s Signature

V. FINAL PAPER: In order to complete the M.A. program, students must submit either a seminar paper OR a thesis.

Seminar Paper: Students must submit a seminar paper in its final form on the 10th Wednesday of their last quarter of study. The paper should be submitted in rough draft form to the Supervisory Committee well before the due date so that problems can be corrected prior to the final submission. Specifications for format and length are at the discretion of the Committee. A copy of the seminar paper will be placed in the student’s file. The seminar paper must be read and approved by at least two members of the M.A. Committee.

OR

Thesis: Graduate students should decide whether they will undertake the M.A. thesis no later than the Spring quarter of their first academic year. A student’s Supervisory Committee automatically serve as a student’s M.A. thesis committee, though a third faculty member can be added to the M.A. thesis committee if agreed upon by the student’s advisors and the faculty members. The M.A. thesis option in NELC contains three primary components: 1) a prospectus, 2) a written thesis, and 3) an oral exam. Each of these follows a schedule and requires attention to deadlines. Students will also need to fill out the Optional M.A. Thesis Cover Sheet.

VI. COMMITTEE REVIEW: Upon submission of the seminar paper or thesis/oral exam and completion of all required exams, the members of the Committee will meet to assess students’ completion of the M.A. program.
NELC MASTER OF ARTS
OPTIONAL THESIS REQUIREMENTS

Below are the NELC guidelines for completing the optional M.A. thesis. Students can choose a thesis OR a seminar paper to complete their degree.

Graduate students should decide whether they will undertake the M.A. thesis no later than the Spring quarter of their first academic year. A student’s Supervisory Committee automatically serve as a student’s M.A. thesis committee, though a third faculty member can be added to the M.A. thesis committee if agreed upon by the student’s advisors and the faculty members. The M.A. thesis option in NELC contains three primary components: 1) a prospectus, 2) a written thesis, and 3) an oral exam. Each of these follows a schedule and requires attention to deadlines. Students will also need to fill out the Optional M.A. Thesis Cover Sheet.

I. Prospectus: In their second year of study, students must submit to the Department a prospectus for the M.A. thesis which has been approved and signed by the student’s M.A. committee. It should be submitted no later than the fifth week of the first quarter (i.e., mid-quarter). The prospectus should outline the thesis and provide a representative bibliography. A prospectus is a chance for students to make certain that they, their chair, and their committee all understand and approve of the work they are about to undertake. The more detailed and precise the prospectus, the less chance there is for misunderstanding as one proceeds. Different committee chairs have different ideas as to how many pages it takes to accomplish these tasks, and much also depends on the research topic and the student’s progress to date.

In general, a prospectus is between 10 and 30 pages, including tables, references, and representative bibliography. Students are strongly encouraged to discuss the prospectus with the chair of their committee to make sure that all expectations are clear. They must be enrolled and in good standing in order to submit a prospectus. (Students may not submit it if on leave of absence from the Graduate School or if they appear on the Graduate School Low Scholarship List.) When the committee has approved the prospectus, students should submit a copy of the approved proposal with original signatures of the committee to the NELC Office (Denny 229). They then will be eligible to register for NEAR E 700 for 9 credits. At that time, students should work with their committees to establish a feasible schedule for completing the M.A. thesis on time. Students also should make sure to make the appropriate updates to their M.A. checklists.

II. Format and Style: The M.A. thesis must demonstrate mastery of a student’s primary and secondary Near Eastern languages and should show a strong knowledge of a student’s
ACADEMIC INTEGRITY

Plagiarism is defined as the use of creations, ideas, or words of publicly available work without formally acknowledging the author or source through appropriate use of quotation marks, references, and the like. Plagiarizing is presenting someone else’s work as one’s own original work or thought, whether it is intentional or unintentional. The University of Washington takes plagiarism very seriously. Plagiarism may lead to disciplinary action by the University against the student who submitted the work. Any student who is uncertain whether his or her use of the work of others constitutes plagiarism should consult the course instructor for guidance before formally submitting the course work involved. The Office of Scholarly Integrity is responsible for compliance with reporting requirements established by various federal and other funding agencies in matters of scientific or scholarly misconduct. The Office of Scholarly Integrity maintains all records resulting from inquiries and investigations of such allegations. University rules (Handbook, Vol. II, Section 25-51, Executive Order #61) define scientific and scholarly misconduct to include the following forms of inappropriate activities: intentional misrepresentation of credentials; falsification of data; plagiarism; abuse of confidentiality; deliberate violation of regulations applicable to research. Students can report cases of scientific or scholarly misconduct either to the Office of Scholarly Integrity, to their faculty advisor, or the department chair. The student should report such problems to whomever he or she feels most comfortable.

Sources:

- UW web page http://www.grad.washington.edu/OSI/osi.htm
- UW Graduate School Style Manual; UW Bothell Catalog; UW Student Conduct Code
Graduate students must meet both the NELC Graduate Program requirements and the Graduate School requirements in order to graduate. Fulfillment of these requirements will normally entail two years of study.

I. **36 CREDITS:** Credits completed with a final course grade of 2.7 or higher (400 level or above, with at least 18/36 credits at the 500 level or above. Please note that 498/499 courses do not count for graduate level credit).

II. **CUMULATIVE GPA:** Minimum of 2.0.

III. **MASTER’S DEGREE REQUEST:** File online through MyUW: http://myuw.washington.edu/ 

IV. **TIME LIMIT:** Complete all degree requirements within six years.

*For a current and complete listing of the Graduate School requirements please consult the Graduate School: http://www.grad.washington.edu/policies/masters/requirements.shtml

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**COURSES NUMBERED 498 AND 499**

Please note that courses numbered 498 and 499 **DO NOT** count for graduate level credit.

**GRADUATE STUDENT STATUS**

On-Leave Status: Graduate students may take one or more quarters off by filing a Petition for On-Leave Status (not necessary for Summer quarter), which must be approved and signed by the Graduate Program Coordinator. On-Leave graduate students returning to the University on or before termination of their leave may register for courses in Registration Period Two. Students must be registered in the quarter they graduate, thus they may not be On-Leave at that time.

Maintaining Student Status: If students fail to register for at least two credits for any quarter without going on official On-Leave Status they will lose their status as students and will be required to re-apply to the UW.

**FUNDING RESOURCES FOR STUDENTS**

Graduate Student Travel Awards: The Graduate School provides limited funds each quarter to students to alleviate travel expenses incurred upon participation in conferences or other professional meetings (presenting papers, attending as a guest speaker, etc.). Students may only receive one award per year, but you may apply each quarter. There is no deadline, but funds are dispersed on a first-come basis until all awards are dispersed for the given quarter. If you want to apply for a travel award, request that the NELC GPA submit an application for you. You must provide the destination, conference/event name, travel departure date, and comments as to why you are requesting funds.

NELC Fellowships: The Department is proud to offer a variety of fellowships, teaching assistantships, stipends, and awards to our graduate students. For a complete and updated list please see the NELC website at: http://depts.washington.edu/nelc/nelc_fellowships.html

UW Fellowships: Many of our students can find funding from the Jackson School, Graduate School, Office of Student Financial Aid, and other places at the University of Washington. For an updated list please visit: http://depts.washington.edu/nelc/uwfellowships.html

Outside Fellowships: The NELC maintained list can be found at: http://depts.washington.edu/nelc/outsidefunding.html

UW Grants and Funding Information Service: www.lib.washington.edu/gfis

Please note that these lists are by no means exhaustive and we encourage students to seek funding opportunities outside of the Department and the UW.

**NELC EXAM BINDER**

Copies of past M.A. exams are kept in a binder in the NELC office. Students may look at these to help prepare for exams. When students complete an exam, the question(s) and answer(s) will be placed in the exam binder for future students. All personal references, dates, etc. will be blacked out to maintain confidentiality.
Graduate students must meet both the NELC Graduate Program requirements and the Graduate School requirements in order to graduate. Fulfillment of these requirements will normally entail two years of study.

**NELC GRADUATE PROGRAM REQUIREMENTS**

1. A completed NELC Graduate Student Checklist: Print the NELC Graduate Student Checklist (see Appendix A) to record your progress towards graduation. The checklist must be updated periodically to include examination dates, faculty signatures confirming exam completion, the signatures of the student's Supervisory Committee members, and the Graduate Program Coordinator. This checklist will be kept in the student’s file in the NELC office.

2. Committee Selection: As early as possible, and no later than the end of the 3rd quarter of study, the student should select a Supervisory Committee.

3. Progress Review: Submit an Annual Progress Review Form (pdf file) to the NELC Office at the end of Spring quarter.

4. Independent Study: At least two credits of NEAR E 600 Independent Study are to be taken during the last quarter of study (only if you are writing a seminar paper instead of a thesis).

5. Written Exams: Research Language, Concentration NE Language, Second NE Language, Culture of the NE General Exam, Specialization Exam. Original exams must be given to Graduate Program Advisor as soon as they are graded.

6. Seminar Paper OR Thesis: The seminar paper is the culmination of a student’s graduate work written on a topic approved by the student’s M.A. Committee. Instead of a seminar paper, students may write a thesis (please fill out the Optional MA Thesis Cover Sheet).

7. Committee Approval: The Culture of the NE General Exam, the Specialization Exam, and the seminar paper must be read and approved by at least two members of the M.A. committee.

**INDEPENDENT STUDY**

Independent studies for NELC courses are always numbered 600 (i.e. NEAR E 600, ARAB 600, TKISH 600). *(Please note: Courses numbered 600, 700, & 800 are not calculated into a student’s grade point average.)* Students are required to complete 2 credits of Independent Study their last quarter of study if they are writing a seminar paper instead of a thesis.

To enroll in an Independent Study course:

1. Speak with a faculty member (or a lecturer with a Ph.D.) about working with you. Note that the area of proposed study/research must be in line with the faculty member’s specialization.

2. Fill out an Independent Study Form* with the faculty member detailing what the independent study will focus on, what will be required, when it will be due, how many credits will be earned (1-10 credits), how often you will meet with the faculty member, etc. *(This blue form can be found outside of the NELC Office or downloaded from the NELC website.)* Both the student and professor must sign the form once the contract is set.

3. Turn in the Independent Study form to the Graduate Program Advisor in the NELC Office. The GPA will give you a code to register for the Independent Study.

**TIMELINE FOR THE NELC M.A. DEGREE**

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<th>AUTUMN QUARTER - FIRST YEAR</th>
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<td>Enroll in Near East and language classes as needed</td>
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<td>Begin thinking about your Supervisory Committee and Reading List</td>
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<th>WINTER QUARTER - FIRST YEAR</th>
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<td>Enroll in Near East and language classes as needed</td>
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<tr>
<td>Enroll in Near East and language classes as needed</td>
</tr>
<tr>
<td>Schedule and take Research Language Exam</td>
</tr>
<tr>
<td>Finalize your Supervisory Committee</td>
</tr>
<tr>
<td>Submit Annual Progress Review Form to NELC Office for your file</td>
</tr>
<tr>
<td>Decide if you want to write a seminar paper or a thesis</td>
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<thead>
<tr>
<th>AUTUMN QUARTER - SECOND YEAR</th>
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<tbody>
<tr>
<td>Enroll in Near East and language classes as needed</td>
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<tr>
<td>Submit a prospectus for thesis if you are writing one</td>
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<tr>
<th>WINTER QUARTER - SECOND YEAR</th>
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<tbody>
<tr>
<td>Enroll in Near East and language classes as needed</td>
</tr>
<tr>
<td>Finalize Reading List and turn in to the NELC Office for your file</td>
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<tr>
<th>SPRING QUARTER - SECOND YEAR</th>
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<tbody>
<tr>
<td>Enroll in Near East and language classes as needed</td>
</tr>
<tr>
<td>If you are graduating, then see the Timeline for Last Quarter of Study (page 16)</td>
</tr>
<tr>
<td>If you are not graduating, then update your Annual Progress Review Form</td>
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</tbody>
</table>
1. **Filing a Master’s Degree Request**
   Students must submit a Master’s Degree Request online at:
   
   [http://www.grad.washington.edu/stsv/mastapp.aspx](http://www.grad.washington.edu/stsv/mastapp.aspx)
   
   Students may submit a request from the 1st day of the quarter they expect to graduate until the 7th Sunday of the quarter they expect to graduate (6th Sunday in Summer quarter) by midnight Pacific Time. If students miss the deadline, they may submit a request until the 9th Sunday of the quarter (7th Sunday in Summer quarter) they expect to graduate by midnight Pacific Time. **Be advised that a $250 Graduate Registration Waiver Fee applies to all late requests.**
   

   If degree requirements are not met in the requested quarter and/or students neglect to pay the late fee, they must submit another degree request for the quarter in which they expect to complete requirements. Students should keep the Graduate Program Advisor and the Graduate Program Coordinator abreast of the status of their Master’s Degree Requests.

2. **Fulfilling Remaining Requirements**
   Students will receive an automatic email from the Graduate School notifying them of remaining Graduate School requirements but not of NELC requirements. Students are responsible for making sure they meet Graduate School and NELC requirements remaining at the time they file their request. Students should contact the Graduate Program Coordinator or the Graduate Program Advisor with questions regarding remaining requirements and graduation.

3. **Submitting the Graduate Student Checklist and Warrant**
   The Graduate Student Checklist can be found online at:
   
   
   It must be completed and turned in to the Graduate Program Advisor before the Department can approve the Master’s Degree Request. The Checklist will be circulated among the Supervisory Committee to obtain signatures from each Committee member.

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### Timeline for Last Quarter of Study

#### Weeks 1-3
- If you chose to write a seminar paper, you need to enroll in at least (2) Near E 600 independent study credits **OR**
- If you chose to write a thesis, schedule your oral exam and sign up for any Near E 700 credits as needed. You will need to fill out the *Optional MA Thesis Cover Sheet.*
- Schedule your exam dates with your Supervisory Committee and convey the dates to NELC Office so that a room can be scheduled. Please note that you must have at least one week or more between each exam.
- File for a Master’s Degree request with the Graduate School through MyUW.

#### Week 4
- Rough draft of Seminar Paper due no later than fourth week to Supervisory Committee.

#### Week 7
- Last week to take exams
- Last week to file a Master’s Degree request on MyUW with the Graduate School

#### Week 9
- Submit final Seminar Paper to Supervisory Committee by 5 p.m. on the 9th Friday of the quarter.

#### Week 10
- Make final changes to Seminar Paper and submit with Exit Survey to NELC Office by 1 p.m. on the 10th Wednesday of the quarter. **OR**
- Submit MA Thesis to the Graduate School according to their deadlines and submit Exit survey to NELC by 1 p.m. on the 10th Wednesday of the quarter.