



Graduate Student Handbook

Latin American Studies MA Program
University of Utah

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*All forms may be signed digitally

FORMS FOR THE GRADUATE SCHOOL

1. The Graduate Language Verification Form (complete ASAP and submit to Grad School; available at <https://languages.utah.edu/resources/documents/forms/graduate-language-verification-form.pdf>)
2. Statement of Thesis Approval Form (submit to Grad School with thesis; available at <https://gradschool.utah.edu/thesis/forms/>)
3. Petition to Graduate Form (must be signed and dated in fall semester for spring graduation. Available at: <https://registrar.utah.edu/handbook/graduategraduation.php>)
4. Request for Leave of Absence Form (available at <https://registrar.utah.edu/resources/documents/pdf/graduate-leave-absence.pdf>)

*All forms may be signed digitally

CHAPTER 1: INTRODUCTION AND WELCOME

This handbook has been prepared for graduate students in Latin American Studies to acquaint them with current policies and procedures governing degree programs. Information is accurate to the extent that it reflects policies and procedures in effect as of Fall 2024. Students should consult with the Director of Graduate Studies, the Latin American Studies Academic Advisor, this Handbook, the Latin American Studies website, and the Graduate School website to ensure that all information concerning their program of study is up-to-date. Because policies and practices are subject to continuous review and periodic revision, the material contained in this Handbook should be confirmed with the Director of Graduate Studies and the Latin American Studies Academic Advisor to ensure that it has not been superseded by more recent faculty action. Information on pending changes is also available from the Director of Graduate Studies and the Latin American Studies Academic Advisor.

This Handbook should be seen as a companion to the current University of Utah Graduate School regulations, available on the Graduate School's website:

<http://www.gradschool.utah.edu/index.php>. The Handbook records most of Latin American Studies' MA Program regulations, but not necessarily all of the Graduate School policies and requirements; students must be familiar with regulations detailed in this Handbook and also with Graduate School regulations. A student's program is governed by the regulations operative on the date of initial matriculation unless the student requests to update the program of study to a later version of the handbook. Any request for changes to a student's program of study must be submitted in the form of a letter written by the student's Supervisory Committee Chair to the Latin American Studies Graduate Committee. Interruptions in the continuity of a graduate degree program may require a student to be held to the most current regulations. Each graduate student in the Latin American Studies MA Program is responsible for keeping abreast of any revisions in Program or Graduate School policy, procedures, or regulations that might affect the individual's academic program or status as a student in good standing.

We look forward to working with you over the course of your graduate studies.

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CHAPTER 2: GENERAL INFORMATION

2.1 Admissions

Each year, a cohort of graduate students is admitted to the Latin American Studies MA Program, beginning their studies in the fall semester. This cohort admission procedure is designed to build a support group that contributes to the well-being and education of the entire student-faculty community.

2.2 Non-Matriculated Student Status

Students who are interested in graduate courses in Latin American Studies without being fully admitted to a degree program may apply for “non-matriculated” status through the University of Utah Admissions Office. Subject to approval by the Program Graduate Committee, up to nine credit hours of non-matriculated coursework may be applied to the graduate degree if later the non-matriculated student is admitted to a degree program. In order for the credits to count toward a graduate degree, the student must petition for this credit – it is not automatic. After the student has been admitted officially to a degree program in the Program, the student must initiate petitions for credit by requesting that his/her Supervisory Committee Chair submit a letter of petition to the Graduate Committee.

2.3 Transfer of Graduate Credit from Other Institutions

Graduate credit may be transferred from other institutions. Credits transferred from another institution may be used for only one degree. Up to six credits of transfer credit may be applied toward fulfillment of graduate degree requirements if they are of high letter grade (B or higher; ‘credit only’ grades are unacceptable), are recommended by the student's Supervisory Committee, and were taken within four years of the semester of admission to the University of Utah for MA students.

2.4 Graduate Student Orientation

An orientation meeting is held for Latin American Studies graduate students on the Thursday before the first day of classes. Attendance is required for all incoming graduate students and highly recommended for continuing graduate students in the Program. The purpose of this meeting is to introduce graduate students and faculty members, review important Program policies and requirements, and provide information and guidance about matters of specific concern to graduate students. Students are further encouraged to meet individually with members of the faculty throughout the first semester of residency in order to discuss individual goals and objectives, and to explore new potential interests.

2.5 Latin American Studies Graduate Committee

The Latin American Studies Graduate Committee is selected every other year by the Director of Latin American Studies to administer policies and regulations directly related to the Latin American Studies graduate program. The Graduate Committee is responsible for policy formation and on-going review of the graduate program, and the Graduate Committee acts on requests for variance from established rules and regulations. The Committee also serves as an appellate body for students and faculty members requesting a review of Supervisory Committee actions or other

matters affecting the graduate program in general or an individual student in particular. The Director of Graduate Studies maintains regular office hours for graduate students and is available for consultation regarding all aspects of a student's graduate program. The Committee may act on an ad hoc basis and be convened at anytime throughout the semester, dependent on need.

2.6 Graduate Student Advisory Committee (GSAC)

The Graduate Student Advisory Committee (GSAC) represents Latin American Studies graduate students. Each year the graduate students of the Program may elect up to three members to represent graduate student interests and needs in the Program as well as in the larger university community. GSAC also functions as the official liaison between graduate students and faculty, communicating with the Director of Graduate Studies. This committee's formation is solely dependent on current student interest.

CHAPTER 3: REQUIREMENTS FOR THE MA DEGREE

3.1 MA Program of Study

The M.A in Latin American Studies is a flexible interdisciplinary degree providing advanced language study and area studies education. The program requires a minimum total of 30 credits including eight 3-credit courses, a Project/Non-Thesis completed through two 3-credit project research courses (LAS 6971) or a Thesis completed through two 3-credit thesis research courses (LAS 6970); and a minimum of third-year proficiency in a Latin American (LA) language as well as first-year proficiency in a second LA language (language proficiency may be demonstrated through coursework or an approved proficiency examination). Only Graduate level LA language courses cross listed with courses above 3060 will count towards credits for the Program of Study. In special circumstances a student may request an exception of up to eight credits of coursework in a second LA language to count toward the elective credit requirement for their program of study. A referral from the Academic Advisor with a brief justification would be necessary and then submitted to the Director of Graduate Studies for approval.

Students are advised to fulfill both a “breadth requirement” and a “disciplinary concentration” in their program of study. The breadth requirement is fulfilled by taking classes or producing an MA project/non-thesis or thesis that examines as least two of the following four broad regions in Latin America: Mexico and Central America, South America (not including Brazil), Brazil and the Caribbean. Cross-regional/area themes of study are supported. A majority of the program of study credits (minimum 15 credits) must come from approved LAS content courses.

Disciplinary concentrations can focus on one of the disciplines participating in the Program or can involve creative and practical interdisciplinary combinations of courses that fit with the student's career goals. A minimum of 12 disciplinary coursework credits are required to complete the program of study. For disciplinary course work, students are required to enroll in one Research Seminar/Methodology course to be taken within the first year of study, preferably first semester, if available, and must be approved by the Director of Graduate Studies.

Example of Program of Study: [Refer to page 23 for Master List].

30 credit minimum

- 24-credit elective courses (6000+)

Required to include: 15 credits minimum of approved LAS content courses

12 credits within the disciplinary concentration

3 credit course of Research Seminar/Methodology

Eligible to include: Any LA Language course cross listed above 3060

- 6-credits (10 credits maximum) of Project Research (LAS 6971)*

or Thesis Research (LAS 6970)*

* The student will need set up the course with the academic advisor upon approval from their chairperson

** To complete the program of study within 12 months, please reach out to the Academic Advisor.

*** Elective courses may meet multiple requirements (ex:1 course meeting both LAS content & disciplinary focus.)

Example of Programs of Study (Region and Discipline):

-Conflict & Religions of South America

-Environmental Geographies of the Caribbean

-Political Rhetoric of Brazil

-Urbanization and Media Industries in Mexico

-Population Studies and Health of Central American Indigenous peoples

-Cultural Production, Aesthetics, and Modernization in the Andes

The courses that will constitute the program of study for MA students must receive preliminary approval by their Supervisory Committee Chair (or the Academic Advisor prior to the formation of the Supervisory Committee) before courses begin each semester. To receive approval the student must complete the Latin American Studies Semester Course Review Form in consultation with the forementioned, then submit it to the Latin American Studies Academic Advisor before the ADD/DROP deadline on the 2nd Friday of the semester.

Undergraduate Courses may be taken at a Graduate level if appropriately linked to a graduate course number. To register the undergraduate course at a 6000 level or higher, request approval from the instructing professor. Upon instructor approval, their department must also confirm course creation eligibility and then will create a cross listed graduate course number if eligible.

3.2 Supervisory Committee (SVC)

All MA students are required to create a Supervisory Committee (SVC) to oversee and approve completion of a Thesis or Project/Non-Thesis during their program. This committee must be created in the second semester of the student's program of study. A Supervisory Committee Chair and members are selected in consultation with the Director of Graduate Studies. In order to confirm the Committee Chair and members, the student must decide on whether they will pursue a Thesis or Project and the tentative research topic. It is the responsibility of the student to keep communication open with the SVC to stay on track with deadlines and expectations. For more information on the requirements for the Supervisory Committee chair and members, please see section 4.2.

3.3 MA Research Prospectus

In place of a Comprehensive Exam, which is not required by our program, all MA students are required to submit a written Project/Non-Thesis (Project) Prospectus or a Thesis Prospectus. This must be completed in the third semester of the student's program of study, typically in the fall semester of the student's second year and must be approved by majority vote of the Supervisory Committee. The Chairperson can provide a tie breaking decision. Students are required to gather signatures and submit an **MA Research Prospectus Form** (see Appendices) to the Academic Advisor after securing the appropriate signatures. Approval signatures can be collected digitally or in person depending on the committee member's preference.

A student prepares a Thesis Prospectus or Project Prospectus in consultation with their Supervisory Committee Chair. There is no required format for the MA Research Prospectus, but it should clearly articulate a) the primary purpose of the thesis or project, b) how this purpose will be met through structured research, c) a preliminary bibliography of primary and secondary sources and d.) IRB Approval for Human Subjects Clearance. The recommended length is 3-5 pages, including only the most important information. If a student foresees working with humans, this process should commence during the first year, if not the first semester, of the MA program due to the lengthy approval process, please visit this link for an application <https://irb.utah.edu/submit-application/index.php>.

3.4 MA Final Examination

All students are required to take an MA Final Examination in the form of a defense of either a Project/Non-Thesis or Thesis. All exams may be done virtually via Zoom upon approval by the Supervisory Committee (SVC). It is the student's responsibility to arrange the date and time (typically 90-120 minutes) with their SVC for the defense and to arrange a location with their Academic Advisor.

3.4a Project/Non-Thesis

Students must complete an MA essay and have it approved by their supervisory committee after an oral defense. An MA essay is a substantial research paper on an issue or topic related to Latin America. Typically, students will register for project research credits during their second year in the MA program to complete their essay. The final Project/Non-Thesis (Project) must be completed and passed before the last day of final exams of the semester you are graduating; it is preferred to be completed by April 15th. Digital copies of the project must be delivered to the members of the Supervisory Committee no less than three weeks prior to the required defense, allowing them an appropriate amount of time to review.

A defense along the lines of a Thesis defense is required for a Project. The format and dynamics of the Project defense are at the discretion of the Supervisory Committee Chair and should adhere to the purpose and structure of the Project stated in the Project Prospectus. This defense will consist of an oral summary of the project by the student, questions from the Supervisory Committee, and time for the Supervisory Committee to discuss and determine the outcome of the presentation (after the student has been excused). Unlike a Thesis defense, a Project defense does not need to be made open to the public. The student is informed of the outcome and requirements for revision immediately following the Supervisory Committee's discussion.

Upon the successful outcome of a Project defense, the members of the Supervisory Committee sign the **Latin American Studies Project Final Exam Approval Form** (see Appendices). A copy of the form must be sent to the Latin American Studies Academic Advisor along with a copy of the final edit of the MA Project essay in PDF format.

3.4b Thesis

The Latin American Studies MA program requires a thesis based on scholarly research, which may be supplemented with creative research. For a hybrid thesis involving scholarly and creative research, the general guideline is 60% scholarly research and 40% creative research. The format, length and scope of the Thesis is determined by students and their committee chair and should adhere to the purpose and structure of the thesis stated in the Thesis Prospectus.

Typically, the thesis defense involves an oral summary of the research by the student, questions from the Supervisory Committee, and time for the Supervisory Committee to discuss and determine the outcome of the defense (after the student has been excused). The student is informed of the outcome of the defense and requirements for revision immediately following the Supervisory Committee's discussion. The defense of a Thesis must be open to the public to allow someone outside the committee to attend if they like. For it to be labelled a public defense, it

must be publicized in some way. It does not need to be heavily publicized, sufficient publicity could include an email announcement to program faculty and students, posters on campus, etc... contact the Academic Advisor to discuss once a date for the defense is established.

The Thesis Defense must be scheduled in or before **March** of the Spring Semester in which the student intends to graduate. This is to ensure adequate time to meet the various deadlines set by the Thesis Office and the Graduate School for timely graduation. Digital copies of the thesis must be delivered to the members of the Supervisory Committee no less than three weeks prior to the scheduled defense. These copies should be a penultimate draft, responding to previous feedback from the committee's readings, and carefully proofread and formatted. It is strongly urged that the student meet with the Thesis Office to go over formatting issues *before* submitting hard copies of the thesis for the thesis defense.

Upon the successful outcome of a Thesis Defense, the members of the Supervisory Committee sign the **Latin American Studies Thesis Final Exam Approval Form** (see Appendices). A copy must be sent to the Latin American Studies Academic Advisor. The student must also complete a **Statement of Thesis Approval Form** available at <https://gradschool.utah.edu/thesis/forms/>. The form is attached to the final copy of the Thesis submitted to the Graduate School. For important Thesis Office submission dates please visit: <https://gradschool.utah.edu/thesis/calendar.php>

3.5 MA Foreign Language Requirements

Latin American Studies MA students may fulfill the program's language requirement by demonstrating advanced proficiency in a Latin American (LA) language, defined as completing a minimum of third-year coursework in the language with a B average or better, as well as first year proficiency in another LA Language. This requirement can be met with providing evidence of language testing scores, undergraduate course level completion or as a native speaker. This requirement could have been met within the five years prior to beginning graduate studies. Third year proficiency and first year proficiency in another language are minimum requirements, and students are encouraged to continue their study of one or more LA language throughout their MA Program.

All graduate Language courses are numbered as LAS 7300 and cross listed with an undergraduate level course. To register for the graduate level 7300 course, the student must email the World Languages and Cultures office to confirm the level and credits needed for registration, wlcgraduatestudies@utah.edu.

The Graduate Language Verification Form is required by the Graduate School and only required for 1 Proficient Latin American Language as defined above. This form is available at <https://languages.utah.edu/resources/documents/forms/graduate-language-verification-form.pdf> and must be filled out completely in consultation with the Latin American Studies Academic Advisor. This process should be completed as soon as possible in accordance with the past language learning preparation and current language learning plans of the student. Students who have been awarded a FLAS must meet additional language study requirements. Please see the Academic Advisor and FLAS Coordinator for updated information.

CHAPTER 4: GRADUATE ADVISING AND THE SUPERVISORY COMMITTEE

4.1 Mentor Committee Chair- Director of Graduate Studies (DGS)

Prior to beginning graduate study in Latin American Studies, the Director of Graduate Studies (DGS) will serve as the faculty Mentor Committee Chair until the student completes a request for a Supervisory Committee. Prior to the selection of a Supervisory Committee Chair, the DGS will assist in formulating the student's program of study. Newly admitted students should arrange a meeting with the Director of Graduate Studies upon their acceptance of an offer from the Latin American Studies MA Program or before the fall term of their first year in the program to discuss their program of study. **The selection of a Supervisory Committee Chair and Supervisory Committee should be finalized early in the second semester of the first year** (see section 3.2).

4.2 Latin American Studies Academic Advisor

The Latin American Studies Academic Advisor is available for both virtual and in-person appointments. They are an important tool that will provide information and guidance on academic-related issues, such as program and graduation requirements, exceptions, course planning and registration. The Academic Advisor can help make referrals for students who need assistance with overcoming learning obstacles, career decisions, mental health, or other needs. They provide information to students about relevant campus events and notifications. It is the responsibility of the student to monitor their umail account for any communications from their academic advisor year around while active in their program.

4.3 Selection of the Supervisory Committee

MA Supervisory Committees consist of one Committee Chair and two or more Committee Members. The majority of the Supervisory Committee must be tenure-line University of Utah faculty in Latin American Studies. All University of Utah faculty in Latin American Studies (including regular, research, clinical, emeritus, visiting, and adjunct) are eligible to serve as Supervisory Committee members. The faculty member must hold an academic or professional doctorate, the terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly or artistic work in the student's general field. Persons not from the University of Utah may also serve as committee members upon final approval of the Director of Graduate Studies and the Dean of The Graduate School. A CV for the proposed committee member outside of the University of Utah must accompany the **Request for Supervisory Committee Form** (see Appendices) with a brief justification letter from the Director of Graduate Studies. Immediate family members are **not** eligible to serve on a student's supervisory committee. Please visit this website for a full list of faculty members and their faculty category, <https://data.utah.edu/data-dashboard/faculty-individual-information/>.

The Committee Chair must be selected from the tenured or tenure-track faculty in Latin American Studies. Students are responsible for selecting their Committee Chair in consultation with the Director of Graduate Studies. The selection then proceeds to additional faculty as potential members of the Supervisory Committee. In consultation with the Committee Chair, the student must personally discuss with each individual the basis for his/her selection and the individual's willingness to serve on the Supervisory Committee. Once this informal process has

been completed, the student submits a completed **Request for Supervisory Committee Form** (see Appendices) to the Director of Graduate Studies for approval, and then submits the form to the Latin American Studies Academic Advisor. The form is ultimately forwarded to the Graduate School by the Academic Advisor for final action. For more information on Supervisory Committee formation, please visit: <https://gradschool.utah.edu/navigating-grad-school/supervisory-committees.php>

Because students' interests may change during their graduate programs and because faculty members may accept other positions or be absent from campus for extended periods, it is sometimes necessary to request a change in Supervisory Committee membership. The student is responsible for arranging the requesting change with Supervisory Committee members. After informally discussing the change with the Supervisory Committee members involved, a **Request for Change in Supervisory Committee Form** (see Appendices) must be completed by the student, who must collect all signatures from the members of the Supervisory Committee. The completed form is then approved by the Director of Graduate Studies, and submitted to the Latin American Studies Academic Advisor, who forwards it to the Graduate School.

4.4 Supervisory Committee Responsibilities and Procedures

The importance of the Supervisory Committee (SVC) to a student's graduate program cannot be overstated. It is the Supervisory Committee who has responsibility for approving by majority vote the student's program of study and the Prospectus as well as guiding the MA Project/Non-Thesis and Thesis defense. The Supervisory Committee Chairperson and committee members may participate virtually whenever most convenient or if unable to be present on campus for the defense.

CHAPTER 5: GOOD STANDING IN THE LATIN AMERICAN STUDIES MA PROGRAM

5.1 Good Standing: Graduate School Requirements

For a full discussion of the University of Utah Graduate School's policies on maintaining good standing, see the Graduate Student website: <https://gradschool.utah.edu/navigating-grad-school/>. The Graduate School considers a student to be in good standing if they meet Program standards, which may exceed stated Graduate School requirements in any area.

5.2 Good Standing: Latin American Studies Requirements

A student must be in good standing to be considered eligible for Latin American Studies financial assistance. In addition, a student who is not in good standing is in danger of being dismissed from the Program. A student must satisfy the following conditions to be considered to be in good standing:

The student must have a graduate GPA of at least 3.0, and the student must have completed the appropriate required courses with a grade of B or better. (If the student has received a grade of B- or less in a required course, that course does not count towards the requirement. In such cases, the student must either repeat the course and earn a grade of B or higher, or must take an alternative course as approved by the Supervisory Committee Chair in consultation with the Supervisory Committee. CR, for courses graded on a Credit/Non- Credit basis, will only be accepted for Project/Thesis Research Courses.

The grade of "Incomplete" or "I" (incomplete grade for 6000 level or above) is given when special circumstances intervene to prevent the timely completion of coursework and at the discretion of the course instructor. In order for an instructor to assign the grade of "I", the student must be passing the course and have completed at least 80% of the required coursework as outlined on the Office of the Registrar's website: <https://registrar.utah.edu/>. The work must be completed as expeditiously as possible, no later than one year after the course was taken, in order to receive a letter grade. If the course requirements are not completed within a year, the grade is automatically converted to an 'E'. A student with two or more incompletes may be in danger of losing the status of good standing. In such cases, the Graduate Committee will give the student a written warning, which will include an indication of what the student must do to avoid losing the status of good standing. Letter 'T' grades will not be given as place holders for Project/Thesis Research courses, unless a Supervisory Committee Chair feels they did not see sufficient progress made that semester to provide a grade.

5.3 Dismissal from the Program

All graduate students are expected to maintain standards of academic, behavioral, professional, and ethical conduct, as specified in the Student Code (please see chapter 7). Misconduct in any of these areas may constitute grounds for dismissal from the program. Failing to satisfy the requirements to remain a student in Good Standing in Latin American Studies may result in dismissal from the program.

In the rare instance of dismissal from the Program, the dismissal procedure will be as follows:

1. The Committee Chair, Director of Graduate Studies, and Director of the Latin America Center will notify the student in writing, indicating the allegations related to the proposed dismissal.
2. The student will be given an opportunity to meet with the Committee Chair or designee(s) to respond to the allegations.

Following the meeting, the Committee Chair or designee(s) will notify the student of the outcome. The process will then follow those outlined in the Student Code, depending upon the type of dismissal (academic, academic misconduct, behavioral, professional/ethical).

CHAPTER 6: REGISTRATION

6.1 Minimum Continuous Registration

Graduate students must maintain minimum registration by registering and paying normal tuition and fees for at least three credit hours per semester from the time they are admitted to the Graduate School until they have completed all requirements for the degree. If a student is only continuing registration to complete a Thesis or Project/Non-Thesis, they may register for 1-3 credits of a Research Course that term upon approval from their Chairperson and the Director of Graduate Studies. If students do not comply with the continuous registration policy described above and do not obtain an official leave of absence (see Section 6.7), their Supervisory Committees are terminated and their records are inactivated. To reactivate a file at a later time, the student must reapply for admission to the Graduate School.

6.2 Summer Term Registration

Continuous registration, for the purpose of this policy, refers only to registration during the regular academic year. Continuous registration is not terminated or interrupted by not registering during summer terms (between the end of Spring Semester and the beginning of Fall Semester). Nothing, however, prevents a student from maintaining registration status, if appropriate, during the summer term.

6.3 Tuition

Students are responsible for ensuring that all tuition and fees are paid in a timely manner. For rates and deadlines, visit: <https://bursar.utah.edu/>

6.4 Readmission

Students who do not maintain continuous registration as listed above will be removed from the program after the “Last Day to Add” deadline has passed for that semester (typically two weeks after regular classes begin), unless the student is taking a leave of absence that has been formally approved. To reenter the program, students must follow the normal application procedures for all student applications, including application to the University Admissions Office. A complete list of the application procedures is available on the Latin American Studies website.

6.5 Maximum Hours & Time Limit

No candidate for a graduate degree is permitted to register for more than 16 credit hours in any single semester. A schedule of nine hours (typically three graduate level courses) is considered a full load for MA degree students. Per Graduate School regulations, all work for an MA degree must be completed within four consecutive calendar years or a student can face discontinuation from their program. Reach out to the Academic Advisor for petition information, if necessary.

6.6 Residency Requirements

MA students must take at least 80% of all credit coursework for their program of study at the University of Utah. Any credit for courses transferred from another university must be approved by the Director of Graduate Studies. Because of the two-year timeline for the completion of the MA in Latin American Studies, graduate students are expected to be in residence for the Fall and Spring Semesters of the first and second year. Semester-long study abroad programs are not appropriate for the MA Program. However, summer study abroad for the purposes of language study and research are encouraged between the first and second year of study, especially if summer language study is needed for the student to achieve third year proficiency in a Latin

American language as is required for the degree.

6.7 Leaves of Absence

Students who wish to discontinue their studies for one or more semesters, other than summer term, must file a **Request for Leave of Absence Form** (available at <https://registrar.utah.edu/handbook/leave.php>) with their Committee Chair, the Director of Graduate Studies, and the Director of the Latin America Center. Requests may be granted in the following circumstances:

1. Leaves of absence generally are granted and reviewed on a yearly basis for reasons relating to illness, military service, residence outside the state of Utah, Study Abroad Programs aimed towards their program of study and work in process in which students are not in continual contact with their Supervisory Committee or other members of the faculty.
2. Leaves also may be granted on a yearly basis to students who are engaged in work considered beneficial to their academic goals, such as temporary teaching or professional employment that allows the students ultimately to complete the degree.
3. Leaves for other reasons may be granted and reviewed on a yearly basis when the student's Committee Chair believes that the leave is in the best interest of both the student and the University.

Students must apply for leaves of absence for a current semester by the last day of classes of that semester. They also must officially withdraw from classes in any semester for which a leave is granted. The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one academic year at a time. The leave of absence is void if the student registers for classes in a semester for which a leave was granted. While on a leave of absence, a student may continue to get health care coverage through the Graduate School.

6.8 Family Leave Policy

Students may take a period of up to 16 weeks for a Family Leave of absence for caregiving, medical conditions associated with pregnancy, and to accommodate recommendation by their medical provider. Please talk with the Director of Graduate Studies or the Director of Opportunity and Affirmative Action Title IX/ADA/Section 504 at University of Utah, located at [383 South University Street, Level 1 OEO Suite, Salt Lake City, UT 84112](#), OEO@utah.edu. The Title IX Coordinator will work with the student, appropriate faculty, and administration to determine what accommodations are reasonable and effective. The student will be ineligible for financial support during the semester of familial leave. The student may continue to get health care coverage through the Graduate School while on a Family Leave of Absence.

6.9 Withdrawal From Program

If you wish to withdraw from the Latin American Studies Program, you must give notice by the last day of exams of your final semester in written form to the Director of Graduate Studies.

CHAPTER 7: CODE OF CONDUCT AND STUDENT SERVICES

7.1 Student Code of Conduct

The Student Code for the University of Utah can be found at:

<https://regulations.utah.edu/academics/6-400.php>

Sexual Harassment

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action. Office of Equal Opportunity and Affirmative Action Title IX/ADA/Section 504 at University of Utah is located at [383 South University Street, Level 1 OEO Suite, Salt Lake City, UT 84112, \[OEO@utah.edu\]\(mailto:OEO@utah.edu\)](#). For support and confidential consultation, contact the Center for Student Wellness, SSB 328, (801) 581-7776. To report to the police, contact the Department of Public Safety, (801) 585-2677(COPS). If there is any question regarding the OEO policy, please contact our OEO liaison, Natalie Montoya, at natalie.montoya@utah.edu to arrange a meeting or visit her in the College of Humanities, Dean's office LNCO 2100.

7.2 Student Resources <https://gradschool.utah.edu/resources-hub/index.php>

The Americans with Disabilities Act (ADA)

The Americans with Disabilities Act. The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability & Access, 162 Olpin Union Building, (801) 581-5020. CDS will work with you and the instructor to make arrangements for accommodations. If there is any questions or concerns about the applicability of Americans with Disabilities Act (ADA) for you or your students, please contact our ADA liaison, Natalie Montoya, at natalie.montoya@utah.edu to arrange a meeting or visit her in the College of Humanities, Dean's office LNCO 2100.

Campus Safety

The University of Utah values the safety of all campus community members. To report suspicious activity, call campus police at (801) 585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit <https://safeu.utah.edu/>

Wellness

Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah. For helpful resources contact the Center for Student Wellness at www.wellness.utah.edu or (801) 581-7776. Mental Health Resources at <https://studentaffairs.utah.edu/mentalhealth/>.

Veterans Center

If you are a student veteran, the U of Utah has a Veterans Support Center located in Room 161 in the Olpin Union Building. Hours: M-F 8am-5pm. Please visit their website for information about services offered, a list of ongoing events and links to outside resources: <http://veteranscenter.utah.edu/>.

CHAPTER 8. FOREIGN LANGUAGE AND AREA STUDIES (FLAS) SCHOLARSHIPS

8.1 Introduction of the FLAS Academic Year Award

FLAS Fellowships are federally funded awards offered through the University of Utah's Latin America Center. They provide funding for graduate students who study modern foreign languages and related area studies. Most Latin American Studies MA students are eligible and encouraged to apply for the FLAS scholarship program. For an Academic Year Award period, each Graduate Fellow will be awarded up to \$18,000 through the Tuition Benefit Program and \$20,000 stipend.

The Application deadline is the last Friday of January every year and most start their application once they have completed FAFSA.

8.2 Eligibility

- Applicant must be a U.S. citizen or permanent resident of the United States.
- Applicant must be a current or incoming full-time student at the University of Utah.
- Must Submit FAFSA for the most current year.

8.3 Scholarship Requirements

1. Register for a full graduate course load (9 up to a maximum of 12 credits/semester). All courses must be taken for a letter grade (A-E) and must receive a 3.0 GPA or higher.
2. Take one language course, for three or more credit hours, during both Fall and Spring semesters and receive at least a "B" in the Language courses for both Fall and Spring semesters.
3. Take one area studies course, for three or more credit hours, during both Fall and Spring semesters and receive at least a "B" in the Area courses for both Fall and Spring semesters.
4. Complete a language pre-evaluation at the beginning of the award period and a language post-evaluation at the end of the award period.
5. Complete a Final Report for the US Department of Education at the end of the fellowship period and at regular intervals after your fellowship ends (up to 8 years).
6. FLAS funding cannot be used to pay for internships.

Repayment or Suspension

Failure to complete any of the above terms, or withdrawal from the program, will result in the student's repayment of the award, or suspension from the fellowship. Student will receive written notification if the terms have not been met.

8.4 Introduction of the FLAS Summer Award

For a Summer Award period, each Graduate Fellow will be awarded up to \$5,000 in Tuition, \$3,500 stipend and up to \$1,000 for Travel expenses, dependent on availability. The Summer award can be used for study abroad programs if the language variant and level you want to study is not offered within the United States. All study abroad programs funded with FLAS award funds must be approved prior to award by the FLAS coordinator and the Department of Education.

Please see <https://latin-american-studies.utah.edu/language/flas/index.php> and/or discuss any questions with the FLAS Coordinator, Roxanna Lee, at flas@utah.edu.

CHAPTER 9. LATIN AMERICAN STUDIES MA PROGRAM TENTATIVE TIMETABLE

9.1 First Semester (Fall)

- Thursday prior to the start of the term-**Orientation**
- Week prior to the start of the semester- meet with the Director of Graduate Studies to complete the **Semester Course Review Form**
- Dec 15- Submission deadline for the **Language Verification Form**.
- Start forming contacts for possible faculty supervisory committee members.
- Set up a one-on-one research and bibliography training with a Latin American Studies Librarian.

9.2 Second Semester (Spring)

- Week prior to the start of the semester- meet with the Director of Graduate Studies to complete and submit the **Semester Course Review Form**.
- Last Friday of January, Academic Year & Summer FLAS application deadline (must apply yearly).
- Early Semester, decide on either a Thesis or Project and your research topic. Then create short research proposal to submit with your SVC faculty requests.
- April 15- Submission deadline for the **Supervisory Committee (SVC) Form**, recommended to submit earlier.

9.3 Summer Break

- Not required to register to keep continuous registration, if registering reach out to your Academic Advisor for deadlines.
- Even if not registered, work independently on Project/Thesis research/topic formation
- Possible Summer FLAS Intensive Language Program Abroad.

9.4 Third Semester (Fall)

- Week prior to the start of the semester- meet with the Supervisory Committee Chairperson to complete and submit the **Semester Course Review Form**
- November 15- Submission deadline for the **MA Research Prospectus Form**
- Apply to **Graduate** in Spring Semester

9.5 Fourth Semester (Spring)

- Week prior to the start of the semester- meet with the Supervisory Committee Chairperson to complete and submit the **Semester Course Review Form**.
- Mid January- Graduation Application deadline to Graduate in Spring Semester.
- March 31- Thesis Defense Deadline- **Submit Thesis Final Exam Approval Form**
* Thesis should be sent to committee members no later than 3 weeks prior to the defense
- April-Submission of Thesis to the Thesis Office, check link below for updated deadlines- **Submit Statement of Thesis Approval Form**
- April 15-Deadline for Project/Non-Thesis Submissions- **Submit Project/Non-Thesis Final Exam Approval Form**
* Project/Non-Thesis essay should be sent to committee members no later than 3 weeks prior to the defense

IMPORTANT LINKS

Bursars Tuition Schedules: <https://bursar.utah.edu/tuition-schedules/>

Campus Safety: <https://safeu.utah.edu/>

Career Counseling: <https://careers.utah.edu/>

Center For Latin American Studies: <https://latin-american-studies.utah.edu/>

Center for Student Wellness: www.wellness.utah.edu

Commuter Services: <https://commuterservices.utah.edu/>

Faculty Information Resource: <https://data.utah.edu/data-dashboard/faculty-individual-information/>

Foreign Language and Area Studies Scholarship: <https://latin-american-studies.utah.edu/language/flas/index.php>

Graduation Deadlines: <https://registrar.utah.edu/graduation>

Graduate School Academic Calendar: <https://gradschool.utah.edu/events/>

Graduate School Resources Hub: <https://gradschool.utah.edu/resources-hub/index.php>

Graduate Writing Center: <https://writingcenter.utah.edu/grad-student-services.php>

Institutional Review Board for Human Research Clearance Applications:

<https://irb.utah.edu/submit-application/index.php>

Interactive Campus Map: <https://map.utah.edu/>

Learning Abroad Office: <https://learningabroad.utah.edu/>

Marriott Library: <https://lib.utah.edu/>

Latin American Studies Librarians, Robert Behra and Jasmine Kirby

Nationally Competitive Opportunities:

<https://gradschool.utah.edu/funding/fellowships-scholarships-awards/nationally-competitive/>

New Student Guide to IT recourses: https://it.utah.edu/help/it_guides/new_student_guide.php

Registrar's Academic Calendars: <https://registrar.utah.edu/academic-calendars/index.php>

Supervisory Committee: <https://gradschool.utah.edu/navigating-grad-school/supervisory-committees.php>

Thesis Office Deadlines: <https://gradschool.utah.edu/thesis/calendar.php>

Ucard Services: <https://ucard.utah.edu/>

University-wide scholarships: <https://utah.academicworks.com/>

Veterans Center: <http://veteranscenter.utah.edu/>

World Languages & Cultures Placement Test: <https://languages.utah.edu/language-requirements/language-placement-testing.php>

Your Campus Life Guidebook: <https://union.utah.edu/resources-spaces/union-programming-council/your-campus-life-guidebook/>

APPENDICES

FORMS FOR INTERNAL USE ATTACHED TO THIS HANDBOOK

1. Latin American Studies Program of Study Master List
2. Latin American Studies Semester Course Review Form
3. Request for Supervisory Committee Form
<https://latin-american-studies.utah.edu/resources/documents/forms/supervisory-committee-form-las.pdf>
4. Request to Change Supervisory Committee Form
5. MA Research Prospectus Form. (Thesis/Project)
6. Latin American Studies Thesis Final Exam Approval Form
7. Latin American Studies Project/Non-Thesis Final Exam Approval Form
8. Campus Map

*All forms may be signed digitally

FORMS FOR THE GRADUATE SCHOOL (Most forms are not attached to this Handbook, but are linked directly to the Graduate School and the Registrar)

1. The Graduate Language Verification Form (complete ASAP and submit to Grad School; available at: <https://languages.utah.edu/resources/documents/forms/graduate-language-verification-form.pdf>)
2. Statement of Thesis Approval Form (submit to Grad School with thesis; available at <https://gradschool.utah.edu/thesis/forms/>)
3. Petition to Graduate Form (must be signed and dated in fall semester for spring graduation. Available at: <https://registrar.utah.edu/handbook/graduategraduation.php>)
4. Request for Leave of Absence Form (available at <https://registrar.utah.edu/resources/documents/pdf/graduate-leave-absence.pdf>)

*All forms may be signed digitally



BREADTH REQUIREMENT

(Region 1)

(Region 2)

***Choose 2 of the following regions:**

Mexico and Central America, South America (excluding Brazil), Brazil, and the Caribbean.

DISCIPLINARY CONCENTRATION

*e.g., environmental studies, sociology, history, gender, political science, etc...

COURSEWORK [24 credits]

Course # - Course Name	C	L	D
Example: HIST 6910-History of Brazil	3	✓	✓

Must be approved and a 6000 course or higher

- Minimum 15 credits from approved LAS content courses
- Minimum 12 credits from your disciplinary concentration or interdisciplinary area of study
- 1 course of Research Design/ Methodology
- Applicable language courses (see handbook)

Elective courses may meet multiple requirement

*C-Credits *L-Las Course *D-Discipline Course

THESIS / PROJECT RESEARCH HOURS [6 credits]

Thesis Research: LAS 6970 only*
or Project Research: LAS 6971 only*

*Supervisory Committee, Prospectus & Defense required

LANGUAGE PROFICIENCY

***Third-year Proficiency Language**

***First-year Proficiency Language**

Minimum 3rd yr. proficiency in 1 LA Language & 1st yr. proficiency in 2nd LA language is required.

*Language Verification Form required

Available Languages: **Nahuatl, Quechua, Portuguese, or Spanish**

LATIN AMERICAN STUDIES

Semester Course Review Form

Student Instructions: please check that you have registered for the courses required for your program and scholarship, if applicable, focusing on:

- 1) required credit hours and language requirements
- 2) required graduate level courses (ensure you are registering for undergraduate courses at a 6000+ level)

Please consult with your Committee Chair or the Director of Graduate Studies before a committee is established and have them sign the form upon approval. Then, submit the completed form to the Academic Advisor for internal record keeping before the add/drop deadline.

Student Name: _____ Unid: _____

Semester: _____ Year: _____

***Note:** all classes must be taken at the 6000+ level or higher.

Department	Number	Course Title	Instructor	Credits
PORTUGUESE	6900	Fantastic & Sci-Fi in Brazilian Literature	Christopher Lewis	3 credits

Student Signature _____ Date: _____

Faculty/Advisor Signature _____ Date: _____

LATIN AMERICAN STUDIES

Supervisory Committee Form

Student instructions: confirm with each faculty member on this form that they agree to be on your supervisory committee for the MA program in Latin American Studies, including duties involving project/non-thesis or thesis guidance and defense.

Submit this form to the Director of Graduate Studies for consultation, and then to the Latin American Studies academic advisor for internal record keeping before the end of your second semester of study (typically in spring semester of the first year)

Student Name: _____ Unid: _____

Student Signature: _____ Date: _____

Faculty Name	Signature	Date
(Chair)		
(Optional)		

Approved by Director of Graduate Studies:

Signature: _____

Date: _____

LATIN AMERICAN STUDIES

Supervisory Committee Change Form

Students' interests may change and because faculty members may take leave from campus for extended periods, it is sometimes necessary to request a change in Supervisory Committee membership. The student is responsible for arranging the requested change with Supervisory Committee members.

Student instructions: Collect all signatures from the members of the current Supervisory Committee as approval for the requested change. Then request approval by the Director of Graduate Studies and submit the completed form to the Latin American Studies Academic Advisor. They will forward it to the Graduate School.

Student Name: _____ Unid: _____

Faculty Name	Signature	Date
(Chair)		
(Optional)		

Approved by Director of Graduate Studies:

Signature: _____

Date: _____

Student instructions: The Thesis or Project/Non-Thesis Prospectus, which takes the place of a Comprehensive Examination, must be approved by a majority vote of the Supervisory Committee. Students are required to submit this form with the approved prospectus document to the Director of Graduate Studies and the Latin American Studies Academic Advisor after securing the appropriate signatures. (typically fall semester of the student's second year)

Student Name: _____ UNID: _____

Student Signature: _____ Date of Final Approval: _____

Thesis Project/Non-Thesis

The tentative title of the Thesis or Project/Non-Thesis MA Essay:

Human Subjects Committee Clearance Required? Yes No
If Yes, attach a copy of approval form.

COMMITTEE CHAIR: APPROVE DENY

PRINT NAME SIGNATURE DATE

COMMITTEE MEMBER 1: APPROVE DENY

PRINT NAME SIGNATURE DATE

COMMITTEE MEMBER 2: APPROVE DENY

PRINT NAME SIGNATURE DATE

COMMITTEE MEMBER 3, if required: APPROVE DENY

PRINT NAME SIGNATURE DATE

DIRECTOR OF GRADUATE STUDY APPROVE DENY

PRINT NAME SIGNATURE DATE

LATIN AMERICAN STUDIES

Thesis Final Exam Approval Form

Student Instructions: A Thesis Defense takes place of a Final Exam. Bring this form with you to your defense and return it completed to the Academic Advisor with a PDF copy of your approved Thesis paper.

Student Name: _____ Unid: _____

Thesis Title: _____

Defense Date: _____

The student's qualifying exams were evaluated by the Supervisory Committee as follows:

Thesis Passed

Thesis Failed

Name	Signature
(chair)	
(Optional)	

Student Instructions: A Project/Non-Thesis Defense takes place of a Final Exam. Bring this form with you to your defense and return it completed along with the approved paper in PDF to the Academic Advisor. If edits are required submit the final edited version of the paper in PDF by the deadline set by the Chairperson of your Supervisory Committee for approval. Then forward the final version to the Academic Advisor.

Student Name: _____ Unid: _____

Project Title: _____

Project Final Defense Date: _____

The student's qualifying exams were evaluated by the Supervisory Committee as follows:

Project/Non-Thesis Passed

Project/Non-Thesis Failed

Name	Signature
(chair)	
(Optional)	

If approved upon edits, please indicate deadline to complete here: _____

Chair signature that edits were completed: _____ Date: _____



MAIN CAMPUS AREA

grid	building	grid	building	grid	building	grid	building
C4	Alumni House (AH)	C4	Experimental Studies Building (ESB)	D2	Life Sciences Building (LS)	D5	Sorenson Arts and Education Complex, Beverly Taylor (SAEC)
E7	Annex Building (ANNEX)	E2	Eyring Chemistry Building, Henry (HEB)	E2	Marriott Center for Dance (MCD)	B5	Sorenson Molecular Biotechnology Building, James LeVoy (SMBB)
E4	Architecture Building (ARCH)	D1	Fine Arts West (FAW)	E3	Marriott Library, J. Willard (M LIB)	E4	Spencer Fox Eccles Business Building
E4	Art Building (ART)	E4	Film and Media Arts Building (FAMB)	B3	Meldrum Civil Engineering Building, Floyd & Jeri (MCE)	D2	Stewart Building, William (ST)
D2	Biology Building (BIOL)	C2	Fletcher Physics Building, James (JFB)	B3	Menril Engineering Building, Joseph E. (MEB)	C6	Student Life Center, George S. Eccles (SLC)
C3	Browning Building, William C. (WBB)	C1	Gardner Hall, David P. (DGH)	E5	Motor Pool (MOTOR)	C3	Student Services Building (SSB)
E1	Building 72	D4	Gardner Commons, Kem & Carolyn (GC)	C2	Naval Science Building (NS)	C3	Student Union, A. Ray Olpin (UNION)
E1	Building 73	E5	Garff Executive Education (GARFF)	C2	Northwest Parking Garage (NWPG)	C3	Sutton Building, Fredrick Albert (FASB)
FS	Buildings and Grounds (BLDG/GRD)	D7	Donna Garff Marriott Residential Honors Scholars Community (MHC)	D3	Park Building, John R. (PARK)	D2	Talmage Building, John (JTB)
D6	Burbidge Athletics-Academic Center (KBAC)	C3	Hedco Building (HEDCO)	C2	Physics Building, South (PHYS)	E2	Thatcher Chemistry Building (TBCC)
E4	Business Classroom Building (BUC)	D6	HPER East (HPR E)	D1	Pioneer Memorial Theatre, Roy W. and Elizabeth E. Simmons (PMT)	E5	Turpin University Services Building, V. Randall (VRTUSB)
D3	Campus Store, University (STORE)	D6	HPER Natatorium (HPR NAT)	F5	Public Safety (SAFETY)	F4	Utah Museum of Fine Arts (UMFA)
D4	Carolyn Tanner Irish Humanities Building (CTHB)	D5	HPER North (HPR N)	F2	Rice-Eccles Stadium (STAD)	B4	Warlock Engineering Building, John and Marva (WEB)
E5	Central Parking Garage (CPG)	D5	HPER West (HPR W)	F4	Sculpture (SCULP)	C2	Widtsoe Building, John A. (JWB)
E4	Christensen Center, C Roland (CRCC)	D6	Huntsman Basketball Facility (HBF)	C4	Sill Center (SC)		Guardsman Way Detail
E1	College of Law (LAW)	E6	Huntsman Center, Jon M. (JHC)	D2	Skaggs Biology Building, Aline Wilmot (ASB)	F8	Eccles Field House, Spence (SEFH)
C2	Cowles Building, LeRoy E. (LCB)	C2	Intermountain Network Scientific Computation Center (INSCC)	B5	Ski Team Building (SKI)	E7	Eccles Football Center, Spence and Cleone (SCEFC)
D1	Crocker Science Center (CSC)	D6	Kahlert Village (KV)	E3	Social and Behavioral Science Tower (S BEH)	E8	Eccles Tennis Center, George S. (GETC)
B5	Dumke Family Softball Stadium (DFSS)	B3	Kennecott Mechanical Engineering Building (MEK)	E3	Social Work (SW)	E8	Layton Golf Academy (GOLF)
D6	Dumke Gymnastics Center (DGC)	C2	Kingsbury Hall (KH)			F8	Library Storage (Lib. Storage)
B6	Eccles Broadcast Center (EBC)	D5	Lassonde Studios (LSND)				
E2	Nielsen Fieldhouse (FLD H)	D4	Languages and Communication (LNCO)				
D2	Emery Building, Alfred C. (AEB)						