

Center for Latin American Studies

MA HANDBOOK

2023-2024 ACADEMIC YEAR

Stanford University



This handbook provides program-specific policies, procedures, and information to help you successfully navigate your degree. It links you to university policies that you should be aware of and identifies helpful campus resources that are available to support you throughout your academic program.

Graduate school is an active partnership between students and the program, we therefore expect that all students will familiarize themselves with the information contained in this handbook and seek clarification from the Director of Graduate Studies and staff, as needed. Although local procedures and the information contained in this handbook may change over time, students are responsible for completing the degree requirements stated in the [Stanford Bulletin](#) at the time of matriculation.

WELCOME TO BOLIVAR HOUSE!

On behalf of all of us at the Center for Latin American Studies, we would like to extend a warm welcome to you. In order to familiarize you with some of the activities and procedures at Bolivar House, we would appreciate it if you would take a few moments to review this document and keep it in a safe place so that you may refer to it throughout the year.

As you will soon discover, Bolivar House is a place full of activity and interesting people. The residents of Bolivar House are comprised of the CLAS staff, students interested in Latin American Studies, affiliated faculty, and visiting professors and scholars who teach and conduct research at Stanford. Bolivar House is the site of frequent lectures, seminars, meetings, and other formal and informal gatherings. We hope that you will take advantage of your time here to interact with and get to know your fellow residents.

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Community Values

As part of the Stanford community and in preparation for becoming members of professional communities, graduate students are held to the highest ethical standards. As stated in the Code of Conduct, the University values integrity, honesty and fairness and strives to integrate these values into its teaching and research.

Stanford Code of Conduct

The Code of Conduct (AdminGuide 1.1) applies to all members of the Stanford community and should be the foundation for our decisions and actions.

As members of the Stanford University community, all faculty, staff, students, members of the Board of Trustees, University officers and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The University values integrity, honesty and fairness and strives to integrate these values into its teaching, research and business practices.

<https://adminguide.stanford.edu/chapter-1/subchapter-1/policy-1-1-1>

Stanford Fundamental Standard

Articulated in 1896 by David Starr Jordan, Stanford's first President, the Fundamental Standard, is an aspirational statement of Stanford's ideal of civic and moral community that continues to guide expectations for student behavior.

Students at Stanford are expected to show both within and without the University such respect for order, morality, personal honor and the rights of others as is demanded of good citizens. Failure to do this will be sufficient cause for removal from the University.

<https://communitystandards.stanford.edu/policies-and-guidance/fundamental-standard>

Honor Code

Stanford University's statement on academic integrity, the Honor Code, was written by students in 1920 and articulates expectations of students and faculty in establishing and maintaining the highest standards in academic work.

The Honor Code is an undertaking of the students, individually and collectively, that they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading; that they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.

<https://communitystandards.stanford.edu/policies-and-guidance/honor-code>

Student Professional Conduct

As detailed in the Bulletin, as they prepare to be responsible members of professional communities:

Graduate students are expected to meet standards of professional behavior, including: being present on campus to meet the academic and research expectations of the school or department; communicating in a timely, respectful and professional manner; complying with institutional policies and procedures; and participating appropriately in the program's

community. Graduate students are expected to familiarize themselves with applicable University policies and degree program requirements. Failure to meet these standards may be grounds for dismissal.

<https://gap.stanford.edu/handbooks/gap-handbook/chapter-5/subchapter-6/page-5-6-1#anchor-482>

Equity & Inclusion

Our program is committed to a equitable, inclusive and respectful community. To that end, we bear a collective responsibility to:

- Be role models of respect, acceptance and understanding
- Address issues when we encounter them
- Speak-up for colleagues and peers

If you experience or become aware of concerning behavior, there are many resources that can help:

- CLAS director Alberto Diaz Cayeros
- CLAS associate director Elizabeth Sáenz-Ackermann,
- CLAS student services officer Megan Bonilla
- Stanford Library Latin American special collections curator Adán Griego
- Graduate Life Office: <https://glo.stanford.edu/>
- Title IX Office: <https://titleix.stanford.edu/>
- H&S Dean's Office: <https://humsci.stanford.edu/about/hs-dean>

<https://diversityworks.stanford.edu/>

Communication & Expectations

Communication between students and other university affiliates should be timely, respectful, and professional. Students are expected to be physically present on campus during all regular academic quarters, and to participate in the academic and social life of the center. Students are required to notify instructors and CLAS program staff of absences from the program. Below are a few examples of the activities that you are expected to participate in:

- **Quarterly Meeting with CLAS Faculty Director.** This is a mandatory meeting that takes place usually around the 7th or 8th week of the quarter. The meeting is a collective space where students have the opportunity to discuss the latest news from Latin America, share their academic achievements and challenges, and bring any concerns or questions about the MA program or about Stanford in general.
- **Weekly Lecture Series & Discussion.** Attendance at the Friday seminar (LATINAM 200 course) is mandatory. Students are expected to actively engage in discussion with the guest speakers.
- **CLAS Programs.** As *Latin Americanistas*, students are expected to fully engage and participate in the symposia, conferences, conversations, receptions, and *tertulias* that CLAS organizes throughout the academic year.

- **Professional Development Sessions.** To further enhance your MA degree, CLAS, in collaboration with Stanford Global Studies, will offer workshops on professional topics or skills. Students' active participation in these events is expected.

Note: Per university policy, email to a student's Stanford email account will be presumed to have been received and read by the student:

<https://bulletin.stanford.edu/academic-policies/university-policies-and-statements>

Academics

University Policy

Students are responsible for familiarizing themselves with applicable university policies and procedures contained in:

- The Stanford Bulletin- University policies, procedures, and degree requirements
 - <https://bulletin.stanford.edu>
- Graduate Academic Policies and Procedures (GAP)- General requirements, academic progress, milestones, and graduate aid policy
 - <https://gap.stanford.edu/>
- The Administrative Guide- Graduate student assistantships and hourly employment
 - <https://adminguide.stanford.edu/>
- The Research Policy Handbook- Policies, guidelines, and general information related to research
 - <https://doresearch.stanford.edu/policies/research-policy-handbook>

Degree Purpose

The one-year Master of Arts degree in Latin American Studies allows students to design an interdisciplinary course of study tailored to their individual intellectual interests and career goals. The purpose of the M.A. Program is to further develop knowledge and skills in Latin American Studies and to prepare students for a professional career or doctoral studies. This is achieved through completion of courses in the three primary fields of specialization, elective courses in any field from across the university's offerings, and language training.

<https://clas.stanford.edu/academics/masters-arts>

Degree Requirements

Full degree requirements and policies for the Masters in Latin American Studies program are listed on the Stanford Bulletin (<https://bulletin.stanford.edu/programs/LAMER-MA>). The Bulletin is the official document of record for all degree requirements, and may not be superseded by any other document or web page. In cases of discrepancy, please refer to the Bulletin text.

The program requires completion of a minimum of 48 graduate units. Each student is assigned a faculty adviser who works with the student to develop a customized program of study.

Candidates to the M.A. in Latin American Studies must complete the following:

1. **Core courses (15 units):** one core 5-unit course in each of three fields of specialization: Culture and Society; Political Economy; and Environment, Ecology, and Sustainability.

Core Courses for 2023-2024

- **Political Economy: POLISCI 348S.** Latin American Politics (Winter, 5 units)
 - **Culture and Society: HISTORY 371.** Graduate Colloquium: Explorations in Latin American History and Historiography. (Autumn, 5 units)
 - **Environment, Ecology and Sustainability: HISTORY 378 The Historical Ecology of Latin America.** (Spring, 5 units).
2. **Related courses (15 units):** three courses (5 units each) from the fields of specialization listed in '1' above. For approved courses, see the "[Related Courses](#)" in the Bulletin.
 3. **Elective courses (9-15 units):** three elective courses (3-5 units each) from across the University's offerings, selected with guidance and approval from the faculty adviser.
 4. **Language requirement:** at least 3 units of coursework on a second Latin American language. Students proficient in both Spanish and Portuguese might take either an advanced fourth-year language course in either Spanish or Portuguese, a first-year indigenous language of Latin America (i.e. Quechua or Nahuatl) or Haitian Creole; students proficient in only Spanish or only Portuguese must take a basic course in a second Latin American spoken language in which they are not already proficient. Up to 6 units of foreign language coursework may be applied toward the M.A. degree. All foreign language coursework must be taken at the 100-level or higher. English as a Foreign Language (EFS) courses do not count towards the language requirement, nor towards the total amount of required units. Academic Year FLAS fellowship recipients must take a language course each quarter (A,W, S).
 5. **Seminar requirement:** 3 units (1 per quarter) of [LATINAM 200](#) Seminar on Contemporary Issues in Latin American Studies and 1 unit of [LATINAM 397](#) Graduate Writing Seminar for Latin American Studies.
 6. **Final Research Paper or Thesis:** students must write a master's level research paper (capstone) or a thesis; for the latter they may register for [LATINAM 398](#) Master's Thesis for up to 10 units of thesis research under the guidance of an

Academic Council faculty member. Thesis units may be counted toward the elective field unit requirements (requirement number 3, above).

7. **Grade requirements:** All courses to be counted toward the M.A. must be taken for a letter grade and earn a 'B-' or better. M.A. candidates must maintain a cumulative GPA of 3.0 or higher. The only exceptions are [LATINAM 200](#), [LATINAM 397](#), Law School Courses, and courses in the Graduate School of Business (GSB).

Program Proposal:

M.A. students must submit a program proposal for the Master's Degree by the end of their first quarter at Stanford. The [Program Proposal Form](#) must be printed out, approved and signed by the student's adviser, and submitted to CLAS.

Course Level

All courses for the M.A. degree must be at the 100-level or higher, with at least half being at the 200-level or higher. In general, M.A. students should register for classes with the higher course number (for example, "Conservation Biology: A Latin American Perspective" is listed as both BIO 144 and BIO 234); graduate students should register for 234 and undergraduates should register for 144 if the class is open to both graduate students and undergraduates. For HISTORY & ART HISTORY, graduate courses begin at the 300+ level.

GPA/Grading*

The cumulative grade point average (GPA) for all courses must be 3.0 or higher. Students who drop below a cumulative 3.0 GPA in any quarter will be notified regarding unsatisfactory academic progress, which may lead to dismissal from the program.

All courses to be counted toward the M.A. must be taken for a letter grade and earn a 'B-' or better. M.A. candidates must maintain a cumulative GPA of 3.0 or higher. The only exceptions are [LATINAM 200](#), [LATINAM 397](#), Law School Courses, and courses in the Graduate School of Business (GSB).

To determine how GPA is calculated at Stanford, please see:

<https://studentservices.stanford.edu/my-academics/evaluations-exams-grades/grades/how-do-i-calculate-my-grade-point-average-gpa>

In some cases, students may wish to request an '[Incomplete](#)' for a given course. Students should request an 'Incomplete' letter grade no later than the last class meeting, and if granted, should work with the instructor to confirm the deadline for submission of all outstanding coursework. Per University policy, 'Incomplete' grades are restricted to cases in which the student has satisfactorily completed a substantial part of the course work. No credit will be given until the course is completed and a passing grade is received. Instructors are under no obligation to grant 'Incomplete' requests.

If an 'Incomplete' is not cleared at the end of one year, it is changed automatically by the Registrar's Office to an 'NP' (not passed) or 'NC' (no credit) as appropriate for the grading method of the course.

Course Petitions

Some theory-oriented or methodological courses may be used to meet part of the related course requirements, provided that they are demonstrably useful for understanding Latin American issues, perspectives or problems. Students must submit the [Course Petition Form](#) along with a syllabus for the class by the Monday of the second week of classes. Students may not count outside credit toward the CLAS M.A. degree, however students may take courses for exchange credit at the University of California, Berkeley, with the approval of their adviser and the Office of the University Registrar. For more information, please see:

<https://registrar.stanford.edu/students/graduate-degree-progress/uc-exchange-out-programs>

Capstone/Thesis Experience & Symposium

Each student will have the opportunity to present a topic of research at the CLAS-sponsored symposium held in early June. A final research paper must be submitted to the Student Services Officer by the stated deadline. Guidelines for the capstone/thesis paper will be given to all MA students in advance.

Timelines

All requirements for a master's degree must be completed within three years after the student's first term of enrollment in the master's program. Students pursuing a coterminal master's degree must complete their requirements within three years of the first graduate quarter. The time limit is not automatically extended by a student's leave of absence. For additional details, please see:

<https://gap.stanford.edu/handbooks/gap-handbook/chapter-4/subchapter-1/page-4-1-1>

Enrollment

Course offerings are available on the following website:

<https://bulletin.stanford.edu/courses>

The list of pre-approved courses for the CLAS M.A. degree can be found here:

<https://clas.stanford.edu/courses>. If there is a course not listed that has Latin American content, check with the Center for Latin American Studies staff to verify whether or not it can be used to fulfill the degree requirements.

The course enrollment open period each quarter is detailed on the following calendar:

<https://studentservices.stanford.edu/calendar/academic-dates/stanford-academic-calendar-2023-24>

Minimum enrollment for graduate students= 8 units/quarter

Preliminary Study List Deadline: the first day of classes of each quarter during the academic year. Students are expected to enroll “at status” by the preliminary study list deadline each quarter. For graduate students, this means at least 8 units, or on an approved special registration status. Students are charged a \$200 late study list fee for submitting their study lists after the quarterly deadline.

Final Study List Deadline: typically the Friday of the third week of classes each quarter (GSB has separate deadlines). Students may add courses or units (if variable unit course) to their study lists through the end of the third week of classes. Courses or units may be dropped by students until the Final Study List Deadline without any record of the course remaining on the student’s transcript. Courses may be swapped until the deadline. No drops are permitted after this point. This is the last day for tuition reassessment for dropped courses or units.

Note: The Final Study List Deadline may fall after the Graduate bill due date. You are responsible to pay the tuition level billed and due on the bill due date regardless of your intent to reduce enrollment after the bill due date and prior to the FSL deadline. Late fees may apply if sufficient payment is not made by the bill due date.

Change of Grading Basis Deadline: Through the end of the eighth week of classes (or in Summer Quarter, the sixth week), you may choose the grading option for courses in which an option is offered. Students are responsible for checking their study list in Axess to confirm that the correct grading basis is selected for any courses which offer a choice. No grading basis changes are permitted after the deadline, regardless of the grade or notation recorded in the course.

Consult the [Academic Calendar](#) for the deadline dates for each term. Separate deadlines may apply for courses in LAW, MED, GSB, and Summer Session. Please note that by changing the grading basis for enrolled classes, this may impact whether the course can be counted toward the CLAS M.A. program requirements.

Course Withdrawal Deadline: You may withdraw from a course after the drop deadline through the end of the eighth week of each quarter (or in Summer Quarter, the sixth week). In this case, a grade notation of “W” (withdraw) is automatically recorded on your transcript for that course. If you do not officially withdraw from a class by the end of the eighth week, you will be assigned the appropriate grade or notation by the instructor to reflect the work completed. Before the withdrawal deadline, all course withdrawals must be made via Axess. It should be noted that professional school courses do not allow students to withdraw. There is no tuition reassessment for withdrawing from individual courses.

Note: International Students on F/J visas should check with the Bechtel International Center before withdrawing from a class, which could potentially place them below full-time status or risk violating their legal status.

Office of Accessible Education (OAE): Identifying as a student with a disability begins the interactive process of requesting and receiving accommodations within Stanford University programs and services. Students requesting accommodations must first [register with the Office of Accessible Education](#). Instructors may only grant accommodations in classes once they have received approval from OAE. <https://oae.stanford.edu/>

Tuition Brackets

Graduate students may enroll in a minimum of 8 units per quarter and a maximum of 18 units per quarter. There are two [tuition brackets](#) for graduate students on campus:

- 8-10 unit tuition, \$12,720 per quarter for AY 23-24
- 11-18 unit tuition, \$19,582 per quarter for AY 23-24

If a student elects to register in over 18 units (not recommended), there is a per-unit fee above 18 units. This fee can be found here: <https://registrar.stanford.edu/students-tuition>

Leaves of Absence

<https://gap.stanford.edu/handbooks/gap-handbook/chapter-5/subchapter-3/page-5-3-1>

For International Students:

<https://bechtel.stanford.edu/immigration/visa-types/f-1j-1-student-visas/leave-absence>

In circumstances where continuous enrollment is not possible, students may request a suspension of their enrollment by means of a leave of absence. Failure to be either enrolled

by the study list deadline or to be approved for a leave of absence by the start of a term will result in the discontinuation of the student's program.

Stanford requires graduate students to maintain continuous enrollment for all terms of the academic year (excluding Summer quarters) from admission through conferral of the degree. However, the university also recognizes that circumstances may arise where this may not be possible. In such circumstances, a student may request a leave of absence for up to one year, or four quarters, or be placed on a mandatory leave of absence. During the period of an approved leave, the student will not be registered.

Graduate students who do not meet the requirement for continuous registration during the academic year must obtain an approved leave of absence, in advance, for the term(s) they will not be registered. The leave of absence must be reviewed for approval by the chair or director of graduate studies of the student's major department and, if the student is in the United States on a foreign student visa, by the Bechtel International Center. Except in the case of pregnancy or parental leaves, the granting of a leave of absence is at the discretion of the department and subject to review for approval by the Office of the Registrar.

The University may condition its approval of a petition for leave of absence on the student's meeting such requirements as the University deems appropriate in the individual case for the student to be eligible to return (such as, in the case of a leave for medical reasons, proof of treatment or an interview with a provider at Vaden or CAPS).

New graduate students may not take a leave of absence during their first quarter. However, new Stanford students may request a deferment from the department. Coterminal students who wish to take a leave of absence are subject to the Leave of Absence policies for both undergraduate and graduate students. A coterminal student whose undergraduate degree has not been conferred must obtain permission from the master's degree program and the office of Undergraduate Advising and Research, and may not take a leave of absence unless approved for both the graduate and undergraduate leave.

For students with multiple degree programs or majors, note that leaves of absence are only granted for all programs and majors. Students in multiple degree programs may not therefore request a leave from one, but not the other.

Leaves of absence are granted for a maximum of one calendar year, or four quarters. Leaves requested for a longer period are approved only in exceptional circumstances (for example, mandatory military service). An extension of leave, for a maximum of one year or four quarters, is approved only in unusual circumstances. Extension requests must be made before the expiration of the original leave of absence. Leaves of absence for graduate students may not exceed a cumulative total of two years (eight quarters including Summer quarters).

Termination of Degree Program

<https://gap.stanford.edu/handbooks/gap-handbook/chapter-5/subchapter-4/page-5-4-1>

<https://gap.stanford.edu/handbooks/gap-handbook/chapter-5/subchapter-6/page-5-6-1>

Current students who wish to terminate study in a graduate program should submit a properly endorsed Request to Permanently Withdraw from Degree Program form. This form authorizes the Registrar to close the student's degree program and cancel authorization to register. It must be received by the Student Services Center prior to the start of the quarter in which authorization to register is cancelled. Prior to withdrawal, students are encouraged to discuss their plans with the department student services officer and their adviser.

To go to Stanford eForms, log in to Axess, click on the Student tab, and choose "Student eForms" from the Quick Links menu. Click on the "Available Forms" to find student forms.

Students may also be subject to early [Termination of Degree Program](#) for academic reasons or by expulsion. The principal conditions for continued registration of a graduate student are the timely and satisfactory completion of the university, department, and program requirements for the degree, and fulfillment of minimum progress requirements. Stanford defines procedures for dismissal of graduate students who are not meeting these conditions. Expulsion from the University is the permanent termination of an individual's status as a student, with the loss of all rights and privileges appurtenant thereto. If a Judicial Panel recommends expulsion from the University, the case will be automatically reviewed by the Provost. The Provost has the option of supporting the recommendation of expulsion or imposing lesser sanctions. A student who is expelled from Stanford University may not seek reinstatement (see the [Office of Community Standards website](#)).

Graduation

<https://registrar.stanford.edu/students/graduation>

Students start the graduation process by submitting the [Online Application to Graduate form](#). Students are required to have an active status in order to apply to graduate, and must either be enrolled in courses for the quarter or in an approved special registration status. Degree candidates should be aware of application deadlines, University and Department Program Graduation Requirements. Throughout their time in the program, students should be in regular communication with department staff, faculty advisers, or the Director of Graduate Studies to ensure that they are making satisfactory progress toward the completion of degree requirements.

Advising

<https://gap.stanford.edu/handbooks/gap-handbook/chapter-3/subchapter-3/page-3-3-1>

<https://vpge.stanford.edu/academic-guidance/advising-mentoring>

Effective academic advising is a critical component of a successful graduate degree program. At Stanford, all matriculated graduate students are to be advised by a member of the faculty. The nature of academic advising may differ for different programs, students, and at different stages in a degree program.

Each incoming student in the CLAS M.A. Program is assigned a faculty adviser at the start of the program and is required to meet with their faculty adviser at least once per quarter. Students have the ability to change faculty advisers during the program. In order to change advisers, students should:

1. Identify a new faculty adviser
2. Ask the faculty member if they would be willing to officially advise them in the CLAS M.A. program
3. If a positive response is received, ask the faculty member to send an email to CLAS program staff to confirm their willingness to advise the student
4. Approach the current adviser to inform them of this change

Financial Policies & Resources

University Bill

The Stanford University student account is a record of all student charges for tuition, fees, and other items associated with a student's education, as well as all corresponding payments and credits. Student Financial Services posts all financial transactions to student accounts as they are received.

By accepting Stanford's offer of admission and enrolling in classes, each student accepts responsibility for paying all debts to the University, including tuition and fees, for which they are liable. An individual's registration as a Stanford student constitutes their agreement to make timely payment of all amounts due.

<https://studentservices.stanford.edu/my-finances/understand-your-student-bill-and-payment-system>

Methods of Payment:

<https://studentservices.stanford.edu/my-finances/understand-your-student-bill-and-payment-system/make-payment/how-make-payment>

Dates & Deadlines:

<https://studentservices.stanford.edu/my-finances/understand-your-student-bill-and-payment-system/billing-dates>

University Assistantships

Assistantships are a form of student employment, providing salary and full or partial payment of tuition in exchange for teaching or research service performed by the student as part of his or her training and education.

<https://gap.stanford.edu/handbooks/gap-handbook/chapter-7/subchapter-3/page-7-3-1>

Fellowships and Other Stipend Support

Fellowships, typically including a full or partial tuition payment and a stipend for living expenses, are awarded as a form of financial support to a student. They are not provided in exchange for services provided by the student. They may be awarded by Stanford University, or any of its departments, or by external sources, on the basis of merit or need. <https://gap.stanford.edu/handbooks/gap-handbook/chapter-7/subchapter-2/page-7-2-1>

Hourly Employment

<https://adminguide.stanford.edu/chapter-10/subchapter-2/policy-10-2-2>

Stanford University uses student hourly employment to hire Stanford students into jobs that are specifically earmarked for matriculated students. Student workers are supervised in their work, are hired through the Peoplesoft HR system, and must record and approve their work hours. Compensation is established on an hourly basis, and the amount of pay is based on the actual number of hours worked in each pay period.

Graduate students are expected to limit their hours of employment, so that they may devote sufficient attention to their studies. Therefore, graduate students are expected to coordinate the number of hours of employment with their academic obligations, including course load, number of registered units, and the academic expectations of their program. Additionally, they are expected to coordinate hourly employment with the other forms of financial support that they are receiving. Academic departments/programs, offices employing students, and funding sources may also impose employment limitations.

There are formal limits on the number of hours a student may be employed and this depends on a number of factors. For a full description of work hour limits, please see “Limits on Hours of Employment”:

<https://adminguide.stanford.edu/chapter-10/subchapter-2/policy-10-2-2>

CLAS Funding Sources

The Center for Latin American Studies provides limited funding opportunities for undergraduate and graduate students with an interest in Latin American Studies. To review a comprehensive list of available prizes and fellowships, please see:

<https://clas.stanford.edu/funding/students/funding-stanford-graduate-students>

External Funding (TPC)

Some students have multiple sources of funding for their educational costs including sponsorship from an outside institution or organization and/or Veteran (VA) benefits. For those using U.S. Veteran benefits, payments are handled through the Stanford Office of Military-Affiliated Communities: <https://military.stanford.edu/>

For students who are being sponsored by a third party who commits to paying the student’s tuition and/or other fees, students may want to process these payments through Stanford’s Third Party Sponsor Invoicing process. In these cases, Stanford University will invoice outside organizations (sponsors), which require a separate invoice for certain fees the sponsor agrees to pay on the student bill.

Direct Deposit

Direct Deposit is a payment option where your funds are electronically transferred to your checking or savings account. This can help the payee receive payment faster and avoid dealing with physical checks. We recommend that all CLAS students enroll in Direct Deposit, as students frequently receive payments/reimbursements throughout the academic year. Instructions for enrolling in Direct Deposit can be found here:

<https://studentservices.stanford.edu/my-finances/refunds-and-direct-deposits>

Taxes

While the tuition portion of fellowships and assistantships are exempt from tax, fellowship stipends and assistantship salaries are considered taxable for the recipient. Tax obligation varies according to the student's total income, dependency status, [tax treaty status for international students](#), and individual circumstances.

For tax issues, please see the following webpage:

<https://studentservices.stanford.edu/my-finances/taxes>

For tax information for international students and scholars, please see:

<https://bechtel.stanford.edu/navigate-international-life/taxes>

Other University Funding Sources

- [Freeman Spogli Institute for International Studies \(FSI\)](#): FSI administers a number of scholarships and fellowships for graduate students. A sample of opportunities can be found here:
 - [Small Research and Conference Grants](#)
 - [Large Research Grants](#)
 - [Research Assistantships](#)
 - [John & Jackie Lewis Fund](#)
 - [Fellowships Database](#)
- [Hoover Institution](#)
 - [Silas Palmer Fellowship](#)
- [Stanford Off-Campus Learning Opportunities \(SOLO\)](#): An initiative to simplify the search, application and travel preparation for off-campus learning opportunities.
- [Vice Provost for Graduate Education \(VPGE\)](#): Many campus fellowships are open to Stanford graduate students from any department or program. Students are encouraged to take the initiative and explore a variety of funding opportunities during their graduate studies.
 - [List of Stanford Fellowships for Graduate Students](#)
 - [VPGE Funding Opportunities](#)

Emergency Funding

The University has created the following programs specifically for graduate students dealing with challenging financial situations:

- [Grad Cash Advance Program](#)
- [Emergency Grant-In-Aid Funds](#)
- [Graduate Student Aid Fund](#)
- [Graduate Family Grant Program](#)
- [Graduate Housing Loan](#)

<https://financialaid.stanford.edu/grad/funding/>

Mind Over Money

Mind Over Money equips students with a foundation to make informed financial decisions during their time at Stanford, and in their careers and lives after the Farm.

<https://mindovermoney.stanford.edu/>

Stewardship

Graduate fellowships at Stanford are made possible through the gifts of generous alumni and friends. These donors take pride in supporting you and are interested in learning about your progress and success. Stewardship is the process through which Stanford thanks these benefactors and reports back to them the ways in which their gifts are being used.

Stewardship provides you with the opportunity to personally express your appreciation to the people who are directly supporting you through a named fellowship. Throughout your graduate career you may be asked by the Office of Development to write a thank you letter to or even meet with a particular donor. It is your responsibility to respond to such requests. For additional details, please see: <https://thankyou.stanford.edu/>

Stanford University Resources

Stanford University has many resources to support graduate students both academically and personally. Some examples include:

- [Graduate Life Office](#) (GLO): serves the entire graduate student population at Stanford and their families. GLO Deans are a source of comprehensive, impartial guidance and information related to all aspects of graduate student life.
- [Office of Accessible Education](#) (OAE): supports students with disabilities, providing a wide array of support services, academic accommodations, and programs.
- [English for Foreign Students](#): offers courses to international graduate students in English as a second language (ESL), as well as training courses for prospective ESL teachers through the Linguistics Department.
- [Hume Center for Writing and Speaking](#): works with all Stanford students to help them develop rich and varied abilities in every aspect of writing and oral communication.

- [Vice Provost for Graduate Education](#) (VPGE): offers programs that span a wide range of topics and experiences.
- [Vice Provost for Teaching and Learning](#) (VPTL): collaborates with schools and departments to provide evidence-based and inclusive learning and teaching practices, educational programs and training to faculty, instructors, and TAs.
- [H&S Graduate & Undergraduate Studies](#) (GUS): offers advising, mediation, and the administration of student academic grievances.

Students are encouraged to seek out and utilize campus resources that support health and wellness. Stanford offers diverse resources including recreation facilities and activity courses, community and academic events, contemplation spaces and programs, public service opportunities, resources for families, and other resources that support physical and mental health.

- Activities
 - [Athletic Events](#)
 - [Community Centers](#)
 - [Graduate Life Office](#)
 - [Graduate Student Council](#)
 - [Graduate Student Programming Board](#)
 - [Stanford Events](#)
 - [Stanford Global Studies](#)
- Community
 - [Asian American Activities Center](#)
 - [Bechtel International Center](#)
 - [Black Community Services Center](#)
 - [El Centro Chicano y Latino](#)
 - [The Markaz Resource Center](#)
 - [Office for Military-Affiliated Communities](#)
 - [Queer Student Resources](#)
 - [Religious Life Office](#)
 - [Student Activities and Leadership](#)
 - [Women's Community Center](#)
- Confidential Resources
 - [Counseling and Psychological Services \(CAPS\)](#)
 - [Confidential Support Team \(CST\)](#): supports students impacted by sexual assault and relationship violence
 - [Office of the Ombuds](#): a confidential resource available to all faculty, staff, postdocs, students, and other members of the Stanford community
 - [Religious Life Office](#)
 - [The Bridge](#): peer counseling

- [Vaden Student Health Center](#)
- Family Life
 - [Bechtel International Center](#)
 - [Dependent Health Insurance](#)
 - [Lactation Support](#)
 - [Children and Families](#)
 - [WorkLife Office](#)
- Health and Wellness
 - [The Bridge](#): peer counseling
 - [Counseling and Psychological Services](#) (CAPS)
 - [Confidential Support Team](#) (CST): supports students impacted by sexual assault and relationship violence
 - [iThrive](#): offers courses, workshops, discussion groups and student internship opportunities to examine the research-based knowledge and skills to flourish at Stanford
 - [Mental Health & Well-Being Resources](#)
 - [Office of Sexual Assault and Relationship Abuse Education & Response](#) (SARA)
 - [Recreation and Wellness](#)
 - [Religious Life Office](#)
 - [Vaden Student Health Center](#)
 - [Weiland Health Initiative](#): promotes wellness across gender identities and sexual orientations
 - [Windover Contemplative Center](#)
 - [5-SURE: Student United for Risk Elimination](#): provides safe escort on campus
- International Students
 - [Bechtel International Center](#)
 - [English for Foreign Students](#)
 - [Hume Center for Writing and Speaking](#)
 - [Immigration Issues and Resources](#)
 - [Immigrants' Rights Clinic](#)

Professional Development

Students are encouraged to begin the career planning process early in their graduate career. In addition to regular conversations with advisers and participation in departmental events, students are encouraged to connect with [Career Education](#) and other services below:

- [Stanford Alumni Mentoring Network](#)
- [Global Perspectives Awards](#)
- [Haas Center for Public Service](#)

- [Vice Provost for Graduate Education \(VPGE\)](#)
- Department events and resources
- University Events

Bolivar House Resources *

Hours of Operation

Bolivar House operates Mondays through Fridays from 8:30 am to 12:00 pm and from 1:00 pm to 4:30 pm. LAS MA Students will have 24/7 access to Bolivar House. Following the University Guidelines regarding Covid19, face coverings are strongly recommended indoors and in crowded outdoor settings, for all individuals regardless of COVID-19 vaccination status.

<https://healthalerts.stanford.edu/covid-19/>

<https://studentaffairs.stanford.edu/covid-guidance>

Seminar Room

The Seminar Room may be used during hours of operation. Scheduled courses and conferences in the seminar room take precedence.

Lobby

The Center's lobby welcomes CLAS students to read, study, and work on school assignments. Lively conversations in the lobby are discouraged while classes are in session. The lobby is available 24/7 to LAS MA Students.

Patio

The outdoor patio area is available for CLAS students to use.

Reading Area and Library

The Center has a number of books and several journals and newsletters which can be found in the lobby and in the conference room. Please consult these sources in these reading areas and do not remove them.

Personal Belongings

Students are responsible for their own personal belongings. Please do not leave valuables, including laptop computers and other electronics, unattended. While we make every effort to secure the House, the Center cannot assume responsibility for personal belongings that are either lost or stolen.

Mail

Each resident of Bolivar House is assigned a mailbox. Inter-campus mail is delivered and picked up in the morning around 9:00 AM. U.S. mail pick-up and delivery times vary widely each day. There are boxes near the front door for outgoing on-campus mail (ID mail) and U.S. mail. All outgoing & international U.S. mail must be stamped. Please be advised that U.S. mail pick-up can be irregular and you are probably better off mailing

your letters from the boxes outside the post office in White Plaza (which is also a full-service post office).

Kitchen Facilities

Coffee and tea makers: LAS students are welcome to use the coffee and tea makers. Please clean and disinfect them after each use.

Filtered Water: Hot water is available via the electric kettle in the kitchen. Filtered water is also available from the kitchen sink. Please bring your own containers.

Coffee and tea: The kitchen is usually stocked with tea and coffee for consumption of LAS students, faculty, visiting scholars, and staff.

Cups and mugs: Please bring your own cups and mugs.

Microwave and toaster oven: You are welcome to use the microwave and the toaster oven for heating up food. We do ask that you assist in keeping them clean.

Refrigerator: The refrigerator is to be used exclusively by staff, faculty, and visiting professors and scholars of CLAS.

Copier: Bolívar House has a copier in the kitchen area that you will have access to.

Cleanliness is important and is a community responsibility

Clean and disinfect before and after use of areas. Keeping the kitchen and Bolivar House clean is everyone's responsibility. Please keep supplies in their places, properly dispose of waste, and clean up after yourself (dishes, counter, microwave, etc.).

Recycling

There are recycling bins located on the first and second floors, for paper, as well as a container for bottles and cans (please rinse before depositing them), and compost. Please review the information above the bins on what can and should be placed in each bin.

Parking

You must have a C or SH permit to park in one of the spots on our driveway between the hours of 6:00 AM and 4:00 PM. If you do not have a permit, you will be ticketed (and be forewarned, Stanford Police do indeed ticket). No permit is required after 4:00PM or on weekends. For information on parking regulations, rates, and applications, please refer to the Parking & Transportation Services website at <http://transportation.stanford.edu/>

Bicycle parking is abundant; racks are located adjacent to the Bolivar House Annex.

Smoking & Alcohol Consumption

Bolivar House adheres to Stanford University's policy regarding smoking, which stipulates that all smoking, including but not limited to tobacco products and the use of electronic smoking devices, is prohibited in enclosed buildings and facilities and during indoor or outdoor events on the campus.

At Stanford smoking is generally permitted in outdoor areas, except during organized

events. Outdoor smoking in non-prohibited areas must be at least 30 feet away from doorways, open windows, covered walkways, and ventilation systems to prevent smoke from entering enclosed buildings and facilities.

<https://adminguide.stanford.edu/chapter-2/subchapter-2/policy-2-2-6>

Under no other circumstances is alcohol to be consumed inside Bolivar House or the Annex or anywhere on Bolivar House grounds. Please consult with a staff member if you have any questions about this or any other Bolivar House policy.

Facilities Problems/Emergencies

Please report any problems with our facilities to any of the CLAS personnel.

In the event of an earthquake, take cover where you are: under a table or desk, between the rows of seats in a classroom, or against a hallway wall. You should take the time to read through the emergency instructions located on the bulletin board near the copy machine, which will provide you with additional information. Information and guidelines for emergencies can also be found at Stanford Environmental Health and Safety at <http://www.stanford.edu/dept/EHS>

If there is a serious emergency, call 911 (9-911 from campus phones).

Programs and Events

Throughout the year, Bolivar House sponsors numerous activities around Latin American issues. These events are always posted on our website calendar at

<https://clas.stanford.edu/events/upcoming-events>

Bolivar House Weekly Lecture Series

This series is a forum for Stanford faculty and students as well as scholars from other universities and organizations to present their recent research to the public. During the academic year, CLAS hosts these lectures at 1:30PM each Friday in our seminar room at Bolivar House and, occasionally, in other venues on campus. Most of the seminars will be livestreamed to provide Stanford CLAS affiliates and friends with the opportunity to learn about diverse topics as they concern Latin America, while simultaneously offering leading researchers in wide-ranging fields the opportunity to share their work. Lectures are followed by an informal gathering of students and faculty, and the series comprises the LATINAM 200 seminar required of MA students.

Other Activities

Over the years, CLAS has co-sponsored conferences, performances, film festivals, and other events spearheaded by other departments and institutions both on- and off-campus. We are pleased to provide financial or administrative support for a limited number of activities each year. Please refer to the CLAS website for co- sponsorship policies and guidelines.

These guidelines may be modified during the academic year. CLAS will keep you abreast on any changes

APPENDIX: Center for Latin American Studies Staff 2023-2024

Main Number: 650-725-0501

Address: Bolivar House
582 Alvarado Row
Stanford, CA 94305-8545

Website: <http://clas.stanford.edu>

Dr. Alberto Díaz-Cayeros, Director

Phone: 650-725-0500

E-mail: clasdirector@stanford.edu

Alberto Díaz-Cayeros is Senior Fellow at the Center on Democracy, Development and Rule of Law (CDDRL) and Director of the Center for Latin American Studies at Stanford University. His research interests include federalism, poverty relief, indigenous governance, political economy of health, violence and citizen security in Mexico and Latin America. He is author of *Federalism, Fiscal Authority and Centralization in Latin America* (Cambridge, reedited 2016) and coauthor with Federico Estévez and Beatriz Magaloni of *The Political Logic of Poverty Relief* (Cambridge, 2016), as well as numerous journal articles and book chapters. He is currently working on a project on the developmental legacies of colonial rule and governance in indigenous communities in Mexico and is the co-PI (with Beatriz Magaloni) of the project Citizen Trust and Evidence-Based Police Accountability and Professionalization in Mexico. Professor Díaz-Cayeros teaches POLISCI 348S: LATINAM177: Mapping Poverty, Colonialism and Nation Building in Latin America and LATINAM 200, Seminar on Contemporary Issues in Latin American Studies. Professor Díaz-Cayeros serves as CLAS faculty advisor.

Elizabeth Sáenz-Ackermann, Associate Director

Phone: 650-725-0502

Email: esaenz@stanford.edu

Elizabeth provides administrative leadership for the Center. She oversees Center programming, administering various fellowship and grant programs and visiting professorships, including a U.S. Department of Education National Resource Center grant, Foreign Language and Area Studies Fellowships, the Tinker Visiting Professorship, the Nabuco Visiting Professorship, and the Latin American Perspective Lectureship. Elizabeth directs undergraduate and graduate degree programs, manages the Center's budget, fundraising, stewardship, and outreach, and supervises the administrative staff. She supports and advises the Director in developing and setting program priorities, in policy and decision making, in liaising with other units on campus, and in representing the Center on and off campus. She serves as an academic advisor for LAS degree candidates.

Megan Bonilla, Academic and Student Services Officer

Phone: 707-718-8607

Email: mebonill@stanford.edu

At CLAS, Megan provides student services support for the Center's interdisciplinary academic programs and faculty and student grants and fellowships. She carries out academic-related procedures, including course scheduling, academic progress, and financial aid.

Sara Clemente, Events and Communications Officer

Phone: 650-725-0501

Email: saraclem@stanford.edu

Sara manages the Center's events and communications. She is responsible for the Center's events budget, purchases, facilities operations, conference room scheduling, and oversees the schedule of CLAS student assistants. She ensures appropriate maintenance of all Center facilities and plans for future needs. She manages CLAS electronic and printed materials, including webpage, social media posts, weekly e-bulletin, brochures, and posters. She is responsible for the publishing of Enlace, CLAS' annual report.

Molly Aufdermauer, Public Engagement Coordinator

Phone: 650-721-5530

Email: mollyauf@stanford.edu

At CLAS, Molly coordinates professional development for K-12 and community college educators, assisting with the implementation and reporting of U.S. Department of Education Title VI National Resource Center K-14 outreach activities.

Adán Griego, Curator for Latin American, Iberian & Mexican American Collections

Phone: 650-384-9392

Email: griego@stanford.edu

Adan Griego has been the Curator for Latin American, Mexican American & Iberian Collections at Stanford University since 1996. Before coming to Stanford, he spent six year at the University of California-Santa Barbara in several positions (collection development, public service and instruction). At CLAS, Adan provides guidance to students on library resources and how to utilize them. Adán organizes a library tour for LAS MA students and teaches a workshop on academic research best practices.