NYU CLACS
Student Handbook
2021-2022
The GSAS Policies and Procedures Manual supersedes all Center for Latin American and Caribbean Studies handbooks and forms, except in cases where the Center has imposed additional requirements and/or stricter standards. Find the GSAS Manual here.

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1. Letter from the Director

Dear Students,

Welcome to the MA program at CLACS!

This handbook has been created through the collaboration of CLACS faculty and staff with the aim of guiding you through your progress in the degree program. It also serves as a first reference to the program's policies and procedures.

As students, you are joining one of the first and most well established area studies centers in the vibrant, global city of New York--a nexus for the peoples and cultures of Latin America and the Caribbean.

CLACS' different Master's programs seek to advance knowledge and understanding of Latin America and the Caribbean through international research opportunities, nationally-recognized library resources, and its outreach programs to K12, post-secondary institutions, and the community at large. Through these, CLACS is closely connected to the cultural, social, and linguistic dimensions of the Latin American and Caribbean networks of the area. Moreover, CLACS is especially proud to offer students the unique opportunities to study indigenous and diasporic languages, particularly Haitian Kreyòl and Quechua. To succeed at CLACS, then, you will not only be fulfilling course requirements, but also engaging with these multiple dimensions of the Center's intellectual life, and of the greater City beyond its doors.

The Master's programs are designed according to the principle that original, student-centered research constitutes the foundation of graduate training in area studies. And CLACS is committed to guiding you in the development of your field research so that you may hone, through practice and preparation, the skills and methodologies of area studies. We hope that the sample timelines and other information in this handbook will help you navigate the process of developing hands-on research as part of your final Master's project. The faculty are eager to learn about your research interests and to provide you with guidance, support, and mentoring in their development.

Dylon Lamar Robbins
Director
2. Connect with CLACS

2.1 Address

NYU Center for Latin American and Caribbean Studies
King Juan Carlos I Center,
53 Washington Square South, Floor 4W,
New York, NY 10012
p. 212-998-8686
f. 212-995-4163

2.2 Connect with CLACS online

Email: clacs@nyu.edu (for all general inquiries)
Website: as.nyu.edu/clacs
Weekly Newsletter: Join the Mailing List
Blog: https://clacsnyublog.com
Videos from Programming: YouTube
Facebook: facebook.com/clacs.nyu
Instagram: @clacs_nyu
Twitter: @clacs_nyu

2.3 Connect with CLACS staff

Dylon Robbins, Director
clacs.director@nyu.edu
212-998-8686

Omar Dauhajre, Assistant Director (contact for programming, event ideas, collaborations)
od374@nyu.edu
212.998.8683

Gabriel Magraner, Program Administrator (contact for registration advising, fiscal issues, NYU)
gam469@nyu.edu
212.998.8687

Johanna Morales, Administrative Aide (contact for permission codes, general questions)
jm8206@nyu.edu
212.998.8686
2.4 Advising

Upon matriculation into the program, each student is assigned a core academic faculty as their academic advisor. Assignments are made based on the students' interests and career goals. Although students have a dedicated academic advisor at the start of their study with the program, they may seek advisement from any faculty. Please contact the Program Administrator if you have any questions regarding your advisor assignment.

2021-2022 CLACS Advisors:

Dylon Robbins | dlr329@nyu.edu | KJCC Room 410 (Floor 4W)
Pamela Calla | pc1210@nyu.edu | KJCC Room 314 (Floor 3E)
Ana G. Alvarez | aa6383@nyu.edu | KJCC Room 316 (Floor 3E)

2.4 Core Faculty

Please find contact information for CLACS faculty and affiliated faculty on our website.

Ana Álvarez
Clinical Assistant Professor of Latin American and Caribbean Studies
Research interest: social movements, gender and sexuality, extractivism in Latin America

Pamela Calla
Clinical Associate Professor of Latin American and Caribbean Studies
Research/Interest: Gender and class, state formation and education policies, comparative approaches to racism in the Americas

Jorge Castañeda
Global Distinguished Professor of Latin American and Caribbean Studies
Research/Interest: Latin American politics; comparative politics; U.S.-Latin American relations

Ada Ferrer
Julius Silver Professor of History and Latin American and Caribbean History
Director, Caribbean Initiative
Research/Interest: Cuba; comparative slavery, nationalism, revolution

Sibylle Fischer
Associate Professor of Spanish & Portuguese and Latin American and Caribbean Studies
Research/Interest: Caribbean literature and culture; Spanish American Independence; the Haitian Revolution; the history of political thought.
Odi Gonzales
Senior Language Lecturer, Quechua
Research/Interest: Quechua Oral Tradition XVI-XXI Centuries; Latin American Literature

Aisha Khan
Associate Professor of Anthropology and Latin American and Caribbean Studies
Research/Interest: Caribbean; race and ethnicity, religion (particularly obeah, Islam, Afro-Atlantic religions); theory and method in diaspora studies; creolization.

Wynnie Lamour
Adjunct Language Instructor, Haitian Kreyòl
Research/Interests: Haitian Kreyòl; linguistics; language, media, and community

Jill Lane
Associate Professor of Spanish & Portuguese and Latin American and Caribbean Studies
Research/Interest: Latin American performance, theatre and visual arts; comparative approaches to race and performance in the Americas

Peter Lucas
Adjunct Instructor
Research/Interests: Human rights and media, citizen journalism, education

Patricio Navia
Master Teacher of Liberal Studies Program and Latin American and Caribbean Studies
Research/Interest: Electoral systems, democratization and democratic institutions

Dylon Robbins
Director, CLACS
Associate Professor of Spanish & Portuguese and Latin American and Caribbean Studies
Research/Interest: Brazil and Cuba; African Diasporas; intellectual and cultural histories, media, cinema, and popular music

Maria Josefina Saldaña
Professor of Social and Cultural Analysis and Latin American and Caribbean Studies
Research/Interest: Latin American and Latinx Studies; Indigenous Studies; colonization and comparative race in the Americas; globalization and immigration studies
3. GSAS New Student Checklist & Key Dates

The Graduate School of Arts and Sciences has put together a checklist to help you get started here at NYU. Find detailed instructions here for the following items:

1. Submit Your Final and Official Transcript
2. Contact Your Academic Department
3. Activate Your NetID and NYU email
4. Know the Difference: NetID vs. University ID
5. Obtain Your NYU ID Card
6. Familiarize Yourself: NYUHome and ALBERT
7. Update Your Contact Information
8. Review Immunization Requirements
9. Evaluate Health Insurance Options
10. Learn About Financial Aid Options
11. Register for Classes
12. Pay Your Bill
13. Apply for Transfer Credit
14. Sexual Misconduct Training for Students

Below, please find some key dates for the Fall 2021 semester:

**August 26:** Payment due date for graduate bill

**September 2:** Classes begin

**September 11:** Late registration begins ($25 late registration fee will be charged for students initially registering)

**September 15:** The last day of initial registration on Albert; the last day to drop/add on Albert; the last day to drop fall 21 classes and NOT receive a "W" grade and receive 100% cancellation of tuition and fees.

**September 16:** Beginning on this date students will be issued a "W" grade for a dropped class(es). Also, there is no cancellation of tuition/fees starting on this date.

**September 30:** Students have until this date to waive out of health insurance or make any changes to their plan.
4. Master’s Degrees in Latin American and Caribbean Studies

All Master’s degree candidates must fulfill the degree requirements listed in this section. There may be additional requirements for specific programs. CLACS offers the following Master of Arts programs:

- MA in Latin American and Caribbean Studies
- MA in Latin American and Caribbean Studies with an Advanced Certificate in Museum Studies
- MA in Latin American and Caribbean Studies with a Concentration in Museum Studies
- Joint MA degree in Global Journalism and Latin American and Caribbean Studies
- MA in Latin American and Caribbean Studies with a JD in Law
- MA in Latin American and Caribbean Studies with MLIS in Library Science

Degrees vary in length, as outlined in the following typical study plans. Students may complete these degrees with part-time study, but all the degree requirements must be completed within five years. All F-1 and J-1 international students must register full-time every semester. For more information, see Full-Time and Half-Time Equivalency.

4.1.1 Core Courses

All Master's degree candidates must take LATC-GA 1001 (offered every fall) and LATC-GA 2001 (offered every spring). These core courses are open to graduate students from other departments, and to certain qualified undergraduate students, with the Director’s permission.

**Introduction to Latin American and Caribbean Studies I: Iberian Atlantic and Colonial Perspectives LATC-GA 1001**

This course provides an interdisciplinary introduction to the history and culture of Amerindian, European, and colonial societies during the expansion of the Iberian monarchies in the Early Modern Atlantic World. We concentrate on specific instances and scholarly debates about the social and cultural dynamics of empire, colonial expansion, slavery, economic exploitation, religion, gender, and politics. We engage key critical concepts and a larger reflection on the nature of historical argument.

**Introduction to Latin American and Caribbean Studies II: Hemispheric and Postcolonial Perspectives LATC-GA 2001**

This course begins with the independence era, and studies the emergence of a hemispheric axis for Latin America and the Caribbean in which relations with the United States and imperial reconfigurations loom large. Readings revolve around
themes of class, race, ethnicity, gender and sexuality, with particular emphasis on the day-to-day processes of state formation and issues of governance. In this course, students are also prepared in research methods for fieldwork or archival research in preparation for their Master’s project.

4.1.2 Elective Courses

The remaining coursework is elective. **A minimum of 12 elective points (3 courses), in addition to the core courses, must be courses offered through CLACS and listed under the course code LATC-GA.** Students are encouraged to register for LATC-GA 3200, a thesis preparation workshop, in their final semester. The remaining courses may be chosen from CLACS, departments at the Graduate School of Arts and Sciences, professional schools (with permission of both their advisor and program Director), and the courses cross-listed with Columbia’s Institute for Latin American Studies.

**Please consult with Academic Advisor and Program Administrator for elective course approval.**

4.1.3 Master’s Project

A signature of CLACS is its commitment to original student-centered research as the foundation of graduate training in area studies: only sustained student-designed research allows you to practice the methodology of area studies. The Master’s Project is the culmination of graduate studies at the Center for Latin American and Caribbean Studies and a requirement for the Master of Arts degree. The project should be based on original research rooted in primary sources and on the concentration of academic coursework.

The Master’s Project can take the form of either an academic thesis or an alternative project that includes a scholarly paper. The academic thesis should be about 35-40 pages in length, not including the mandatory abstract, footnotes, and bibliography. The thesis is more of the length of a focused, scholarly article; it is not a dissertation-length project. A few students will wish to prepare the Master’s Project in an alternative, creative format. Past examples include a catalogue for an exhibition, photo essay, podcast, and short film. These modes will also require a companion piece consisting of a 15-page paper that critically engages with the key discourses, issues, ideas, and texts that the student researched in the course of creating the work. The completed Master’s Project will be read and commented on by two people: the Master’s Project Advisor and a Second Reader.
Students must submit a proposal with approval of their Master’s Project Advisor. Find the form and additional details in the CLACS Master’s Project Guidelines document.

Students are encouraged to enroll in the following writing workshop in the fall of their second year to aid in the preparation of the project.

**LATC-GA 3200 Research & Writing Workshop**

This course is designed as a writing workshop for CLACS students finishing their Master’s Projects. During the semester, students will transform their summer field research into their final master’s project. Weekly workshops address the essentials of strong academic research and writing. Students participate in peer-review workshops throughout the semester, building on different stages of their thesis projects. We start by evaluating summer field research with strategies for organizing and interpreting research materials and findings. Then, we focus on refining the central thesis arguments and on positioning the arguments within the existing scholarship. In this process, we will continue to build and reshape the literature review/historiography. The final weeks of the class will be devoted to peer-review workshops on outlines, presentations and thesis paper drafts. The writing assignments and workshops are designed as practical guides to improve research and writing skills in the genre of thesis writing. The schedule intends to keep students on a realistic writing schedule and to provide the support and motivation to finish high quality Master’s Projects by mid-December.

**4.1.4 Foreign Language Proficiency**

All students are required to demonstrate second language competency in a language spoken in Latin America or the Caribbean. For Spanish and Portuguese, the requirement may be satisfied by taking a language course past the intermediate level no more than two years before matriculation in the Program or by taking the Foreign Language Proficiency Exam (FLPE).

Students are strongly encouraged to study Indigenous and Diasporic languages of the Americas. CLACS Master’s students may enroll in either Quechua or Haitian Kreyol on a zero-credit basis, and thus can enroll in addition to a full course load. Three semesters of these languages will fulfill the proficiency requirement.

**Students should submit the CLACS Foreign Language Requirement Form within their first week of classes.**
MA in Latin American and Caribbean Studies

Students completing the MA in Latin American and Caribbean Studies are required to complete 32 points of coursework and a Master’s Project for CLACS. Students must also meet the Foreign Language Requirement. Elective courses must have Latin American and Caribbean Studies content and be approved by the student's academic advisor or the CLACS Director. Students typically complete the program requirements in three semesters of full time study.

<table>
<thead>
<tr>
<th>32 points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 points</td>
<td>CLACS introductory courses: LATC-GA 1001 and 2001</td>
</tr>
<tr>
<td>24 points</td>
<td>CLACS electives</td>
</tr>
<tr>
<td>Required</td>
<td>CLACS Master’s Project</td>
</tr>
<tr>
<td>Required</td>
<td>Foreign Language Requirement</td>
</tr>
<tr>
<td>Optional</td>
<td>Non-credit courses in Haitian Kreyol or Quechua each semester</td>
</tr>
</tbody>
</table>

**A Typical Study Plan:**

**Semester I**
LATC-GA 1001 or 2001 (4 points)  Required, CLACS introductory course
Elective (4 points)  
Elective (4 points)  
*Identify Master’s Project Advisor*

**Semester II**
LATC-GA 1001 or 2001 (4 points)  Required, CLACS introductory course
Elective (4 points)  
Elective (4 points)  

**Summer or Winter Break** (preceding final semester)
*Conduct original research*

**Semester III**
Elective (4 points)  
Elective (4 points)  
*Submit Master’s Project*

*In your final semester, we strongly advise you to enroll in the CLACS Research and Writing Seminar.*
MA in Latin American and Caribbean Studies with an Advanced Certificate in Museum Studies

Students pursuing the **MA in Latin American and Caribbean Studies with an Advanced Certificate in Museum Studies** are required to complete 48 points of coursework (24 in CLACS and 24 in museum studies), two separate Master's Projects for CLACS and Museum Studies, and a full summer internship in a museum or cultural institution. Students must also meet the Foreign Language Requirement. **Students typically complete the program requirements in four semesters of full time study.** Find guidelines from Museum Studies here.

<table>
<thead>
<tr>
<th>48 credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 points</td>
<td>CLACS introductory courses: LATC-GA 1001 and 2001</td>
</tr>
<tr>
<td>16 points</td>
<td>CLACS electives (four courses)</td>
</tr>
<tr>
<td>12 points</td>
<td>Museum Studies required courses: MSMS-GA 1500, 1501 and 1502</td>
</tr>
<tr>
<td>8 points</td>
<td>Museum Studies electives (two courses)</td>
</tr>
<tr>
<td>2 points</td>
<td>Museum Studies Research Seminar: MSMS-GA 3991</td>
</tr>
<tr>
<td>2 points</td>
<td>Museum Studies Internship: MSMS-GA 3990</td>
</tr>
<tr>
<td>Required</td>
<td>CLACS Master's Project</td>
</tr>
<tr>
<td>Required</td>
<td>Museum Studies Master's Project</td>
</tr>
<tr>
<td>Required</td>
<td>Foreign Language Requirement</td>
</tr>
<tr>
<td>Optional</td>
<td>Non-credit courses in Haitian Kreyol or Quechua each semester</td>
</tr>
</tbody>
</table>

**A Typical Study Plan:**

**Semester I – Fall**
LATC-GA 1001 (4 points) Required, CLACS introductory course
MSMS-GA 1500 (4 points) Required, History and Theory of Museums
MSMS-GA 1501 (4 points) Required, Museum Collections and Exhibitions

**Semester II – Spring**
LATC-GA 2001 (4 points) Required, CLACS introductory course
MSMS-GA 1502 (4 points) Required, Museum Management
Elective (4 points) _________________ (CLACS or Museum Studies)

**Summer**
MSMS-GA 3990 (2 points) Required, Internship

**Semester III – Fall**
MSMS-GA 3991 (2 points) Required, Museum Studies Research Seminar
Elective* (4 points) _________________ (CLACS or Museum Studies)
Elective (4 points) _________________ (CLACS or Museum Studies)

**Semester IV – Spring**
Elective (4 points) _________________ (CLACS or Museum Studies)
Elective (4 points) _________________ (CLACS or Museum Studies)
Elective (4 points) _________________ (CLACS or Museum Studies)
MA in Latin American and Caribbean Studies with a Concentration in Museum Studies

Students pursuing the MA in Latin American and Caribbean Studies with a Concentration in Museum Studies are required to complete 36 points (20 in CLACS and 16 in Museum Studies), a Master’s Project for CLACS, and a non-credit summer internship in a museum or cultural institution. Students typically complete the program requirements in three semesters of full time study.

<table>
<thead>
<tr>
<th>36 points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 points</td>
<td>CLACS introductory courses: LATC-GA 1001 and 2001</td>
</tr>
<tr>
<td>4 points</td>
<td>CLACS Research and Writing Seminar: LATC-GA 3200</td>
</tr>
<tr>
<td>8 points</td>
<td>CLACS electives (two courses)</td>
</tr>
<tr>
<td>8 points</td>
<td>Museum Studies required courses*</td>
</tr>
<tr>
<td>8 points</td>
<td>Museum Studies electives (two courses)</td>
</tr>
<tr>
<td>Required</td>
<td>Non-credit Museum Studies Internship</td>
</tr>
<tr>
<td>Required</td>
<td>CLACS Master’s Project</td>
</tr>
<tr>
<td>Required</td>
<td>Foreign Language Requirement</td>
</tr>
<tr>
<td>Optional</td>
<td>Non-credit courses in Haitian Kreyol or Quechua each semester</td>
</tr>
</tbody>
</table>

*Two courses selected from History and Theory of Museums, MSMS-GA 1500, Museum Collections and Exhibitions, MSMS-GA 1501, and Museum Management, MSMS-GA 1502

A Typical Study Plan:

**Semester I – Fall**
LATC-GA 1001 (4 points)  
Required, CLACS introductory course  
MSMS-GA (4 points)  
Required, Museum Studies course  
Elective (4 points)  
____________________ (CLACS or Museum Studies)  
Identify Master’s Project Advisor

**Semester II – Spring**
LATC-GA 2001 (4 points)  
Required, CLACS introductory course  
MSMS-GA (4 points)  
Required, Museum Studies course  
Elective (4 points)  
____________________ (CLACS or Museum Studies)

**Summer**
Summer Internship (non-credit)  
Museum Studies Internship  
Conduct original research

**Semester III – Fall**
LATC-GA 3200 (4 points)  
Required, CLACS Research and Writing Seminar  
Elective (4 points)  
____________________ (CLACS or Museum Studies)  
Elective (4 points)  
____________________ (CLACS or Museum Studies)  
Submit Master’s Project
Joint MA Degree in Global Journalism and Latin American and Caribbean Studies

Students pursuing the Joint MA Degree in Global Journalism and Latin American and Caribbean Studies are required to complete 46 points (22 in Journalism and 24 in CLACS), a directed reading for the Journalism Master’s project, and two separate Master’s projects for Journalism and CLACS. Students typically complete the program requirements in four semesters of full time study. Find guidelines from Journalism here.

<table>
<thead>
<tr>
<th>46 points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 points</td>
<td>CLACS introductory courses: LATC-GA 1001 and 2001</td>
</tr>
<tr>
<td>16 points</td>
<td>CLACS electives (four courses)</td>
</tr>
<tr>
<td>8 points</td>
<td>GloJo required courses: Writing, Research and Reporting I and II</td>
</tr>
<tr>
<td>2 points</td>
<td>GloJo Directed Reading</td>
</tr>
<tr>
<td>12 points</td>
<td>GloJo electives (three courses total, at least 2 reporting)</td>
</tr>
<tr>
<td>Required</td>
<td>GloJo Master’s Project</td>
</tr>
<tr>
<td>Required</td>
<td>CLACS Master’s Project</td>
</tr>
<tr>
<td>Required</td>
<td>Foreign Language Requirement</td>
</tr>
<tr>
<td>Optional</td>
<td>Non-credit courses in Haitian Kreyol or Quechua each semester</td>
</tr>
</tbody>
</table>

A Typical Study Plan:

**Semester I – Fall**
LATC-GA 1001 (4 points) Required, CLACS introductory course
WRR I (4 points) Writing, Research and Reporting I
Elective (4 points) __________________________ (CLACS or GloJo)
*Identify Master’s Project Advisor*

**Semester II – Spring**
LATC-GA 2001 (4 points) Required, CLACS introductory course
Elective (4 points) __________________________ (CLACS or GloJo)
Elective (4 points) __________________________ (CLACS or GloJo)

**Summer**
*Thesis Reporting*

**Semester III – Fall**
WRR II (4 points) Writing, Research and Reporting II
Elective (4 points) __________________________ (CLACS or GloJo)
Elective (4 points) __________________________ (CLACS or GloJo)

**Semester IV – Spring**
Directed Reading (2 points) GloJo Directed Reading
Elective (4 points) __________________________ (CLACS or GloJo)
Elective (4 points) __________________________ (CLACS or GloJo)
*Submit Master’s Project*
JD/MA in Latin American and Caribbean Studies

The dual M.A./J.D. degree program in Law and Latin American and Caribbean Studies provides training to prepare law students for international careers and for dealing with Latin American and Caribbean businesses and clients in the United States. In-depth knowledge of Latin American and Caribbean history, politics, society, and political economy adds a valuable intellectual dimension to the training of law students who plan to practice international private and public law or corporate law for foreign clients.

The dual degree program can be completed in three to four years with the guidance of advisors from both programs. Students take a total of 94 credits for the two degrees. Students may obtain program details from the appropriate advisor in each school. Candidates for the dual degree submit separate applications to the Graduate School of Arts and Science and the School of Law.

The JD requires that the student satisfy the New York State residence requirement of six semesters of full-time study with a majority of credits in day division courses (commencing before 6 p.m.). Students must register for at least one semester or summer session through GSAS.

The first year of the dual MA/JD degree is spent fulfilling requirements in the Law School. The student must plan the remainder of the program with the appropriate advisor in each school.

32 points (eight courses) are taken in NYU GSAS including the following:
- LATC-GA 1001 Introduction to Latin American and Caribbean Studies I (4 points)
- LATC-GA 2001 Introduction to Latin American and Caribbean Studies II (4 points)
- 4 Electives (16 points)

For detailed information regarding residency requirements and credit distribution, contact the CLACS Director. At the Law School, please contact Amy Chu, Senior Director of Academic Services and Registration (acadservices@exchange.law.nyu.edu or 212-998-6020), to discuss items regarding academics or the JD program. For questions regarding admission to the JD program, please contact the Office of JD Admissions at law.moreinfo@nyu.edu or (212) 998-6060.
MA in Latin American and Caribbean Studies and MSLS in Library Science

The Center for Latin American and Caribbean Studies offers a Master of Arts and Master of Science in Library and Information Science with Long Island University’s Palmer School of Library and Information Science. Students are required to complete 52 points (28 in Palmer and 24 at NYU).

This unique program is designed to meet the need for subject specialist and scholar librarians in academic, research and cultural institutions. The Palmer School Manhattan is located in NYU’s Bobst Library, where all classes are held. **Students typically complete the dual degree in six semesters of study.**

**28 points (seven courses) are taken in Palmer including the following:**
- LIS 510 Introduction to Library Science
- LIS 511 Information Sources and Services
- LIS 512 Knowledge Organization
- LIS 514 Research Methods
- LIS 690 Internship
- LIS 785 Mentorship (4 points)
- 3 Electives (Strongly suggested: LIS 516 Collection Development and LIS 606 Information Literacy and Library Instruction)

**24 points (six courses) are taken in NYU GSAS including the following:**
- LATC-GA 1001 Introduction to Latin American and Caribbean Studies I (4 points)
- LATC-GA 2001 Introduction to Latin American and Caribbean Studies II (4 points)
- 4 CLACS Electives (16 points)

For more information about the dual degree program, contact palmer@liu.edu. [Find additional details online.](#)
5. Registration

Students review their course schedules with their academic advisor each semester to discuss progress in the program and to ensure they are on track to completing the degree.

GSAS expects students to be enrolled in courses in all Fall and Spring semesters until the degree requirements are fulfilled. Students who are not taking courses, but are still working to complete other requirements, such as the Master’s Project or language, must be enrolled in Maintenance of Matriculation. There is a cost to maintain matriculation.

Students who have a hold on their account blocking them from registration should review the hold message and contact the correct office to resolve the hold. Please visit the University Bursar website for all pertinent tuition and payment information.

Certain LATC-GA courses require special permission from the instructor or program before a student may register. These courses are indicated in the Albert course search. Students who want to take one of these courses should follow the directions in the note in Albert. For information and assistance, please contact the Program Administrator with the course number and title. To obtain permission codes for courses outside the department, please contact the sponsoring department directly.

Some courses have a waitlist function that allows students to enroll in a closed course if a spot opens up. Students should use the “swap” function when waitlisting for courses to secure their position on the waitlist. If you do not use the “swap” function and you are already enrolled in a full course load, the system will bypass you and enroll the next student on the waitlist when a spot opens for your waitlisted course. Please review Albert help guide on the waitlist and swap functions.

Students must be aware of the registration calendar and withdrawal/refund schedule deadlines. If students drop or withdraw from courses, W grades and tuition and registration fee charges are subject to University policies. Please review the NYU Student Information and Resources in detail.

5.1 Cross-School Registration

Students may take courses in other schools at NYU if they have the necessary prerequisites and approvals of the course and the approval of their advisor and the CLACS Director. Students should explain how the course they hope to take applies towards their degree directly.
Enrollment in courses at other schools at NYU may require completion of a registration form. For example, Stern Graduate course enrollment requires submission of their cross-school registration form by the student’s departmental advisor. Likewise, Law School course enrollment requires submission of their cross-school registration form. Please note that other schools may have different academic and registration schedules, but Master’s students in Latin American and Caribbean Studies must abide by the University’s registration appointments and drop/add deadlines outlined on the GSAS website. If you have questions, please contact the Program Administrator.

Graduate students may not enroll in undergraduate courses without the permission of the Program Director and of GSAS. Should permission be granted, the grades for such courses are not entered into the GPA calculation and course credit will not count toward a graduate degree. Students enrolling in an undergraduate course will be responsible for all additional tuition and fees associated with the course. To request enrollment in an undergraduate course, please contact the Program Administrator.

5.2 Institute of Latin American Studies (ILAS) courses at Columbia University

Since 1987 the Center has maintained a consortium with the Columbia University Institute for Latin American Studies (ILAS). As part of their collaboration, every semester several courses in each program are open to students from the other program. These courses are listed in the course listings document found on the CLACS website.

ILAS courses are designed to supplement NYU offerings. Registration in these courses requires the Director’s permission; their enrollments are limited, and students may take no more than three courses at Columbia during their Master’s work at CLACS. See Program Administrator for the registration form before the add/drop period ends.

5.3 Internship Opportunities

CLACS students may earn up to four credits toward the Master’s degree while pursuing an approved internship. Internships are meant to complement course work. Those pursuing an internship work with a designated institution and also enroll in a seminar that aims to reflect on applied knowledge and to translate the work experience from practice to theory and vice versa. Students typically complete an internship in their final semester in the program. See Program Administrator for information about available opportunities.
5.4 Full-Time and Half-Time Equivalency

The University designates full-time coursework automatically to students enrolled in a minimum of 12 points in one semester (the two summer sessions combined are regarded as one semester). Half-time status is defined as enrollment in at least 6 points in one semester.

Equivalency may be granted only for purposes of insurance, student loans, scholarships or visa status. To qualify for full-time equivalency (FTE) you are expected to spend no less than 40 hours per week on a combination of coursework and/or appropriate activity required by the program. 20 hours per week is required for half-time equivalency (HTE).

Graduate students may request to be certified as having full-time or half-time equivalency for an academic semester without enrolling in the minimum required points if:

- a student is working full time on the thesis and registered for the Master’s Thesis Seminar course;
- a student is in the last semester of study and needs fewer than 12 or 6 points of coursework to complete the degree.

Students who wish to apply for equivalency must contact the Program Administrator before the first day of classes in the semester for which equivalency is needed. Students must be registered for courses before equivalency can be posted on their record. Equivalency is updated every semester and must be requested every semester that it is needed. The program and school will not be held liable for any loans returned to the lender as a result of late processing of the equivalency application; students are fully responsible for investigating the terms, conditions, and deadlines related to their loans.

You are not eligible for equivalency if you are not registered for any credit-bearing coursework; therefore, students registered for a leave of absence or zero credit courses will not be considered for equivalency.

5.5 Maintenance of Matriculation

Students who have completed their course work but have outstanding requirements to complete must register for MAINT-GA 4747.001 and pay the matriculation fee and the registration and services fee through the semester of their graduation. Payment of the fees entitles students to use the libraries and other research facilities, consult
faculty members, and participate in University activities. For more information, please contact the Program Administrator.

5.6 Graduation Deadlines

All students must apply for graduation at the beginning of the semester in which they plan to graduate. It is the student's responsibility to apply for graduation within the specified graduation application period, to know the deadlines associated with graduation, and to file the necessary materials to the appropriate offices. See the Registrar Graduation webpage for more information and detailed instructions related to applications, deadlines, commencements, diplomas, honors, and expected term of graduation. Please contact the Program Administrator with any questions.
6. Coursework

6.1 Grades

Courses taken for the degree cannot be taken pass/fail. GSAS requires students to maintain a GPA of 3.0 or higher and successfully complete at least two thirds of points attempted at NYU, excluding the current semester. Courses with grades of I, NR, W, and F are not considered successfully completed. Students also must be within time to degree limits. These GSAS standards are minimal requirements for academic good standing. See GSAS Policies & Procedures Manual.

An unresolved grade, I or NR, reverts to F one year after the beginning of the semester in which the course was taken. Extension of the incomplete grade, I, beyond the one-year deadline may be petitioned with the program and submitted for approval by the GSAS Office of Academic and Student Affairs (OASA). No extension will be allowed for NR grades.

6.2 Transfer Credits

GSAS programs accept transfer credit from accredited graduate institutions. Students in the program must apply for transfer credit within their first academic year of attendance as a matriculant.

Courses for which a degree has already been awarded or for courses older than ten years may not be applied toward a GSAS master’s degree.

Eligible courses must have a grade of B or better and must be relevant to Latin American and Caribbean Studies. A grade of P or S will be considered for transfer credit only with the submission of a written statement from the school issuing the grade stating equivalency of B or better. Transfer course equivalency is not granted for core courses; equivalency is only granted for elective credits.

Individual course credit must be transferred point for point. Please refer to the back of the transcript from the previous institution for conversion of non-traditional point systems. GSAS awards international transfer credit in accordance with current guidelines regarding equivalency as determined annually by Graduate Enrollment Services.

Latin American and Caribbean Studies students may transfer up to 12 graduate level credits from an accredited institution.
Please first discuss your intent to transfer credits with the Program Administrator. Provide the institution and course information, as well as the syllabi, any significant work completed for the course(s), and unofficial transcript (if available). The Director will evaluate the request and determine whether the content of the course is eligible for transfer. Once preliminary approval is given, please request a sealed, official copy of your transcript from the institution where the credit was earned (and translation if necessary). Submit the transcript to the Program Administrator along with the completed Transfer Credit Request Form. GSAS has final authority to approve credit transfers. The Program Administrator will notify the student of the outcome of the request.

6.3 Students’ Religious Observance and Class Attendance

As a nonsectarian, inclusive institution, NYU policy permits members of any religious group to absent themselves from classes without penalty when required for compliance with their religious obligations. The policy and principles to be followed by students and faculty may be found here.
7. Plagiarism Policy

A Community of the Mind

New York University is a "community of the mind." Its students, faculty, and staff all share the goal of pursuing truth through free and open inquiry, and we support one another's endeavors in this regard. As in any community, membership comes with certain rights and responsibilities. Foremost among these is academic integrity. Cheating on an exam, falsifying data, or having someone else write a paper undermines others who are "doing it on their own"; it makes it difficult or impossible to assess fairly a student's interest, aptitude, and achievement; and it diminishes the cheater, depriving him/her of an education. Most importantly, academic dishonesty is a violation of the very principles upon which the academy is founded. Thus, one of the first things that we ask of students entering the program is to recognize these principles of academic integrity. For this reason, also, violations of these principles are treated with the utmost seriousness. Perhaps the most serious form of academic dishonesty is plagiarism.

Plagiarism is copying someone else's work and portraying it as your own without properly referencing it (i.e. not citing it). For further clarification please see Indiana University Bloomington's comprehensive website on how to recognize plagiarism. Plagiarism can be done purposefully or accidentally – either way it is still plagiarism. Plagiarism will be dealt with according to GSAS Policies and Procedures Manual. This is a severe offense – not to be taken lightly. If you need assistance on understanding plagiarism please see the Director immediately.

If a faculty member suspects plagiarism in a piece of work the faculty member with knowledge of the facts shall file a complaint with the Director.

The Director will notify the student in writing of the complaint within two working days of receipt of the complaint.

If a student’s work is suspected of plagiarism, the student will be requested by the Director to meet with a faculty panel consisting of the Director and one core faculty member. The student will be asked to explain the case of plagiarism and the student will be queried about the issue and provided with the evidence the program has used to determine the existence of plagiarism.

The faculty panel has a range of options regarding decisions, but in cases where plagiarism has been found the penalties are as follows:
If a student is found guilty of plagiarism, in the first instance the student receives a fail for the piece of work. The guilty verdict will be placed on the student’s file and the student will receive a written warning of their violation.

If a student is found guilty of a second case of plagiarism the student will be removed from the Master’s program permanently.

A student may reject the program’s resolution. If there is no consensual resolution of the situation then the Director will forward the program’s complaint of plagiarism to the Associate Dean for Academic Support and Student Affairs, in which case the procedures beginning with section 9.5 of the GSAS Policies and Procedures Manual will apply.
8. CLACS at a Glance

9.1 National Resource Center

NYU Center for Latin American and Caribbean Studies
Designated a Title VI National Resource Center by the Department of Education (2018–2022); held in consortium with the Institute for Latin American Studies at Columbia University

CLACS hosts approximately 80 public events per academic year including academic conferences, film screenings and festivals (including indigenous film festival), talks with artists, activists, and other social actors

Title VI Initiatives include:
- Teaching of indigenous and diasporic languages: Quechua and Haitian Kreyòl
- Collaboration with Lehman college (an MSI) on the teaching of Mixtec and Nahuatl
- Collaboration with Borough of Manhattan Community College (an MSI) on bridging ethnic and area studies
- K12 teacher fellows’ program to develop Latin America-related curriculum for public school teachers

9.2 Selected Master’s Theses (2016 - 2020)

Alana Elder, 2020 — Better State, Better Soy, or Better Farming: Three Initiatives From Paraguay’s Agricultural Divide

Alhenius, Bethany, 2020 — Beyond Bit’e: Remapping Otomi Migration, Home, and Artisan Work

Gabriel Magraner, 2020 — Elas que lutem: Queer Brazilian Popular Music at the Edge of Democracy

Leo Schwartz, 2020 — AMLO and the Press: Fighting for a Fourth Estate in Mexico
Emily Corona, 2019 — Statehood and Renegotiation of Indigeneity, as Seen Through the Oral History of a Binnizá Land Activist

Sandy Enriquez, 2019 — Runasimi rimankichu?: Quechua as a Second/Heritage Language in the United States

Monica Joyce, 2019 — Memories of Tomorrow: Processes of Remembering, Revitalization, and Racial Politics in Rio de Janeiro’s Museums

Vaclav Masek, 2019 — Partisanship in Nonpartisan Democracies: The Post-War Multiparty System In Guatemala

Nidia Bautista, 2018 — Femicide in Ecatepec, Mexico State: Women Contesting Violence through Activism and Performance


Amanda Lotspike, 2018 — Geographies of Belonging and Extraction: A case of Yareta in Northern Chile

Carolina Maestre, 2018 — Influence and Affluence: The Effects of U.S Museums Collecting 20th Century Latin American Art


Cary, Michael Mackenzie, 2017 — Constituting the Sovereign: The Radical Potential and Limitations of Food Sovereignty in Bolivia

Dawes, Arlean Jahmyra, 2017 — Museum Education in La Llajta, Bolivia: INIAM’s Interactive Program

Schlechter, Kathryn, 2017 — On the Margins of Migration: Seeking Shelter in Mexico for the LGBTA

Fleischner, Nicole, 2016 — The Mikis and Hipsters of Havana: Youth Identities in a Shifting Cityscap
9. Campus Resources

9.1 Research, Professional Development, Student Life

The Master’s College at GSAS is an office whose mission is to support MA students through social events, professional development and more. Join their mailing list or follow them on social media.

GSAS Mentorship Program enhances the graduate school experience for incoming students through personal and academic development.

GSAS Fellowship and Awards The Graduate School offers a variety of support services for current graduate students seeking funding for short-term and long-term fellowship opportunities. For more information contact Abby Williams, Assistant Director, Fellowships and Awards at gsas.fellowships@nyu.edu.

Fellowship Finder This tool should be your first stop for researching fellowship and grant opportunities.

NYU Writing Center offers opportunities for students to connect with consultants and tutors to work collaboratively on your writing skills.

Group Study Spaces for Students Reserve a space on-campus.

Data Services at NYU Libraries provides consultation and instructional support for students, researchers, and instructors using quantitative, qualitative, survey design, and geospatial (GIS) software.

Research Help NYU Libraries has over 40 librarians who are experts in their subjects, from Art to Zoology. Use the website online to make an appointment.

Workshops at NYU Libraries Join a workshop or training to bolster your research skills.

Wasserman Center for Career Development offers coaching tailored for graduate students regarding career development and job searching. Make an appointment with them to learn about available opportunities.

Handshake is the Wasserman Center’s tool to find a job or internship.

Center for Multicultural Education and Programs (CMEP) offers events, programs, and resources that aim to engage, support, empower, and celebrate students of color and those of historically marginalized and excluded groups.

NYU LGBTQ+ Center offers educational and community-focused programs and events throughout the year.
International Student Center is a hub for events and programs that foster meaningful connections among all global thinkers.

Student Health Center offers medical, counseling, health promotion, and pharmacy services and provides accessibility accommodations to students with disabilities.

NYU Print Service Find printing locations and learn more online.

Moses Center for Student Accessibility works with NYU students to determine and implement appropriate and reasonable accommodations as well as access available programs and resources to support equal access to a world-class education.

9.3 Research Guides & Collections at NYU

Andean Studies Research Guide
Caribbean Studies Research Guide
Hemispheric Institute Digital Video Library
Indigenous Media Collection at NYU Libraries
Latin American Studies Research Guide
Latino Studies Research Guide
Spanish and Portuguese Research Guide

9.4 Student Groups at NYU

African Students Union
Association of Latinx Students and Allies in Public Service (ALAS)
Bella Quisqueya
Caribbean Student Association (CSA)
Cuban American Student Association (CASA)
Haitian American Student Association (HASA)
Latinx Social Work Student Organization
Latinx Project: Graduate Student Working Group
Mexican Student Association (MexSA)
Native American and Indigenous Student Group (NAISG)
NYU Black Student Union

Por Colombia

Puerto Rican Student Association (PRÁ)

Ritmo: Urban Latin Dance Club

Viva Peru