Center for Latin American and Caribbean Studies
at Indiana University

Graduate Academic Handbook

Master’s Degree in Latin American & Caribbean Studies
Ph.D. Minor & Certificate in Latin American & Caribbean Studies
Table of Contents

I. General CLACS Information and Procedures
   • Program Staff .................................................................3
   • Purpose of this Handbook ................................................3
   • Advising ...........................................................................3
   • Student Rights, Responsibilities, and Conduct ....................3-4
   • Field Research Grants ......................................................4
   • Student Academic Appointments .....................................4

II. Master’s Degree
   • Prerequisites for Admission .............................................4-5
   • Admissions Procedures ....................................................5
   • Language Proficiency ......................................................5
   • Course Requirements ......................................................5
   • Courses ............................................................................5-6
   • Major and Minor Concentrations .....................................6
   • Registration ......................................................................6
   • Independent Readings and Research Credits ...................6-7
   • Transfer of Credits ..........................................................7
   • Satisfactory Progress .......................................................7-8
   • MA Review ......................................................................8
   • Leave of Absence ............................................................8
   • Program Timeline ...........................................................8-10
   • Final Degree Requirements ............................................10-13
   • Degree Conferral & Graduation ....................................13

III. Dual Degrees and Joint Degrees
   • MA/JD .............................................................................13-14
   • MA/MBA .........................................................................14-15
   • MA/MIS ..........................................................................15
   • MA/MLS .........................................................................16
   • MA/MPA .........................................................................16-17
   • MA/MPH .........................................................................17

IV. Ph.D. Minor and Certificate ............................................17-18

V. Resources .......................................................................18

VI. Forms and Appendices
   • LTAM-L 803 Readings Contract ........................................i
   • Master’s Annual Review Form ..........................................ii-iii
   • Course Approval Form .....................................................iv
   • Master’s Thesis Proposal and Committee Composition Form ........................................v
   • Research Paper Proposal and Committee Composition Form ........................................vi
   • Final Examination Proposal and Committee Composition Form .....................................vii
I. General CLACS Information

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Purpose of this Handbook
This handbook is intended to provide all students in Latin American & Caribbean Studies with complete information about academic degree requirements. It supplements, but does not supersede, the degree requirements found in the University Graduate School Bulletin. Please note that the Bulletin is the final authority on degree requirements. Students can access the Bulletin at http://graduate.indiana.edu.

Advising
A new graduate student in the Indiana University Center for Latin American and Caribbean Studies will meet with the Director of Graduate Studies (DGS) to plan their program and field of study. Effective and continuous advising provides the basis for satisfactory development of education and career plans. Students should meet for advising at least once each semester to review both their current programs and future plans. The DGS is also available to clarify degree requirements and to discuss long and short-term goals.

Student Rights, Responsibilities, and Conduct
It is in the interest of the community for students to conduct themselves as responsible citizens of the larger university community by upholding and following all codes of conduct. They will obey all university policies and procedures, as well as all local, state, and federal laws. Students will facilitate the learning environment and process as well as plan a program of study. Students will be mindful of the rights of others to use university property. They will maintain and regularly monitor their university email accounts. Students will uphold and maintain honesty and integrity. Students are expected to follow the Indiana University Code of Student Rights, Responsibilities, and Code of Conduct (http://www.iu.edu/~code/code/index.shtml). Student rights include the pursuit of education; the right to freedom from discrimination and harassment; access to records and facilities, freedom of association, expression, advocacy, and publication; contribution to university governance; accommodation for individuals with disabilities; rights of students in judicial process; and rights as university employees. Indiana University students agree to be ethical in participation in the academic community and take responsibility for their
statements and actions. Students agree to respect the dignity of others and treat them with civility and understanding. They also agree to use university resources and facilities in an appropriate manner consistent with their purposes.

Field Research Grants
When funding is available, CLACS offers grants in support of summer field research available to Indiana University graduate students with interests in Latin America or the Caribbean. These grants are intended to support pilot research projects in which students gain familiarity with the languages and cultures of their prospective research sites, gather initial research data, and develop contacts with scholars and institutions in their countries and fields of study. Applications will be accepted for any country in Latin America or the Caribbean excluding Puerto Rico and any U.S. territories. Students in any school or discipline are welcome to apply, including students pursuing terminal professional degrees, as long as the proposed research meets the criteria for design and feasibility detailed herein. These grants are not, however, intended to support advanced dissertation research. The application period is generally announced in late fall, with applications due early to mid-Spring.

Student Academic Appointments
All incoming MA applicants are automatically considered for graduate assistantships in CLACS, and, for those with near-native language skills in Spanish or Portuguese, for associate instructorships. Graduate assistants (or “GAs”) work between 15 and 20 hours per week, assisting with public outreach programming, grant writing and reporting, and other dimensions of the Center’s day-to-day operations. In exchange for this work, GAs receive a tuition and fee remission, health insurance, and a living stipend. Associate instructors (or “AIs”) receive tuition remission, health insurance, and a monthly stipend in return for teaching introductory language courses in Spanish or Portuguese. Availability of both of these funding packages is limited and the selection process is competitive.

Ph.D. minor/certificate students are encouraged to inform CLACS of the need for funding, as from time to time, other funding opportunities through CLACS may become available.

Please note: CLACS is required to prepare reports of graduate student funding. These reports impact our national ranking and determine in part funds available for graduate student support. As part of our record keeping and to maintain compliance with academic appointment regulations of the Vice Provost for Academic Affairs, all students must report to the Academic Secretary all funding offers, awards, grants, fellowships, appointments, and teaching positions they receive.

II. Master of Arts Program in Latin American and Caribbean Studies

Prerequisites for Admission
(1) Bachelor's degree from a recognized institution, an overall undergraduate B (3.0) average*;
(2) GRE scores; (3) three letters of recommendation that speak to the applicant’s scholarly potential; (4) a Personal Statement concerning intellectual interests and professional aspirations; (5) Official transcripts from each undergraduate institution attended.
*3.0 is the minimum acceptable undergraduate GPA; successful applicants generally have GPAs that are considerably higher.

**Admissions Procedures**

Applications for the MA program are accepted year-round; admissions decisions, however, will occur in early spring. The deadline for international applicants seeking funding is December 1st for international applicants and for domestic applicants the deadline is January 15th. Students admitted to the MA program may begin in the fall term only. In order to apply, students need to fill out and submit the electronic application through the University Graduate School (http://graduate.indiana.edu/admissions/apply.shtml).

**Language Proficiency**

Certification of reading knowledge in one foreign language is required for the MA degree. The kind of language required will be determined by the student’s major field of study; students should consult the DGS for guidance if needed. Students may demonstrate proficiency in the following languages: Portuguese, Spanish, Quechua, Haitian Creole, Maya, or others appropriate to the student’s program of study, if approved by the DGS.

Entering students should obtain certification of reading knowledge or begin appropriate language study in the first term of enrollment. Proficiency may be demonstrated in one of three ways. First, students can pass a proficiency examination administered by one of IU’s foreign language departments. Students should contact the appropriate departments for details. Second, students can demonstrate proficiency by earning a grade of B (3.0) or better in a graduate reading course offered by a foreign language department. Finally, students can demonstrate proficiency in Maya, Haitian Creole, or Quechua by passing a reading examination prepared by CLACS. The examination includes two texts of approximately 400 words each, one drawn from primary sources and the other drawn from secondary sources. A student will be expected to translate the first text and answer critical questions about the second.

**Course Requirements**

The M.A. requires a total of 30 credit hours from graduate-level courses (500 and above) related to Latin America and the Caribbean. A minimum grade of 3.0 (B) is required in all courses counted toward the M.A. degree. Students are required to complete L501, “Introduction to Latin American Studies,” in the first semester of graduate study (3 credits) along with a major concentration of at least 12 credit hours and a minor concentration of at least 9 credit hours. The remaining 6 credit electives can be selected from the Latin American and Caribbean studies course list. No more than a total of 6 credits of graduate-level (500 or above) language study may be used toward the major or minor fields. Up to 6 credits of independent study or thesis preparation may be used to research and write the thesis, but normally no more than 3 of these 6 can be used for the major or minor fields.

**Courses**

In addition to the courses that CLACS offers (see the Graduate Bulletin for course descriptions), students can also take any of the cross-listed courses from other departments located on the Course List that the Center compiles each semester. If students desire to take a course that
contains Latin American/Caribbean content that is not on the official CLACS Course List, they must fill out the Course Approval Form (see Appendix iv) to request approval for the course to count towards their CLACS degree.

**Major and Minor Concentrations**
A student can select the major and minor concentration from the following list of examples (which are not exhaustive; students are encouraged to craft the fields based on their interests and course availability). Dual-degree students do not need to select major or minor fields.

*Thematic Fields:*
- Anthropology
- Critical Race Studies
- Cultural Studies
- Education Policy
- Ethnomusicology
- Folklore
- Gender Studies
- History
- Indigenous Studies
- Social Movements
- Political Ecology and Development

*Geographic Fields:*
- Andes
- Brazil
- Caribbean
- Central America
- Mexico
- Southern Cone

**Registration**

Students enrolling in an IU graduate program for the first time enroll during New Student Registration, generally in August. Continuing graduate students enroll during Early Registration (in April for the fall semester and in October for the spring semester). Students are responsible for their own registration. For specific dates regarding registration, including open registration dates, late registration dates, refund deadlines and drop/add, please see the official academic calendar issued by the Office of the Registrar. Additional information regarding enrollment policies can be found in the Enrollment and Student Academic Information Bulletin: http://studentcentral.indiana.edu/register/register-classes/index.shtml.

**Independent Readings and Research Credit**

Students can enroll in the L803 course to develop independent readings and research courses based on a particular Latin American/Caribbean studies interest. Participation in an independently-designed course is a privilege, and students who have any incomplete courses at the time of enrollment may not be permitted to enroll in L803, at the director’s discretion.

The following guidelines apply for an independent readings course:

- There is no limit per se on the amount of reading credits a student can take, although in general they should be used sparingly and in such cases where a student cannot take a course due to scheduling constraints or availability.
- In order to initiate a readings course, a student should enter into an explicit agreement with a faculty member (preferably one affiliated with CLACS) about readings, written assignments and total credits for course work. The supervising faculty need not be the DGS, but the student needs consent from the DGS, who will enter the final grade in the readings course.
- Prior to enrolling in the course, the student must complete the L803 readings contract (Appendix i), sign, and get the signatures of both the supervising faculty and the DGS.
• That agreement must be filed with the Academic Secretary in order to be granted permission to enroll in the course.

The following guidelines apply for an independent research course:

• Generally, the faculty supervisor of the research course should be the chair for the student’s final requirement committee or the DGS.
• There is a limit of 3 research credits if students plan on writing a research paper or taking exams for their final project.
• There is a limit of 6 research credits if students plan on writing a thesis for their final project except for dual-degree students, who are only permitted 3 credits for thesis preparation.
• The grade for your research course will be deferred (R) or incomplete (I) until you turn in your final degree requirement. For this reason, students will not be permitted to enroll in L803 as a research course prior to the MA review or more than one year prior to expected graduation.
• Prior to enrolling in the course, the student must e-mail the DGS for approval to enroll in the research course, detail the research project and who will be overseeing the course. The student will then be responsible for sending proof of this communication to the Academic Secretary to keep on file. Upon receipt of the DGS approval, the Academic Secretary will enter in the permission for the student to enroll in the course.

Transfer of Credits from other Institutions or Degrees
Up to 8 credit hours of graduate classes can be transferred from another institution, provided the classes meet the requirements of equivalency of graduate classes offered at IU and a grade of ‘B’ or higher was achieved. Pass/Fail or ‘S’ graded classes cannot be transferred. Students will be required to highlight on a copy of their transcripts the specific courses they request for transfer and bring the transcript to the CLACS Director for approval. Transfer credits must also be approved by the University Graduate School, and courses must have been completed within 5 calendar years prior to awarding of the Master’s degree.

Satisfactory Progress
A student is expected to maintain satisfactory progress toward the MA degree at all times during his or her graduate career. The College of Arts and Sciences will automatically place on probation a student with a cumulative GPA below 3.0 or with three or more incomplete grades.

CLACS reserves ultimate responsibility to determine a student’s qualifications for further study in Latin American and Caribbean Studies at Indiana University. The DGS may recommend to the College of Arts and Sciences that a student be placed on academic probation if it is determined that a student has any of the following:

• An excessive number of “Incomplete” grades for courses
• A relatively low number of accumulated credit hours
• A negative assessment at the student’s annual review
• An unacceptably low grade point average. CLACS defines an unacceptable grade point average as below 3.0 for students who matriculated before the 2015-2016 academic year and below 3.4 for students who matriculate in 2015-2016 and after.
A student who is placed on probation should take steps to return to good standing by raising their GPA, removing grades of incomplete, and/or following the plan of action determined by the DGS. Any student on probation who does not return to good standing after one semester is subject to dismissal from the program. Further, students with more than one incomplete or with other indicators of unsatisfactory progress may be ineligible to serve as associate instructors or graduate assistants or to hold other student academic appointments.

**MA Review**
All MA candidates must undergo a review at the end of each academic year. The review may be postponed only by the Director of Graduate Studies. The Academic Secretary will schedule the review in consultation with the student and DGS. The review consists of a meeting at which the student and Director discuss the student's performance and future plans. The student must complete the Annual Review Form prior to the meeting with the DGS, which the student and DGS will review and sign during the meeting. Students must turn in the completed form to the Academic Secretary by April 15. See *Appendix ii-iii* for the Annual Review Form, which is also available on the departmental website as interactive PDF (to activate the fillable forms, click on "open in another program" and choose "open in Adobe PDF"). Students who fail to complete their annual review are subject to loss of departmental support.

**Leave of Absence**
Graduate students are not covered under the Faculty and Staff Family and Medical Leave Act. For this reason, the College Graduate Student Leave of Absence was created to provide up to two years of relief from coursework and degree milestones for all graduate students in the College of Arts and Sciences. Most leaves of absence are granted to students who need to be away from their studies for family or medical reasons. Discretionary leaves may be granted under exceptional circumstances. Employment or study elsewhere while on leave, without explicit written approval, is prohibited and may be grounds for cancelling the leave or for academic dismissal. See the College website for more information. All requests for leave of absence must be approved by the DGS.

**Program Timeline**
All course work for the Master of Arts in Latin American and Caribbean Studies must be completed within a period of five years. For dual-degree students, courses must be completed within a period of six years. After this time, courses will need to be revalidated. Students are encouraged to complete the MA degree within two years or within three years for dual-degree students.

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<th>1st Semester</th>
<th>Terminal MA Degree</th>
<th>Dual MA Degree</th>
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<tr>
<td></td>
<td>Complete coursework chosen in consultation with the DGS</td>
<td>Complete coursework chosen in consultation with the DGS</td>
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<tr>
<td></td>
<td>Take L501 Seminar</td>
<td>Take L501 Seminar</td>
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<td>Begin working on language proficiency</td>
<td>Begin working on language proficiency</td>
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<td>Decide major and minor fields</td>
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<tr>
<td>Semester</td>
<td>Terminal MA Degree</td>
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| 2<sup>nd</sup> Semester | • Complete coursework chosen in consultation with the DGS  
  • Fill out MA Annual Review form, meet with DGS for review and turn in form to Academic Secretary after review | • Complete coursework chosen in consultation with the DGS  
  • Fill out MA Annual Review form, meet with DGS for review and turn in form to Academic Secretary after review |
| 3<sup>rd</sup> Semester | • Complete coursework chosen in consultation with the DGS  
  • Decide on one of the three final requirements (exams, research paper, thesis)  
  • Form committee  
  • Fill out final requirement form and turn in the form to the DGS for approval | • Complete coursework chosen in consultation with the DGS |
| 4<sup>th</sup> Semester | • Complete coursework chosen in consultation with the DGS  
  • Submit preliminary readings list for exams by the 2<sup>nd</sup> week of the semester  
  • Submit final readings list for exams by the 5<sup>th</sup> week of the semester  
  • Submit Application for Advanced Degree by mid-February  
  • Fill out MA Annual Review form, meet with DGS for review and turn in form to Academic Secretary after review  
  • Turn in final project by the 13<sup>th</sup> week of the semester, with oral exams (required for thesis and upon committee recommendation for the exams and paper) to take place before the end of the semester. | • Complete coursework chosen in consultation with the DGS  
  • Fill out MA Annual Review form, meet with DGS for review and turn in form to Academic Secretary after review |
| 5<sup>th</sup> Semester | | • Complete coursework chosen in consultation with the DGS  
  • Decide on one of the three final requirements (exams, research paper, thesis)  
  • Form committee  
  • Fill out final requirement form and turn in the form to the DGS for approval |
<table>
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<tr>
<th>Terminal MA Degree</th>
<th>Dual MA Degree</th>
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| 6th Semester       | • Complete coursework chosen in consultation with the DGS  
|                    | • Submit preliminary readings list for exams by the second week of the semester  
|                    | • Submit final readings list for exams by the fifth week of the semester  
|                    | • Submit Application for Advanced Degree by mid-February  
|                    | • Fill out MA Annual Review form, meet with DGS for review and turn in form to Academic Secretary after review Turn in final project by the 13th week of the semester, with oral exams (required for thesis and upon committee recommendation for the exams and paper) to take place before the end of the semester. |

Final Degree Requirements
Students must choose between the following three options as a final degree requirement in order to complete their MA degree: two final exam essays, a final research paper, or a thesis.

1. FINAL EXAM ESSAYS
   a. A written exam consisting of two essays must be passed in the last semester of course work. The final written exam will consist of 2 essays of approximately 8-10 pages (3-4 thousand words) each. These essays must be delivered by the end of the 13th week (2 weeks before the start of finals week) of the semester in which the student plans to graduate. At the discretion of the DGS or Committee Chair, an oral examination may be required following the written examination.

   b. Students choosing this option should meet with the DGS and turn in the Final Examination Form (Appendix vii) by the end of the semester before the semester of graduation. Based on a review of the student’s transcript and a discussion with the student, the Director shall invite two other faculty members (at least one must be CLACS-affiliated, from the Major concentration) to comprise the exam committee. Normally, the CLACS DGS will serve as the Committee Chair, unless the student indicates a preference for a different Chair.

   c. Students will prepare for exams by constructing and consulting 2 reading lists of app. 20 sources each. These lists will be defined by region and thematic problem, respectively. The readings list must be submitted by the second week of the semester in which the student plans to complete the exam. After review and emendation, the final list must be approved by the committee by the fifth week of the semester. Each written essay must
d. then **meaningfully cite at least ten of these readings**. **Question #1.** Define a particular country or sub-region of interest (e.g., Mesoamerica, the Andes, the Southern Cone). According to your reading of the literature on this region, as well as your own perspective and values, what are some (2-3) of the most pressing social, cultural, political, and/or economic issues the region faces? How has the scholarly literature attempted to address these issues, and what new questions or research seem necessary to move our understanding of this region forward? **Question #2.** Define a particular practical or theoretical problem that encompasses the entire Latin American and Caribbean region (e.g., development, democratization, educational inequality, historical memory, language revitalization, information access). How have the disciplines and fields comprising Latin American Studies attempted to explore and address this problem through generating scholarly and practical knowledge? How have your M.A. studies enabled you to better understand this problem, and how might you continue to work on them, in the future? What new approaches, concepts, or methods seem most promising to advance our understanding—and/or solution—of this problem? Your discussion should incorporate concrete examples from multiple sites within the Latin American and Caribbean region; it should not confine itself only to the region that you discuss in Question #1.

e. Note: Students desiring 3 credits of LTAM-L 803 Independent Research credit for preparation of the essay exam will produce and submit an annotated bibliography for ALL items on both lists by the end of the semester. Annotations consist of brief summary and critical commentary. Annotations of books should consist of app. 200 words, with annotations of articles ranging from 100-200 words.

f. The written essays are read and evaluated by the 3 members of the exam committee. At the discretion of this committee, the student is convened for an oral exam during the final week of classes or during Finals week. The oral exam may cover areas addressed in the written exam, as well as other aspects of the student's MA program and future plans.

g. After completion, the exam committee evaluates the student's performance on the exam, coming to agreement on a rating of high pass, pass, or fail. The Committee Chair submits a report to the DGS on the committee’s evaluation. In case of failure, the committee may recommend a remedial project (e.g. a review essay or an annotated bibliography), or may insist that the student go through the exam process again.

2. RESEARCH PAPER

a. A polished and publication-quality paper of approximately 10,000 words (30 pages), oriented to a peer-reviewed journal, must be presented in the last semester of course work. The paper may or may not incorporate originally gathered data or source material, but it should in every case demonstrate the ability to synthesize, analyze, and critique a body of literature or evidence **in the service of an original argument**.

b. Students choosing this option should meet with the DGS and turn in the Research Paper Form *(Appendix vi)* by the end of the semester before the semester of graduation. Based on a discussion with the student, the DGS shall help to identify and invite 3 faculty
members (at least two must be CLACS-affiliated, one from the Major concentration) to comprise the Paper Committee.

c. Note: Students desiring 3 credits of LTAM 803 Independent Readings credit for preparation of the paper will produce and submit an annotated bibliography for most, if not all, items on the paper’s bibliography by the end of the semester. Annotations consist of brief summary and critical commentary. Annotations of books should consist of app. 200 words, with annotations of articles ranging from 100-200 words.

d. The research paper should be submitted at least 2 weeks prior to the last week of classes. It is read and evaluated by the 3 members of the exam committee. At the discretion of this committee, an oral exam may be required toward the end of the semester. The oral exam may cover areas addressed in the research paper, as well as other aspects of the student's MA program and future plans.

e. After presentation of the paper, the committee evaluates the student's performance on the final draft and comes to agreement on a rating of high pass, pass, or fail. The Chair submits a report on the committee’s evaluation to the DGS. If the committee assigns a failing grade, then specific revisions and areas of improvement will be furnished in writing, and the student will be required to resubmit the final paper.

3. THESIS

a. Initial steps and committee formation: Students choosing to pursue the option of a Master’s Thesis should consider carefully how this will further their professional and academic goals. If choosing the thesis, it is advisable to complete a research methods course or complete an independent study with the appropriate faculty member, ideally by the 2nd semester of coursework, and in that context to develop a modest research proposal that details the problems, questions, methodology, and sources for the study. Using the draft of this proposal, the student should approach a CLACS-affiliated faculty member to serve as Chair for the advisory committee (by the end of the 2nd semester, or beginning of 3rd semester), and in consultation with this person, two other members of a thesis committee. Feedback on the initial proposal should be incorporated into a final polished draft, which will be approved by the Chair. The thesis should be based on a significant amount of primary source material, at least 40%, unless compelling reasons are adduced. Primary source material may include ethnographic field data or historical archives, but also electronic media and texts, artistic products, policy documents, and the like. Students must turn in the Thesis Proposal Form (Appendix v) for approval by the DGS by the end of the semester before the semester of graduation. If the Master’s Thesis will involve the original collection of data with human subjects, then application should be made with the IU-Bloomington Human Subjects Committee, at least two months before the start of data collection, starting at: http://researchadmin.iu.edu/HumanSubjects/.

b. Thesis committee and format: If the student is pursuing a dual degree with Business, Library Science, SPEA, or Public Health, it is advisable for the dual degree school to be represented on the committee. A guide to thesis preparation for the student is available at the University Graduate School website. Typically, a Master’s Thesis for the CLACS
M.A. will have an extension of 50-100 pages, depending on the type of sources and analysis conducted.

c. **Committee responsibilities**: The Chair is responsible for keeping track of the student's progress with the thesis. The other two committee members may be involved to a greater or lesser degree, according to their preferences. When the Chair determines that an acceptable first draft of the thesis is completed, the student, along with the Chair, schedules an oral exam on the thesis, and advises the Center of this date. The thesis should be distributed to the other members of the committee at least a week before the oral exam. The oral exam on the thesis normally is to be taken **at least two weeks before the end of the semester** in which the degree is to be granted.

d. **Final steps**: At the conclusion of the oral exam, the thesis committee comes to an agreement regarding the student's performance on the MA thesis, with the following options: the thesis passes without revision; minor to moderate revisions are recommended or required; the thesis fails. If revisions are required, the Chair withholds signature until the specified revisions are accomplished to the satisfaction of the committee. Committee members may choose to delegate to the Chair responsibility for verifying completion of the revisions. The final evaluation is submitted to CLACS, and the student is responsible for gathering the signatures from each committee member for the signature page required by the University Graduate School along with making sure that the thesis is turned in to the University Graduate School based on their requirements (see http://graduate.indiana.edu/theses-dissertations/submission/masters.shtml). Ordinarily, the final version of the thesis, and the Chair’s approval, must be submitted to CLACS **by the end of finals week of the semester** in which the degree shall be granted.

**Degree Conferral and Graduation**

In order to graduate, students must apply for graduation through the OneStart Application for Advanced Degree. The University Graduate School must receive the completed form at least 30 days before the master’s degree is to be conferred, although students are encouraged to complete the form at the beginning of the graduating semester so as to appear in the graduation program. (Please note that master’s degrees, with the exception of May and December degrees, are conferred on the last day of each month.) When the student has filed the Application for Advanced Degree, the academic department will verify completion of all degree requirements prior to forwarding the application to the University Graduate School.

**III. Dual Degrees and Joint Degrees**

**Joint Degree: Master of Arts in Latin American and Caribbean Studies and Doctor of Jurisprudence**

The Center for Latin American and Caribbean Studies (CLACS) offers a joint degree program in cooperation with the Maurer School of Law. The program is designed to provide students with a thorough grounding in the Latin American region together with professional legal training. The joint degree program allows students to complete the M.A. and J.D. with a total of 103 credit hours rather than the 118 hours that would be required to complete the two degrees separately.
Students take at least 24 credit hours in CLACS and 79 credit hours in Law, including all required courses for the J.D. Under this program, the two degrees must be awarded concurrently. Students must apply separately for admission to the M.A. program in Latin American and Caribbean Studies and the J.D. program in the Maurer School of Law, and must be accepted by both units in order to be admitted to the joint degree program. Students may apply for admission to both programs simultaneously. Alternatively, students enrolled in one program may apply for admission to the other any time before the completion of their degree.

Students must complete 24 credit hours of advanced courses relating to Latin American and Caribbean studies with a minimum GPA of 3.0. The interdisciplinary seminar LTAM-L501 (3 credits) must be taken, together with 21 credit hours in other LTAM courses or those Latin American and Caribbean studies courses that are cross-listed with other departments. No courses satisfying the 79 credits for the J.D. may be used simultaneously toward the CLACS M.A., and students will be expected to take the majority of coursework toward the CLACS degree in graduate-level courses offered within the College of Arts and Sciences. Prior approval from the Director of Graduate Studies must be obtained for enrollment in any courses outside the College. All other requirements for completion of the Latin American Studies M.A., including language proficiency and thesis or final paper/examination, remain as listed in this handbook.

Students must complete 79 semester hours of credit in the School of Law, including all its required coursework, and maintain a cumulative grade point average of 2.3 to be eligible for graduation. Required coursework includes: the first-year courses in Civil Procedure, Constitutional Law I, Contracts, Criminal Law, Legal Profession, Legal Research and Writing I and II, Property, and Torts; a Research Seminar; an upper-level writing experience (seminar or writing course); and the Clinical/Practical Skills Requirement.

**Dual Degree: Master of Arts in Latin American and Caribbean Studies and Master of Business Administration**

The Center for Latin American and Caribbean Studies and the Kelley School of Business jointly offer a three-year program that qualifies students for two master’s degrees. Study for these two degrees in the dual degree (M.A./M.B.A.) can be completed in a total of 66 credit hours rather than the 84 credit hours that would otherwise be required to take the two degrees separately (since certain courses contribute to both degrees). The two degrees must be awarded simultaneously.

The Latin American and Caribbean Studies (LTAM) M.A. degree requires a total of 30 credit hours, 24 credits of which must be taken in Latin American and Caribbean Studies under the requirements established for the M.A. Of these, the interdisciplinary seminar L501 must be taken, together with 21 credit hours in other LTAM courses or those Latin American and Caribbean Studies courses that are cross-listed with other departments or schools, except the Kelley School of Business. All other requirements for completion of the Latin American Studies M.A., including language proficiency and thesis or oral examination, remain as listed in this handbook.

Students must also take 42 credit hours in the Kelley School of Business under the requirements of the M.A./M.B.A. degree, including the Foundations and Functional Cores through the M.B.A.
program, L506, L509, and the Strategy Component. Up to 6 credit hours taken in the Kelley School of Business may be counted as part of the 30 credit hours normally required for the M.A. degree in LTAM.

Application for admission to the dual M.A./M.B.A. degree program must be made to the Center for Latin American and Caribbean Studies and for study toward the M.A. and to the Kelley School of Business for study toward the M.B.A. Students must be accepted by both units in order to be admitted to the program.

**Dual Degree: Master of Arts in Latin American and Caribbean Studies and Master of Information Science**

The Center for Latin American and Caribbean Studies (CLACS) offers this dual degree program in cooperation with the Department of Information and Library Science (ILS). The program prepares students for a wide range of careers requiring a combination of technical skills in information science, foreign language proficiency, and area expertise. Study in the dual degree program allows students to complete the M.A. and M.I.S. with a total of 54 credit hours rather than the 72 hours that would be required to take the two degrees separately. Students take at least 24 credit hours in CLACS and at least 30 graduate credit hours in Information and Library Science. Under this program, the two degrees must be awarded simultaneously.

Students must take 24 credit hours of advanced courses relating to Latin American and Caribbean studies. The interdisciplinary seminar LTAM-L501 (3 credits) must be taken, together with 21 credit hours in other LTAM courses or those Latin American and Caribbean studies courses that are cross-listed with other departments. Students will be expected to take the majority of coursework toward the CLACS degree in graduate-level courses offered within the College of Arts and Sciences. Prior approval from the Director of Graduate Studies must be obtained for enrollment in any courses outside the College. All other requirements for completion of the Latin American Studies M.A., including language proficiency and thesis or final paper/examination, remain as listed in this handbook.

Students must take 18 credit hours of required M.I.S. foundation courses (Z510, Z511, Z515, Z516, and either Z556 or Z513), 9 additional required courses (Z533, Z605 and Z629) and a 3 credit elective in M.I.S.

Students must apply separately for admission to the M.A. program in Latin American and Caribbean Studies and the M.I.S. program in the Department of Information and Library Science, and must be accepted by both units in order to be admitted to the dual degree program. Students may apply for admission to both programs simultaneously. Alternatively, students enrolled in one program may apply for admission to the other any time before the completion of their degree.

**Dual Degree: Master of Arts in Latin American and Caribbean Studies and Master of Library Science**

The Department of Information and Library Science (ILS) and the Center for Latin American and Caribbean Studies jointly offer a three-year program that qualifies students for two master’s
degrees. Study for these two degrees in the dual degree (M.A./M.L.S.) can be completed in a total of 51 credit hours rather than the 66 credit hours that would otherwise be required to complete the two degrees separately. During the dual degree, specific courses contribute to both degrees. The two degrees must be awarded simultaneously.

Students must take 21 credit hours of advanced courses relating to Latin American and Caribbean Studies. The interdisciplinary seminar L501 (3 credits) must be taken, together with 18 credit hours in other LTAM courses or those Latin American and Caribbean Studies courses that are cross-listed with other departments. All other requirements for completion of the Latin American Studies M.A., including language proficiency and thesis or oral examination, remain as listed in this bulletin. A further 6 credit hours may be taken in Information and Library Science and will count toward both degrees: Z629 Topics in Information Sources and Services with the topic: Latin American Bibliography (if Z629 is not offered, Z521, Z522, Z523, Z525, or Z526 can be substituted if the course project involves Latin American materials) or Z605 Internship in Information and Library Science (under the supervision of the Latin American bibliographer).

For the M.L.S. degree, admission requirements remain as listed in the Department of Information and Library Science (ILS) Bulletin, and the proposed dual program requires 30 credit hours of Information and Library Science graduate courses. These must include three M.L.S. Foundation courses (18 credit hours) and other required ILS courses and electives (12 credit hours).

Application for admission to the dual M.A./M.L.S. degree program must be made to the Center for Latin American and Caribbean Studies for study toward the M.A. and to Information and Library Science for study toward the M.L.S. Students must be accepted by both units in order to be admitted to the program.

**Dual Degree: Master of Arts in Latin American and Caribbean Studies and Master of Public Affairs**

The School of Public and Environmental Affairs (SPEA) and the Center for Latin American and Caribbean Studies jointly offer a three-year program that qualifies students for two master’s degrees. Study for these two degrees in the dual degree (M.A./M.P.A.) can be completed in a total of 60 credit hours rather than the 78 credit hours that would otherwise be required to complete the two degrees separately. The two degrees must be awarded simultaneously.

Students must take 24 credit hours of advanced courses relating to Latin American and Caribbean studies. The interdisciplinary seminar L501 (3 credits) must be taken, together with 21 credit hours in other LTAM courses or those Latin American and Caribbean studies courses that are cross-listed with other departments. All other requirements for completion of the Latin American Studies M.A., including language proficiency and thesis or oral examination, remain as listed in this bulletin.

For the M.P.A. degree, admission requirements remain as listed in the School of Public and Environmental Affairs Bulletin, and the proposed dual program requires 36 credit hours of SPEA graduate courses. These must include the M.P.A. core requirements (18 credit hours): V502
Public Management (3 cr.), V506 Statistical Analysis for Policy and Management (3 cr.), V517 Public Management Economics (3 cr.), V540 Law and Public Affairs (3 cr.), V560 Public Finance and Budgeting (3 cr.), V600 Capstone in Public and Environmental Affairs (3 cr.), and students are required to develop a Specialized Concentration comprised of 18 credit hours of coursework approved by SPEA faculty advisors.

Application for admission to the dual M.A./M.P.A. degree program must be made to the Center for Latin American and Caribbean Studies for study toward the M.A. and to the School of Public and Environmental Affairs for study toward the M.P.A. Students must be accepted by both units in order to be admitted to the program.

**Dual Degree: Master of Arts in Latin American and Caribbean Studies and Master of Public Health**

This dual degree program takes advantage of the ability of students to specialize in Latin American and Caribbean-related public health issues in a way that enables specific coursework to be counted toward elective and research requirements for both degrees. The dual degree pairs a Master of Arts (MA) degree in Latin American and Caribbean Studies with a Master of Public Health (MPH) that includes a Behavioral, Social and Community Health Concentration (BSCH). This 64 credit dual degree program provides for each student to complete the minimum requirements for each degree independently, with 43 credits counting toward the MPH degree and 21 credits counting toward the MA degree.

Students pursuing the dual degrees will be required to select readings and independent research projects that are focused on issues related to public health in the Latin American and Caribbean region. The instructor of such credit generating mechanisms within each academic unit will help students to select appropriate courses. The public health internship must be focused on issues related to public health in the Latin American and Caribbean region and must be jointly approved by the respective academic advisor in each degree program. As the MPH students are not required to complete a thesis, the thesis process, if chosen, will be administered by the Latin American and Caribbean program in accordance with their established policies and procedures. The student’s thesis committee must include a representative from each academic unit.

Students interested in pursuing the dual degree will submit written notice of their intent to pursue the dual degrees to the Director, Center for Latin American and Caribbean Studies and the Coordinator, Master of Public Health program. Students will submit full applications for admission to both graduate programs using existing systems. A prospective dual degree student must be admitted to both degree programs by the faculty of that program using existing admissions systems.

**IV. Ph.D. Minor & Certificate**

**Ph.D. Minor in Latin American & Caribbean Studies**

Ph.D. students in other departments may minor in Latin American & Caribbean Studies by completing at least 12 hours of course work directly related to Latin American & Caribbean Studies in courses numbered 500 or above. In addition to the required L501 seminar (3 cr.), nine other credits may be selected from the cross-listed course list on the CLACS website or students
can fill out the Course Approval Form (see Appendix iv) for courses not on the list. No courses from the student’s Ph.D. degree can double count for the minor. No examination is required if student’s grade point average is at least 3.7. In order to declare the minor, students must schedule an advising appointment with the Director of Graduate Studies (DGS) or enroll in the L501 seminar. Once all the courses for the minor have been completed, the student must notify the Academic Secretary, who will prepare an official memo for the student’s home department.

**Ph.D. Certificate in Latin American & Caribbean Studies**

Students in other departments may choose to get a graduate area certificate in Latin American and Caribbean Studies by completing 18 credits of course work directly related to Latin American and Caribbean Studies, by attaining reading proficiency (see note below) in a Latin American or Caribbean Language (such as Haitian Creole, Maya, Quechua, Spanish or Portuguese), and by completing a dissertation on a Latin American/Caribbean topic. The interdisciplinary seminar LTAM-L 501 (3 cr.) is required; the other 15 credits may be selected from the cross-listed course list on the CLACS website or students can fill out the Course Approval Form (see Appendix iv) for courses not on the list. Six of these credits can be within the student’s home department, as long as they contain Latin American/Caribbean content and have been approved by the DGS to count towards the certificate. Courses must be at the 500 level or above and a minimum grade of B (3.0) is required in each course to count towards certificate requirements. In order to declare the certificate, students must schedule an advising appointment with the DGS or enroll in the L501 seminar. Once all the courses for the certificate have been completed, the student must notify the Academic Secretary, who will prepare an official memo for the student’s home department.

Reading proficiency may be demonstrated in one of four ways: students can pass a proficiency examination administered by one of IU’s foreign language departments; students can demonstrate proficiency by earning a grade of B (3.0) or better in a graduate reading course offered by a foreign language department; or students can demonstrate proficiency in Maya, Haitian Creole, or Quechua by passing a reading examination prepared by CLACS.

**V. Resources**

**SCHOOL OF GLOBAL AND INTERNATIONAL STUDIES**
http://sgis.indiana.edu/

**COLLEGE OF ARTS & SCIENCES**
http://college.indiana.edu/graduate/

**UNIVERSITY GRADUATE SCHOOL**
http://graduate.indiana.edu/

**GRADUATE SCHOOL BULLETIN**
General requirements for admission and specific requirements for individual programs:
http://graduate.indiana.edu/academics-research/bulletin.shtml.

**GRADUATE AND PROFESSIONAL STUDENT ORGANIZATION (GPSO)**
The Graduate and Professional Student Organization (GPSO) serves over 8000 graduate and professional students at IU-Bloomington by providing academic support, community, advocacy, and graduate
resources. Their website is http://www.indiana.edu/~gpso/. CLACS normally has a graduate student representing our Department in this organization.

HUMAN SUBJECTS APPROVAL FOR RESEARCH
The Graduate School requires any dissertation involving human subjects to have the approval of the Indiana University Office of Research Administration’s Human Subjects Office. According to Indiana University’s Standard Operating Procedures for Research Involving Human Subjects, “Thesis and dissertation projects involving human subjects are considered research and will require review by the IRB [institutional review board].” Students must obtain approval before they begin their research and keep their approval current until they complete their dissertations. They should also be aware that many academic journals will not publish research conducted without IRB approval.

- The Human Subjects Office maintains a website with forms, guidelines, deadlines and additional information at: http://researchadmin.iu.edu/HumanSubjects/index.html.
- Indiana University has its web based education on the basics of conducting research with human subjects at: http://researchadmin.iu.edu/EO/eco_citi.html.

IU HANDBOOK FOR STUDENT ACADEMIC APPOINTEES
https://www.indiana.edu/~vpfaa/saahandbook/index.php/Main_Page

IU GRAD GRANTS CENTER
http://www.indiana.edu/~gradgrnt/

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)
http://healthcenter.indiana.edu/counseling/

- Counseling- Individual counseling involves assessment and treatment for any degree of difficulty, from adjustment and relationship problems to depression, anxiety, and substance use. Group counseling and psychiatric care is also available. CAPS counselors strive to work with students of widely varying cultural and ethnic backgrounds.
- Scheduling - Students call (812)855-5711 to schedule a “CAPS Now” appointment, within 48 business hours of contact. Students are matched with appropriate CAPS service after this assessment.
- Emergency Services - Students can start with a “CAPS Now” appointment or if in imminent crisis, come to CAPS for emergency assessment. An after-hours crisis line is available at (812)855-5711, option 1. The 24-hour Sexual Assault crisis line is (812)855-8900.
- Cost - Two FREE counseling visits each semester for students who’ve paid the IU Health Fee. Sexual Assault Crisis Services are free.
- Tele-counseling –Available for students who qualify via secure video connection.
VI. Forms & Appendices

L803 Graduate Reading Contract

For both your records and our records, please complete the following form for each L803 graduate readings course you wish to take. Please note, you must have this contract completed before you will be granted on-line authorization to take the course.

Name: ___________________________  Student ID# ____________________

Semester ___________  Section # _________  Number of Credits _________

Instructor __________________________________________________________

Please describe below the work to be completed. Include goals of course, number of readings, titles of readings (if possible) and the date work is to be completed. Attach additional pages as needed.

____________________________________________________________________

Student’s Signature ___________________  Date ____________

Instructor’s Signature ___________________  Date ____________

OFFICE USE ONLY

Any prior L803 courses or incompletes?

Director Signature of Approval ___________________  Date ____________
Center for Latin American & Caribbean Studies

Master’s Annual Review Form

Directions: Please fill out this form as much as possible and bring with you to your scheduled annual review.

Name: ___________________________________ ID#: ___________ Date of Review: ________

Major Concentration or Dual-Degree Program:

Minor Concentration:

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<th>Language requirement:</th>
<th>Completed:</th>
<th>In progress:</th>
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<tr>
<td>Please detail language studied, steps taken to increase proficiency, and method used to demonstrate proficiency:</td>
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Coursework Checklist:

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<th>Term: Fall of</th>
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<td>Course ID/Title</td>
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<th>Term: Spring of</th>
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<td>Course ID/Title</td>
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End of Year Total

Anticipated Courses for Next Year:

(continued on next page)
Name: ____________________________________ ID#: __________ Date of Review: ________


Potential Committee Members:

Anticipated Timeline for Final Requirements:
• Form Committee and turn in Final Req. Proposal Form (due before the end of the semester prior to graduating semester): ________________
• Submit Application for Advanced Degree (due beginning of graduating semester): ________________
• Turn in Final Requirement (due two weeks before the last week of classes in the graduating semester): ________________
• Anticipated Graduation date: ________________

Student Comments on Academic Progress (include plans for completing any incomplete courses, concerns in completing the MA degree on time, or other information that you would like the CLACS Director to take in consideration when reviewing your progress thus far in the program). Please attach additional pages if more space is needed:

Student’s Signature: __________________________________________ Date: ________________

OFFICE USE ONLY
Assessment of Degree Progress:

Director’s Recommendations:

Director Signature: __________________________________________ Date: ________________
Center for Latin American & Caribbean Studies

Course Approval Form

Please complete the following form for each course that you wish to be counted towards your degree that is not currently on the CLACS Course List. The form must be approved by the CLACS Director and filed with the CLACS Academic Secretary no later than the end of the first week of classes. If this form is not completed, CLACS cannot guarantee that the course will be allowed to count towards your CLACS degree.

Name: __________________________ Student ID# __________________________

Semester/Year _________________ Course Number (i.e. LTAM-L 526) _________________________

Course Title __________________________ Section # _________________________

Instructor __________________________

Please attach course syllabi to this form and also include documentation of approval from the course instructor.

Rationale for taking the course (brief description of how the course fits into your academic/career interests):

Check one of the following:

_____ Course contains at least 25% Latin American or Caribbean content (through lectures and readings; make sure to highlight on the syllabus).

_____ Course contains less than 25% Latin American or Caribbean content, but the instructor has given permission for me to tailor assignments worth at least 25% of my final grade to focus on Latin America or the Caribbean. (If this is the case, please give a description below of the grade break-down and the arrangement with the instructor)

I hereby certify that the above information is true. If the course is outside of the College, and I currently hold a College Fee Remission, I acknowledge that I have read the Graduate Fee Remission Policy (http://college.indiana.edu/faculty/docs/FeeRemission.pdf) and that I may be responsible for paying for this course out-of-pocket.

Student’s Signature __________________________ Date _________________________

CLACS Director Approval __________________________ Date _________________________
Center for Latin American and Caribbean Studies

Master’s Thesis Proposal and Committee Composition

Name _______________________________ Expected date of graduation _______________

Please provide a tentative title* for the master’s thesis:

Please provide a brief abstract for the thesis (app. 100 words), describing its main data sources and goals (attach additional pages as needed):

Please attach a 2-3 page narrative proposal, detailing the substantive issues you will examine (brief literature review), the guiding questions that will direct your research, the methodology that you will employ, and the data or sources you will collect and analyze. In addition to the narrative proposal, please provide a brief bibliography and tentative chapter or section outline (suggested length of thesis is 50-100 double-spaced pages).

LTAM-L 803 credit option: Indicate whether you intend to seek L803 credits for the thesis:

☐ No   ☐ Yes - Semester of L803 enrollment: _______________ # of credits ____________

Thesis Advisory Committee

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<th>Name</th>
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*This proposal is not binding; a significant change in topic or scope may require submission of a new proposal.

CLACS Director approval: ________________________________ Date: _______________
Center for Latin American and Caribbean Studies

Research Paper Proposal and Committee Composition

Name _______________________________________ Expected date of graduation ________________

Please provide a tentative title* for the research paper:

Please provide a brief discussion (approx. 100 words) of the primary problem or question you will address, as well as the main body of literature and/or evidence that you will engage (attach additional pages as needed):

Please attach a preliminary bibliography and tentative section outline (suggested length of paper is approx. 10,000 words, or about 30 pages).

LTAM-L 803 credit option: Indicate whether you intend to seek 3 credits of L803 for the paper:

☐ No ☐ Yes. Semester of L803 enrollment: _____________________________

Research Paper Committee

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*This proposal is not binding; a significant change in topic or scope may require submission of a new proposal.

CLACS Director approval: _____________________________ Date: ______________
Center for Latin American and Caribbean Studies  
**Final Examination Proposal and Committee Composition**

Name _______________________________________ Expected date of graduation ________________

Country or sub-region of interest (Question/Reading List #1):

Practical or theoretical problem encompassing entire region (Question/Reading List #2):

LTAM-L 803 credit option: Indicate whether you intend to seek 3 credits of L803 for exam preparation:

☐ No    ☐ Yes. Semester of L803 enrollment: _____________________________

Note the following examination deadlines:

- This form due end of semester preceding semester of graduation.
- Readings Lists due end of second week of semester of graduation.
- Essays due end of thirteenth week of semester of graduation.
- Annotated bibliography (if taking L803 credit) due by early finals week of semester of graduation.

**Final Exam Committee**

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*This proposal is not binding; a significant change in topic or scope may require submission of a new proposal.

CLACS Director approval: _____________________________ Date: ______________