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. Please also review the Student Information and Resources webpage.
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Please contact clacs@nyu.edu if you have inquiries not addressed here.

Appendices
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1. Introduction

Dear Students,

The present handbook is meant to guide you in your progress through the Master’s program and answer questions about policies and procedures. Our larger goal is for you to take maximum advantage of the extraordinary teaching and research capacities of CLACS, one of the first and now well-established area studies centers, in the vibrant global city of New York.

Through its Master’s programs, CLACS advances knowledge and understanding of Latin America and the Caribbean; it does so in relation to international research opportunities, nationally-recognized library resources, and outreach programs to K12, post-secondary institutions, and the public at large. Through these, CLACS is closely connected to the Latin American and Caribbean ecosystem of the City in its cultural, social, and linguistic dimensions. CLACS provides students with singular opportunities to study indigenous and diasporic languages, particularly Haitian Kreyòl and Quechua. To succeed at CLACS, then, you will meet course and other requirements, and you will also engage these multiple dimensions of the Center and the city that surrounds us.

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 field research allows you to practice the methodology of area studies. Sample timelines and other information in this handbook will guide you through 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 guidance, support, and mentoring that you will need.

—Jill Lane
Director
2. Program Contact Information

Address:
King Juan Carlos I Center
53 Washington Square South
Floor 4W
New York, NY 10012
Tel: 212-998-8686
Fax: 212-995-4163

Academic Advising:
Each student is assigned a full-time faculty member as an academic advisor upon matriculation into the program. See 4.0 below for academic advisor contact information.

Research and Professional Development:

Angela Carreño
Head of Collection Development
Librarian for Latin American & Caribbean Studies, NYU
Bobst Library
Email: amc1@nyu.edu

Wasserman Center for Career Development
Please visit the Career Center website for professional advising.

Program Director and Administrators:

Jill Lane
Director
Email: jl24@nyu.edu
212.998.8680
Omar Dauhajre
Assistant Director
Email: od374@nyu.edu
212.998.8683

Gabriel Magraner
Program Administrator
Email: gmagraner@nyu.edu
212.998.8687

Johanna Morales
Administrative Aide
Email: jm8206@nyu.edu
212.998.8686

Sign up for our weekly events bulletin by emails clacs@nyu.edu
Follow up on Twitter and Instagram: @CLACS_NYU
Like us on Facebook:
https://www.facebook.com/CLACS.NYU/
3. Master’s Degrees in Latin American and Caribbean Studies

CLACS offers multiple Master of Arts programs: the Master’s in Latin American and Caribbean Studies (3.2.1.); the Master’s in Latin American and Caribbean Studies with an advanced certificate in Museum Studies (3.2.2.) or with a concentration in Museum Studies (3.2.3.); the dual degree Master’s in Latin American and Caribbean Studies and Juris Doctor (JD) (3.2.4.); and the dual degree Master’s in Latin American and Caribbean Studies and Master’s of Library and Information Science (MSLS) through the Palmer School of Library and Information Science at Long Island University (3.2.5.).

Degrees vary in length, as outlined in section 3.2. 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. See 5.2 Full-Time and Half-Time Equivalency.

3.1 Program Requirements
All Master’s degree candidates must fulfil the degree requirements listed in this section. There may be additional requirements for specific degree programs; these are outlined under “Degree descriptions,” section 3.2.

3.1.1 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 is both a history of the peoples, cultures, and nations of Latin America and the Caribbean, while simultaneously paying attention to disciplinary and interdisciplinary approaches to the topic. Some of the readings explore the boundaries of established disciplines and of the Area Studies paradigm itself. The purpose is not only to introduce Latin American and Caribbean realities but to review the scholarly, intellectual, and political frameworks according to which these realities are discerned. The course covers the pre-invasion Americas, Iberia, and the production of the Imperial/Colonial world and the "first modernity" through the early republican era. It also introduces the background to the genesis of plantation societies in Spanish America and Portuguese Brazil, and the contesting colonial projects in the Caribbean region, also involving slave plantation labor, of Britain, France, and the Dutch.

Introduction to Latin American and Caribbean Studies II: Hemispheric and Postcolonial Perspectives
LATC-GA 2001
This course explores the history of the peoples, cultures, social movements, nations and states of Latin America and the Caribbean, while simultaneously paying attention to disciplinary and interdisciplinary approaches to the topic. The course begins with the independence era, and addresses the emergence of a hemispheric axis for Latin America and the Caribbean in which relations with the United States loom large. Much as in Part I of the course, readings will revolve around themes of class, race, ethnicity, gender and sexuality, but we will place particular emphasis on the day-to-day processes of state formation, governance and politics of
redistribution and recognition. It will engage relevant contemporary scholarly debates, in their specific historical and geographical context. Imperial reconfigurations and the emergent role that China is playing in the economic and political dynamic of Latin America and the Caribbean will also form part of our analysis.

3.1.2. 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.

3.1.3. Master’s Project

All students must complete a Master’s Project. The project builds on academic coursework and is based on original research. Most often, the Master’s Project is an academic thesis of approximately 40 pages. Students may propose an alternative Master’s Project; recent examples include a photo essay, podcast, and short film. Alternative projects must be accompanied by a 15–20 page critical rationale for the project. Master’s Projects have three advisors: the primary advisor or first reader, who advises the development of the project throughout; a second reader who comments on the thesis in
draft form; and a CLACS advisor, drawn from core faculty at CLACS, who reads the final version. All three advisors must approve the project by the end of the student’s final semester.

Students typically conduct research for the Master’s Project during the summer between their second and third semesters.

Students are encouraged to enroll in the following writing workshop in their final semester 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.
3.1.4. 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 Kreyòl 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.

3.2. Degree Descriptions

3.2.1. MA in Latin American and Caribbean Studies

Thirty-two points (usually eight courses) are required for this degree. Students typically complete the program requirements within a year and a half (three semesters) of full-time study.

CLACS elective courses must have Latin American and Caribbean Studies content and be approved by Academic Advisor.

Semester I – Fall

Courses:
1. CLACS required course: “Introduction to Latin American and Caribbean Studies I: Iberian-Atlantic and Colonial Perspectives”
2. CLACS Elective
3. CLACS Elective
4. (optional) Non-credit language (Haitian Kreyòl, Quechua)

- Identify potential 1st and 2nd readers for Master’s Project

**Semester II – Spring Courses:**

1. CLACS required course: “Introduction to Latin American and Caribbean Studies II: Hemispheric and Postcolonial Perspectives”
2. CLACS Elective
3. CLACS Elective
4. (optional) Non-credit language (Haitian Kreyòl, Quechua)

- Secure 1st reader for Master’s Project
- Complete Master’s Project proposal
- Apply for summer grant funding

**Summer**

- Complete summer field research
- Complete blog posts for the CLACS Blog based on research

**Semester III – Fall**

Complete 2 courses, one of which could be the Research and Writing Seminar (to support completion of MA project)
1. CLACS Elective
2. CLACS Elective
3. (optional) Non-credit language (Haitian Kreyòl, Quechua)

- Secure 2nd reader for Master’s Project
- Complete Master’s Project: submit by end of semester
- Graduate over Winter Break
- Attend Graduation in May

3.2.2. MA in Latin American Studies with an Advanced Certificate in Museum Studies

Students pursuing the **MA in Latin American Studies with an Advanced Certificate in Museum Studies** complete 48 points (24 in CLACS and 24 in museum studies), a Master’s Project, and a full summer internship in a museum or cultural institution. Up to eight points will be rewarded for classes related to Latin American or Caribbean Studies can be used toward the required 32 points in CLACS.

**Semester I – Fall**

Courses
1. CLACS required course: “Introduction to Latin American and Caribbean Studies I: Iberian-Atlantic and Colonial Perspectives”
2. Museum Studies Course: [History and Theory of Museums (MSMS-GA 1500)]
3. CLACS or Museum Studies Elective
4. (optional) Non-credit language (Haitian Kreyòl, Quechua)

- Identify potential 1st and 2nd readers for CLACS Master’s Project
Semester II – Spring
Courses
1. CLACS required course: “Introduction to Latin American and Caribbean Studies II: Hemispheric and Postcolonial Perspectives”
2. Museum Studies Course: [Museum Collections and Exhibitions (MSMS-GA 1501)]
3. CLACS or MS Elective
4. (optional) Non-credit language (Haitian Kreyòl, Quechua)

- Secure 1st reader for CLACS Master’s Project
- Complete CLACS Master’s Project proposal
- Apply for summer grant funding

Summer
- Complete Museum Internship [Internship (MSMS-GA 3990)]
- Complete research for CLACS Master’s Project
- Complete blog posts for the CLACS Blog based on research

Semester III – Fall
Courses
1. CLACS Elective
2. CLACS Elective (can be Research and Writing Seminar (to support completion of Master’s project)
3. Museum Studies Course: Museum Management (MSMS-GA 1502)
4. (optional) Non-credit language (Haitian Kreyòl, Quechua)
- Secure 2nd reader for Master’s Project

Semester IV – Spring
If you have taken 8 points that double count between CLACS and MS, you may not need a full load in Semester IV.
Courses

5. CLACS Elective  
6. CLACS or Museum Studies Elective  
7. Museum Studies Course: [Research Seminar (MSMS-GA 3991)]  
8. (optional) Non-credit language (Haitian Kreyòl, Quechua)

• Complete Master’s Project, submit by end of semester  
• Graduate in May

3.2.3. MA in Latin American Studies with a Concentration in Museum Studies

Students pursuing the MA in Latin American Studies with a Concentration in Museum Studies complete 36 points (20 in CLACS and 16 in museum studies), a Master’s Project, and a full summer internship in a museum or cultural institution.

Semester I – Fall

Courses

1. CLACS required course: “Introduction to Latin American and Caribbean Studies I: Iberian-Atlantic and Colonial Perspectives”  
2. Museum Studies Course: [History and Theory of Museums (MSMS-GA 1500)]  
3. CLACS or MS Elective  
4. (optional) Non-credit language (Haitian Kreyòl, Quechua)

• Identify potential 1st and 2nd readers for CLACS Master’s Project

Semester II – Spring

Courses
1. CLACS required course: “Introduction to Latin American and Caribbean Studies II: Hemispheric and Postcolonial Perspectives”
2. Museum Studies Course: [Museum Collections and Exhibitions (MSMS-GA 1501)]
3. CLACS or MS Elective

• Secure 1st reader for CLACS Master’s Project
• Complete CLACS Master’s Project proposal
• Apply for summer grant funding

Summer
• Complete Museum Internship [Internship (MSMS-GA 3990)]
• Complete related research for CLACS MA Project
• Complete blog posts for the CLACS Blog based on research

Semester III – Fall
Courses
1. CLACS Elective
2. CLACS Elective (can be Research and Writing Seminar (to support completion of Master’s project)
3. Museum Studies Course: Museum Management (MSMS-GA 1502)

• Secure 2nd reader for Master’s Project
• Complete Master’s Project, submit by end of semester
• Graduate in May

3.2.4. Joint Degree: Global Journalism and Latin American Studies

Students complete 46 credits total over 4 semesters: 22 Journalism credits (including a 2-credit directed reading for the Journalism Master's project), and 24 CLACS credits.
Students write two separate Master's projects for CLACS and Journalism.

**Semester I – Fall**

Courses
1. CLACS required course: “Introduction to Latin American and Caribbean Studies I: Iberian-Atlantic and Colonial Perspectives”
2. GloJo required course: Writing, Research and Reporting I
3. CLACS Elective
4. (optional) Non-credit language (Haitian Kreyòl, Quechua)

- Identify potential 1st and 2nd readers for CLACS Master’s Project

**Semester II – Spring**

Courses
1. CLACS required course: “Introduction to Latin American and Caribbean Studies II: Hemispheric and Postcolonial Perspectives”
2. GloJo Elective
3. GloJo required course: One specialized reporting class
4. (optional) Non-credit language (Haitian Kreyòl, Quechua)

- Secure 1st reader for CLACS Master’s Project
- Complete CLACS Master’s Project proposal
- Apply for summer grant funding

**Summer**

- Complete summer field research
- Complete blog posts for the CLACS Blog based on research

**Semester III – Fall**
Courses
1. GloJo: Writing, Research and Reporting II
2. GloJo: One journalism seminar or specialized reporting or other skills class
3. CLACS Elective, which can be the Research and Writing Seminar (to support completion of MA project)
4. (optional) Non-credit language (Haitian Kreyòl, Quechua)

• Secure 2nd reader for Master’s Project

Semester IV – Spring
Courses
1. CLACS Elective
2. CLACS Elective
3. Journalism 2 point directed reading
4. Possible 2 point CLACS internship
5. (optional) Non-credit language (Haitian Kreyòl, Quechua)

• Complete Master’s Projects, submit by end of semester, as per each program's deadlines.
• Graduate in May

3.2.5. Dual Degree JD in Law and 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 in foreign cultures 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 M.A./J.D. degree requires a total of 94 points for the
two degrees and can be completed in three to four years. Candidates for the dual degree submit separate applications to the Graduate School of Arts and Science and the School of Law. Detailed information regarding residency requirements and credit distribution can be obtained by contacting the director of the Center for Latin American and Caribbean Studies; at the Law School, contact Amy Chu, Director of Academic Services for the J.D. Division, at (212) 998 6020.

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 School of Law requires 82 credits of study for the JD. However, in the dual MA/JD degree, 12 credits for courses taken at GSAS will be applied in satisfaction of this requirement.

The Graduate School requires 32 points of study for the MA. However, in the dual MA/JD degree, 8 points for courses taken in the School of Law will be applied in satisfaction of this requirement.

Students, therefore, take a total of 94 credits for the two degrees. For these purposes only, the Law School "credit" will be equated with the Graduate School "point".

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. In the Graduate School, the advisor is the Director of the Center for Latin American and Caribbean Studies (CLACS), Professor Jill Lane. In the Law School, the advisor
is Danielle Insalaco, Director of Academic Services for the J.D. Division.

Eight courses (32 credits) are required for the M.A. in Latin American and Caribbean Studies. JD/MA (Latin American/Caribbean Studies) candidates will include among their courses:

A. Two core courses (8 points) in the Center for Latin American and Caribbean Studies (see 3.1.1. for course descriptions):

B. Four courses (16 points) offered by GSAS. Please refer to the course directory found on Albert. CLACS courses can also be found on the Center’s website.

3.2.6. Dual Degree MA in Latin American and Caribbean Studies and MSLS in Library Science

The Center for Latin American and Caribbean Studies offers a 52 point dual Master of Arts and Master of Science in Library and Information Science with Long Island University’s Palmer School of Library and Information Science. 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.

Seven courses (28 points) 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 785 Mentorship (4 credit course)
Four LIS electives (strongly suggested electives LIS 516 Collection Development and LIS 606 Information Literacy and Library Instruction)

Six courses (24 points) are taken in NYU GSAS. Please refer to the course directory found on Albert. CLACS courses can also be found on the Center’s website.

For more information about the dual degree program, contact Alice Flynn at 212.998.2680 or email alice.flynn@liu.edu.
4. Academic Advisement

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.

Jill Lane  
jl24@nyu.edu  
212.998.8680  
Director Latin American and Caribbean Studies  
Associate Professor of Spanish and Portuguese  
Ph.D. New York University, 2000  
Specialties: performance studies, Latin American theater, comparative approaches to race and performance in the Americas, Cuba

Pamela Calla  
pc1210@nyu.edu  
212.998.3645  
Clinical Professor of Latin American and Caribbean Studies  
Ph.D. University of Arizona, Tucson, 1996  
Specialties: Cultural and educational policies, state formation, women’s movements, racisms and anti-racisms, theater movements, and the intersections of gender, ethnicity and class in Latin America

Daniel Mendiola  
dm4858@nyu.edu  
212.992.9682
Assistant Professor/Faculty Fellow of Latin American and Caribbean Studies  
Ph.D. University of Houston, 2018  
Specialties: Central American borderlands in the 18th century, colonial history, cross-cultural relationships among Mosquitos, Spaniards, Afro-Caribbean populations
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. See 5.3. Maintenance of 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. Typically, these are due to arrears in the payment of tuition, fees, loans, or other charges (including housing, dining, library fines, and other activities or services). 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 Program 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 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. 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 on 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.

5.4. 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.
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. 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.

8. 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.

9. Graduation

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 Program Administrator with any questions.

10. Student Business Cards

CLACS students may request student business cards with the NYU logo. Please complete the Student Business Cards form and return (in person or by email) to the Program Administrator. Students bring the approved form to NYU Reprographics to order and pay for business cards. Please be aware that it may take more than a week for the business cards
to be printed. Please contact NYU Reprographics at 212-998-1050 for more details. The form's business card formatting is to be used as a guide; Reprographics may be able to make alterations to suit students' needs. Some guidelines for completing the form below:

- Please fill in your mailing address or leave blank, which is more typical today. Do not use the Program's address.
- For social media, we recommend adding your LinkedIn information if you do not have other social media. Be sure to keep your LinkedIn profile up-to-date. Reprographics should be able to add more than one social media line if needed. Please consult them when you submit the form.
Appendices

A. CLACS Faculty

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Clinical Professor of Latin American and Caribbean Studies  
Ph.D. University of Arizona, Tucson, 1996  
Specialties: Cultural and educational policies, state formation, women’s movements, racisms and anti-racisms, theater movements, and the intersections of gender, ethnicity and class in Latin America  

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Global Distinguished Professor of Latin American and Caribbean Studies  
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Specialties: Latin American politics, comparative politics, U.S. Latin American relations  

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Julius Silver Professor of History and Latin American and Caribbean Studies  
Ph.D. University of Michigan, 1995  
Specialties: Cuba, comparative slavery, nationalism, revolution  

Sibylle Fischer  
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Associate Professor of Spanish and Portuguese and Latin American and Caribbean Studies  
Ph.D. Columbia University, 1995
Specialties: Caribbean literature and culture, Spanish American Independence, the Haitian Revolution, culture and politics in the nineteenth century, the history of political thought

Odi Gonzales  
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Senior Language Lecturer of Spanish and Portuguese  
Ph.D. Universidad Nacional Mayor de San Marcos, 2013  
Specialties: Quechua oral tradition XVI-XXI centuries, Latin American literature

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Associate Professor, Anthropology and Latin American and Caribbean Studies  
Ph.D. City University of New York Graduate School, 1995  
Specialties: Colonial and post-colonial Atlantic world, epistemology, identity, race, religion (particularly Islam, obeah), indenture, diaspora, creolization

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Adjunct Instructor of Latin American and Caribbean Studies  
MA CUNY Queens, 2008  
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Specialties: Latin American theater, comparative approaches to race and performance in the Americas, Cuba
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Ph.D. New York University, 1996  
Specialties: International studies in human rights, human rights and photography/media, the poetics of witnessing, peace education, human rights education and documentary practice

Daniel Mendiola  
Faculty Fellow in Latin American and Caribbean Studies  
Ph.D. University of Houston, 2018  
Colonial Latin America, Indigenous history in Central America, history and theory of Borders in the Americas

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Master Teacher of Liberal Studies and Latin American and Caribbean Studies  
Ph.D. New York University  
Specialties: Electoral systems, democratization and democratic institutions

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Ph.D. Princeton University, 2010  
Specialties: cultural and theoretical production of Brazil and Cuba, African diasporas, intellectual and cultural histories, media, cinema and popular music
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Professor of Social and Cultural Analysis and Latin American and Caribbean Studies
Ph.D. Stanford University, 1993
Specialties: Latin American and Latinx Studies, indigenous studies, colonization and comparative race in the Americas, globalization and immigration studies, development studies and revolutionary thought, hemispheric literary and cultural studies

B. Latinamericanist Faculty at NYU

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Specialties: immigrant women, women of color, social action

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Ph.D., Harvard University 1977
Specialties: History of exhibitions, museum studies, modern and contemporary art

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JD Harvard Law School 1981
Specialties: international law, international organizations, international tribunals and war crimes, international legal theory and foreign investment
Jens Andermann
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Ph.D. Freie Universitat Berlin
Specialties: contemporary Latin American and Brazilian literature, film, visual arts and architecture, material culture, museums and exhibitions, critical geography and landscape studies, post natural aesthetics and theory

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Ph.D. University of Wisconsin-Madison, 2001
Specialties: citizen participation, cities, civil society, culture and politics, Brazil

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Specialties: Modern Spanish and Latin American art, and the reception of Latin American art in the United States
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Ph.D. Harvard University 1997
Specialties: literature and philosophy, tragedy, poetry, ethical philosophy, psychoanalysis, ethics and politics

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Specialties: modern and contemporary political theory, democratic theory, Latino Studies/Latino politics in the US, feminist theory, American political thought, race and ethnicity, gender and sexuality

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Chair, Performance Studies
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Clinical Associate Professor, Gallatin School of Individualized Study
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Specialties: afro-modernism in the americas; black travel narratives and translations; comparative blackness; autobiography and subjectivity; object-oriented ontology; invisibility, afro-pessimism and africana philosophies of existence; black affect: anger, moodiness, depression; surrealism, noir, afrofuturism; jazz performance and criticism; sound studies and soundscapes in literature

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Specialties: governments in developing countries build legal authority and use it to influence routine business practices; enforcement of labor, environmental, food safety, and similar regulations that protect vulnerable groups from abuse

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Associate Professor, American Studies and Anthropology
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Specialties: Comparative studies of the Americas, Hemispheric North-South studies/politics of the global South, Cuban Studies and comparative Caribbean studies; literature, visual culture and national history; nationhood and imperialism, public intellectuals and cultural genealogies, psychoanalysis, modernity and social mythologies; Latin American and Latino cold wars; U.S. Latino cultures and diasporas; Latino literatures and Immigration Narratives, Gender and Latino Autobiography; Latinos, Labor and Cultural Memory

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Specialties: Education and socialization in Haiti; immigrant and black children’s educational experiences; Haitian immigrants; Immigrant and culturally diverse families

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University of Oxford, 1967
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Specialties: Latino/a migration to the U.S. South and emphasizes the importance of region in shaping Latino/a identity

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Specialties: Public management reform, governance and collaborative problem-solving in public service, both in the United States and in Latin America

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Specialties: nutrition and poverty; public health nutrition

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Specialties: Latin American and Latino television; industrial and institutional approaches; race and representations

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Ph.D. University of Michigan, 2003  
Specialties: Caribbean and African American intellectual history; Caribbean infrastructure and aviation
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Professor Emerita, Spanish & Portuguese  
Ph.D., Stanford University, 1975  
Specialties: Latin American literature since 1800, postcolonial criticism and theory, cultural studies, women and print culture in Latin America, literary theory, discourse and ideology, travel literature, literature and colonialism, Latin American cultural theory, modern prose fiction

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Specialties: political economy of development; economic and political institution

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Ph.D. University of California at Berkeley, 2010  
Specialties: transnational approaches to New World studies; Anglophone, Francophone and Hispanic Caribbean fiction; Latin American and U.S. Latina/o literatures; transatlantic political thought

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Ph.D. Cornell University 1983  
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MA, New York University, 2009
Specialties: theatre of the oppressed; Brazilian theatre

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Ph.D. Columbia University, 1979
Specialties: linguistic anthropology; language acquisition; socialization; Haitian Creole

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Ph.D. University of Southern California, 1984
Specialties: sociolinguistics; language contact; pidgins and creoles
Nancy Smithner  
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Ph.D. New York University, 2002  
Specialties: contemporary acting and directing styles; physical and experimental theatre; integrated arts in the curriculum; feminist theory; teacher training and preparation

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Specialties: ethnographic film and visual studies; gender and sexuality; feminist anthropology; nationalism; late-socialist Cuba; Cherokee cultural politics

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Specialties: visual culture, cultural memory and consumerism
Juana Suarez
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Specialties: media preservation; film archives; media archeology; administration of memory institutions; film studies; Latin American/Latinx cinema; cultural studies and literature; women and gender studies; immigration studies

Eduardo Subirats
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Specialties: Spanish intellectual history; the Counter Reformation and the colonization of Spanish America; the Enlightenment; avant-garde theory; artistic movements in Spain and Latin America; modern Latinamerican and Spanish essay

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Ph.D., New York University Institute of Fine Arts, 1979
Specialties: Art of Latin America: colonial to modern, art of the Iberian Peninsula

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Specialties: Performance and politics, theatre and ritual, gender and performance
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National School of Art in Havana  
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Specialties: applied microeconomics; labor economics; economics of immigration; economics of health

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Ph.D., University of Wisconsin, 1996  
Specialties: Andean colonial history, Indian and peasant politics, popular religion

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Ph.D. University of Pennsylvania, 2012  
Specialties: Mexican literature and visual culture since 1890; Latin American intellectual history, Orientalism and postcolonial theory, nationalism and colonialism, Latin American modernism, aestheticism and popular culture, gender studies, Marxism in Latin America and Asia

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Specialties: gender and sexuality in colonial Latin America, archival theories, queering archives, history of suicide, human-animal studies in Latin America, history of pornography

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Ph.D. Duke University, 2009
Specialties: social movements, urban culture, democratization

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Specialties: intersections of culture, context and human development; emotional development of adolescents from low-income families

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Specialties: Brazil in the 19th and 20th centuries, race and regional identity, historical narratives

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Specialties: poetry and literary criticism
Maria Jose Zubieta
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Specialties: literary translation, legal translation and interpretation