Graduate Student Handbook

Department of English
University of Colorado Boulder

Revised December 2024 to replace instances of MA in Literature to MA in English

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Welcome!

Welcome to the graduate program in English at the University of Colorado Boulder. We are delighted that you have chosen to study in our company.

The English Department offers three graduate degree programs devoted to helping you achieve the highest possible professional advancement and personal enrichment: the MA in English, the MFA in Creative Writing, and the PhD in English. We hope your experience will be both challenging and satisfying.

This handbook should serve as a general reference regarding the requirements of your degree and the resources available to support you while pursuing it. Please direct questions of any kind to the Associate Chair for Graduate Studies, the Associate Chair for Creative Writing, or the Graduate Program Coordinator. We're here to help you make the very best of your time in Boulder.

MA-ENGLISH DEGREE REQUIREMENTS

Coursework
Students must complete 30 credit hours of coursework (10 courses). At least 21 hours must be taken at CU Boulder. All courses must be 5000 level or above. Subject to approval by the Associate Chair for Graduate Studies, up to 6 credit hours of coursework may be taken in departments other than English. Students may earn the MA-English degree through coursework alone. A thesis is optional (see *Thesis Option* below).

All graduate students must follow the Graduate School requirements for graduation, which can be found at www.colorado.edu/graduateschool/academics/graduation-requirements.

Students will meet with the Graduate Program Coordinator at least once per year to guarantee that they are on track to meet the degree requirements. If a student is enrolled in a certificate program, some of these categories may be met by taking courses in other departments that are required for the certificate (with approval from Associate Chair for Graduate Studies).

Courses in the following fields are required. A requirement may be waived if a student has taken an equivalent graduate course at another institution; waivers must be approved by the Associate Chair for Graduate Studies. See *Transfer Credit* for more information about the transfer of hours from another institution.

Required Courses (6 credits)
Survey of Contemporary Literary and Cultural Theory (ENGL 5019)
Introduces students to current theoretical issues and practices. Students are required to take this course during the fall semester of their first year.

Introduction to the Profession (ENGL 5459) – offered in spring
Introduces students to the current state of major fields in literary and cultural studies, and to graduate-level research methods, bibliography, and writing skills. Students are required to take this course or WRTG 5050 in their first year.
      OR
Graduate Studies in Writing and Rhetoric: College Writing Instruction (WRTG 5050) – offered in fall

Distribution Requirements (24 credits)
MA in English students must also complete courses in the following areas.

1. **MA-English courses should be distributed as follows:**

    I.   Two courses before 1800 (courses should survey a broad range of literature from two different periods prior to 1800)

II.   Two courses after 1800 (courses should survey a broad range of literature from two different periods after 1800)

III.   One multicultural and/or postcolonial course (may overlap with requirement I, II, or IV)

IV.   One poetry intensive course (may overlap with requirement I, II, or III)

Course descriptions will indicate which category each course satisfies.

2. **Two - Four Electives**
   Thesis hours, if taken, will replace electives. Electives may include courses from other departments, especially if a student is pursuing a certificate program in another department or program. Any courses taken in other departments for credit towards the degree, whether for a certificate program or not, must be approved by the Associate Chair for Graduate Studies.

Thesis Option

A master's thesis is 50-75 pages in length and represents an original work of literary analysis that is supported by extensive research into primary and secondary sources. It includes an abstract of 250 - 350 words and a bibliography, exclusive of the page length for the body of the thesis.

A master's thesis is OPTIONAL for the MA-English Degree. There are several benefits to writing a thesis:
- You can continue to develop your skills as a writer and take pleasure in literature.
- You have the opportunity to work directly with a faculty member of your choice, in an area of your own choosing.
- If you plan to apply to doctoral programs in English, you can use part of your thesis as a writing sample. Since you complete a thesis at the end of your degree program, this capstone project may reflect your current strengths as a writer better than your earlier seminar papers. (Students who apply to Ph.D. programs may also use a seminar paper or the paper revised in the professionalization seminar as their writing sample.)

The decision to write a thesis must be made by the end of your first year of study. After deciding to write a thesis, you will put together a three-person committee that includes: your thesis Director, who must be a member of the graduate faculty of the English Department, and two other members of the graduate faculty, one of whom may be from another department. You need to establish your committee early in the thesis writing process so they can work with you to guide and develop your thesis.

It takes two semesters (each with three credits) to research and write an MA thesis. During each of these two semesters, your thesis hours will replace elective courses necessary to complete your degree.

If you experience any issues with your thesis Director, please contact the Graduate Program Coordinator and the Associate Chair for Graduate Studies for guidance.

Thesis Defense
The defense of your thesis is an oral examination which lasts approximately one hour. All committee members must be present in person or via teleconference. A positive vote from at least two of the committee members is required to pass. If you fail the defense, you may not reattempt it for at least three months, and not until any work prescribed by the committee has been completed. You may retake it only once. "Retake" means that the second exam covers the same material and includes the same committee members as the first.

During the defense, you may be asked to speak about how you came to your project for no more than 5 minutes, and then the committee members will ask you questions about your thesis, for approximately 45 minutes. Next, the committee will convene without the candidate in the room. After the candidate returns, a short follow-up consisting of further questions or requests for revision will conclude the exam.

At least two weeks before your thesis defense, you must give your completed thesis to your committee members and file a *Master's Examination Report* with the Graduate School. Consult the Graduate Program Coordinator for help with this process. **See the Appendix for an Action Item Checklist for writing a thesis.**

Thesis Format for MA Degrees
The final draft of the MA thesis must be submitted to the Graduate School by the applicable deadline and must comply with the Graduate School's specifications for theses and dissertations. All information for the Master Graduation Requirements (thesis option) can be found at https://www.colorado.edu/graduateschool/academic-resources/graduation-requirements/masters-graduation-information/master-graduation.

It is required that you include all parts of the stipulated thesis (title page, signature page, abstract, table of contents, bibliography, etc.). It is also suggested that students ask the Graduate School to pre-check the format of the thesis before submitting the final copy. To do so, email a copy of your thesis to gradinfo@colorado.edu.

Language Requirement
Students earning the MA in English must complete a foreign language requirement demonstrating proficiency in one foreign language, prior to the semester in which they intend to graduate. There are four options for fulfilling this requirement:

1. by taking a language proficiency exam in the language of your choice.
2. by taking two semesters of a 2000-level language course for credit and completing each course with a grade of B or better. These courses would be in excess of the thirty hours required for the degree. Summer language intensive programs at other universities or ALTEC can be substituted for the 2000-level course with the approval of the Associate Chair for Graduate Studies.
3. by taking two semesters of Old English (ENGL 5003, ENGL 5013, ENGL 5023).
4. by submitting proof of two language courses taken at another college or university. In order

to qualify, the courses (i) must have been taken within the last three years, (ii) must be equivalent to a 2000-level language course at the University of Colorado Boulder, and (iii) must have been passed with a grade of B or better.

Language proficiency exams are administered at least once each fall and spring semester by the English Department. For uncommon languages not frequently taught on the CU Boulder campus, students may be asked to make independent arrangements for their exam. The language exam consists of translating a text written in a foreign language into written English, utilizing English language sentence structure. The text is on the reading and comprehensive level of a fourth-semester university student of the chosen language. Students are given two hours to complete the translation, and the exam is open-book, open-computer.

Additional information about the language proficiency exams may be found at http://www.colorado.edu/english/language-proficiency-exam-faqs.

Application for Graduation
All students planning to graduate must **apply online to graduate**. This step must be completed by the published graduation deadlines for each semester, regardless of whether or not you plan to attend the commencement ceremony. To do this, log in to your Buff Portal account and select the "apply for graduation" card.

Candidacy Applications for MA
In the semester in which you plan to graduate, you must submit the *Candidacy Application for an Advanced Degree*. This application must be submitted by the stipulated deadline, which is generally in the third or fourth week of classes. The Candidacy Application confirms that all degree requirements will have been completed by the end of the semester. The application is completed by the student, reviewed by the Graduate Program Coordinator, and submitted to the Graduate School for final approval. You will receive an update via email when the form is approved by the Graduate School. The application form is available on the Graduate School's webpage: https://www.colorado.edu/graduateschool/academics/forms-current-students.

Thesis Plan: Thesis Approval Form
Master's thesis plan students must submit a Thesis Approval Form (TAF) to ensure that the final copy has been accepted by the thesis committee. The TAF must be uploaded as part of the electronic thesis submission process through UMI/ProQuest, as a supplementary file. To have the degree awarded in any given semester, the thesis and the TAF must both be submitted by the thesis deadline. Signatures must be obtained through the TAF process from the committee chair and one other committee member. The form must be signed by both in advance of the deadline.

Final Grade Report
The Graduate Program Coordinator will initiate the final grade report workflow. Your thesis advisor will assign a final grade for your thesis hours. You will receive a copy of this grade report.

Time to Degree for MA

MA students have four years from the semester in which they begin coursework to complete all degree requirements. To continue past four years, you must file a petition for an extension of the time limit with the Dean of the Graduate School. Such petitions must first be submitted for endorsement to the Associate Chair for Graduate Studies. Extensions may be granted for up to one year.

MFA-CREATIVE WRITING DEGREE REQUIREMENTS

Coursework
Students must complete 45 credit hours (12 courses plus 9 credits of thesis). At least 39 credit hours must be taken at CU Boulder. With approval from the Associate Chair for Creative Writing, up to 6 credit hours of elective coursework may be taken in departments other than English. Further, an additional 6 credit hours of graduate literature courses may be taken in other graduate departments (again, with approval from the Associate Chair for Creative Writing). A requirement may be waived if a student has taken an equivalent graduate course at another institution; waivers must be approved by the Associate Chair for Creative Writing.

Coursework must be taken in the following areas:

- 4 courses (12 credits) of writing workshops (fiction, nonfiction, poetry, publishing). The publishing workshop may not be repeated more than two times for credit.

- 4 courses (12 credits) in literature.
  Literature courses may be taken in other graduate departments (e.g. Spanish and Portuguese) with the approval of the Associate Chair for Creative Writing.

- 2 courses (6 credits) in two of the following: Studies in Poetry; Studies in Fiction; Studies in Literary Movements.

- 2 courses (6 credits) of electives. This may include courses from other departments with the approval of the Associate Chair for Creative Writing.

- 9 credits of thesis writing. Thesis hours may not be taken in the first year.

Thesis
All MFA-Creative Writing students must complete a thesis as part of the degree requirements. MFA-Creative Writing students must take a total of 9 thesis credit hours in one or more semesters. The thesis should be a book of poetry, short stories, literary/creative non-fiction, or a substantial portion of a novel, play, or screenplay. It may also be a combination of these genres. The thesis should be at least 70 pages in length, though most students write between 70-150 pages. The bulk of work used in a thesis should have been written while a student is enrolled in the MFA-Creative Writing program, and it should be in a form acceptable to the committee. The thesis must include an abstract (2 to 5 pages) that states the writer's aims and explains how the thesis reflects those aims, and a reading list of works that were relevant to the project.

The student should select a committee of three faculty (the advisor, who is a Creative Writing faculty member; one other Creative Writing faculty member; and a faculty member in literary studies). The advisor should be selected at least two semesters prior to the one in which the student will defend the thesis. Other committee members may be selected one semester before the student's defense. A rough draft of the thesis should be made available

to the advisor prior to the thesis defense so that problems may be discussed at an early enough date to enable the student to address them. The advisor will work with the student, advising on length of manuscript, suggestions for improvement, and general compilation. The advisor and the student will also agree on a reading list about which the student may be questioned at the defense.

If you experience any issues with your thesis advisor, please contact the Graduate Program Coordinator and the Associate Chair for Graduate Studies for guidance.

Thesis Defense
A thesis defense must take place before the semester's deadline for completing defenses (see the Graduate School's website for a list of semester deadlines). You must give your completed thesis to your entire committee and file a *Master's Examination Report* at least two weeks in advance of your defense. Consult the Graduate Program Coordinator for assistance with the process.

The defense is an oral examination of the thesis that lasts approximately one hour. All committee members must be present in person or via teleconference. A positive vote from at least two of the committee members is required to pass. A student who fails the defense may not reattempt it for at least three months, and not until any work prescribed by the committee has been completed. The student may retake the examination only once. "Retake" means that the second exam covers the same material and includes the same committee members as the first.

Thesis Format for MFA Degrees
The final draft of the MFA thesis must be submitted to the Graduate School by the applicable deadline and must comply with the Graduate School's specifications for theses and dissertations. All information for the Master Graduation Requirements (thesis option) can be found at https://www.colorado.edu/graduateschool/academic-resources/graduation-requirements/masters-graduation-information/master-graduation.

It is required that you include all parts of the stipulated thesis (title page, signature page, abstract, table of contents, bibliography, etc.). It is also suggested that students ask the Graduate School to pre-check the format of the thesis before submitting the final copy. To do so, email a copy of your thesis to gradinfo@colorado.edu.

Language Requirement
Students earning the MFA in Creative Writing must complete a foreign language requirement, either before or after enrolling at CU Boulder, prior to the semester in which they intend to graduate. The language requirement can be completed in one of the following ways:

1. Complete a fourth-semester (second-semester sophomore) college language course with a grade of *C* or better. This means completing a course that is the *second* semester of a sophomore-level foreign language. If you have completed or will complete this coursework

at another institution, the Graduate Program Coordinator will need a record of it for your file if it is not part of your original application. Completion of only freshman-level language courses does not qualify as evidence of competence.

2. Complete two semesters of Old English (ENGL 5003, ENGL 5013, ENGL 5023).

3. Demonstrate proficiency in one foreign language by taking the appropriate language proficiency exam administered at least once each semester by the English department. For uncommon languages, students may be asked to make independent arrangements for their exam. The language exam consists of translating a text written in a foreign language into written English, utilizing English language sentence structure. The text is on the reading and comprehensive level of a fourth-semester university student of the chosen language. Students are given two hours to complete the translation and the exam is open-book, open-computer.

4. Present other evidence of competence in a foreign language to the Associate Chair for Creative Writing. In most cases, this other evidence consists of native or near-native command of a language.

Additional information about the language proficiency exams may be found at www.colorado.edu/english/language-proficiency-exam-faqs.

Application for Graduation
All students planning to graduate must **apply online to graduate**. This step must be completed by the published graduation deadline for each semester, regardless of whether or not you plan to attend the commencement ceremony. To do this, log in to your Buff Portal account and select the "apply for graduation" card.

Candidacy Applications for MFA
During the semester in which you plan to graduate, the *Candidacy Application for an Advanced Degree* must be submitted by the stipulated deadline, which is generally in the third or fourth week of classes. The Candidacy Application confirms that all degree requirements will have been completed by the end of the semester. The application is completed by the student, reviewed by the Graduate Program Coordinator, and submitted to the Graduate School for final approval. You will receive an update via email when the form is approved by the Graduate School. The application form is available on the Graduate School's webpage: https://www.colorado.edu/graduateschool/academics/forms-current-students.

Thesis Approval Form
Master's thesis plan students must submit a Thesis Approval Form (TAF) to ensure that the final copy has been accepted by the thesis committee. The TAF must be uploaded as part of the electronic thesis submission process through UMI/ProQuest as a supplementary file. To have the degree awarded in any given semester, the thesis and the TAF must both be submitted by the thesis deadline. Signatures must be obtained through the TAF process from the committee chair and one other committee member. The form must be signed by both in advance of the deadline.

Final Grade Report
The Graduate Program Coordinator will initiate the final grade report workflow. Your thesis advisor will assign a final grade for your thesis hours. You will receive a copy of this grade report.

Time to Degree for MFA
MFA students have four years from the semester in which they begin coursework to complete all degree requirements. To continue past four years, you must file a petition for an extension of the time limit with the Dean of the Graduate School. Such petitions must first be submitted for endorsement to the Associate Chair for Creative Writing. Extensions may be granted for up to one year.

PhD-ENGLISH DEGREE REQUIREMENTS

The PhD program is a five-year curriculum that comprises a language requirement and three basic components: coursework, a comprehensive examination, and a dissertation.

Funding
PhD students admitted with a commitment for financial support receive **five years** of funding from the English Department to complete the curriculum. Funding begins during the first semester of enrollment and extends through the end of the fifth year of study. Support may take the form of a teaching appointment, research assistantship, stipend, or a fellowship. Students should refer to their admissions offer letter for details about their funding agreement with the department. If a student accepts alternative funding from a source outside of the English Department during the first five years of study, this alternative funding will replace the funding that would have been provided by English. Accepting alternative funding does not extend the term of guaranteed support provided by the English Department beyond the first five years of study. Questions about funding may be directed to the Associate Chair for Graduate Studies and the Graduate Program Coordinator.

Years 1 and 2: Coursework
The first and second years in the PhD program are usually dedicated to coursework. Coursework prepares PhD students to write a successful dissertation and to teach effectively in their area of specialty. You should enroll in graduate seminars serving those ends in English or related fields. Doctoral students must take WRTG 5050 Graduate Studies in Writing and Rhetoric: College Writing Instruction, or ENGL 5529 Studies in Special Topics: Teaching English (whichever is offered) in the fall semester of their first year. (See *Eligibility for Teaching Positions* for more information.) The sole requirement for the remaining coursework for the PhD is that students take a minimum of 30 credits of graduate study. All courses must be at the 5000 level or above. Plan your coursework in close consultation with your Director or the Associate Chair for Graduate Studies.

Students with a Master's degree can transfer up to 15 credit hours of prior coursework from their Master's toward the 30 credit hours required for the PhD. See *Transfer Credits* for additional information.

Language Requirement
Students earning the PhD in English must demonstrate proficiency in one foreign language, prior to the semester in which they intend to submit a *Candidacy Application for an Advanced Degree*. There are four ways in which they may meet this requirement:

1. by taking a language proficiency exam in the language of their choice,
2. by taking two semesters of a 2000-level language course for credit and completing it with a grade of B or better. In the second instance, courses would be in excess of the thirty credit hours of coursework required for the degree. Summer language intensive programs at other universities or ALTEC can be substituted for the 2000-level course with the approval of the

Associate Chair for Graduate Studies.
3. by taking two semesters of Old English (ENGL 5003, ENGL 5013, ENGL 5023).
4. by submitting proof of two language courses taken at another college or university. In order to qualify, the courses (i) must have been taken within the last three years, (ii) must be equivalent to a 2000-level language course at the University of Colorado Boulder, and (iii) must have been passed with a grade of B or better.

Language exams are administered at least once each semester by the English department. For uncommon languages not frequently taught on the CU Boulder campus, students may be asked to make independent arrangements for their exam. The language exam consists of translating a text written in a foreign language into written English, utilizing English language sentence structure. The text is on the reading and comprehensive level of a fourth-semester university student of the chosen language. Students are given two hours to complete the translation and the exam is open-book, open computer.

Additional information about the language proficiency exam may be found at www.colorado.edu/english/language-proficiency-exam-faqs.

Dissertation Director
During your first year of study, you should identify a faculty member to become your director. You and your director should inform the Graduate Program Coordinator of your agreement to work together. By your third semester of study, you and your director should begin working on plans for your comprehensive exam (e.g. prospectus topics and possible texts for the reading lists).

If you experience any issues with your dissertation director, please contact the Graduate Program Coordinator and the Associate Chair for Graduate Studies for guidance.

Year 3: Comprehensive Examination
The comprehensive examination is a two-hour oral exam. The exam will be conducted by your director and the rest of your examining committee. You will be tested on the reading lists and the dissertation prospectus. One hour of the exam is devoted to the prospectus and one to the reading lists. The order will be decided by your examining committee prior to the exam.

Examining Committee
Your examining committee will consist of five members: your director, two English faculty members, a faculty member from another department of your choice, and the Associate Chair for Graduate Studies. If the Associate Chair for Graduate Studies is already a regular member of your committee, another English faculty member will serve in their place. Your director and examining committee will work with you to finalize your reading lists and prospectus. Both your director and your examining committee should play an active role in helping you to write the prospectus and prepare for the comprehensive exam.

With the support of your director, you should ask faculty to be part of your examining committee no later than one semester in advance of the term in which you plan to take the

exam. (For example, if you plan to take the exam in the spring semester, you should approach faculty and assemble your committee during the preceding fall semester.)

If your area of interest benefits from working with a particular instructor who is rostered in the English Department, you can petition the Graduate Committee to authorize that instructor to substitute for a faculty member of the examining committee. The instructor must also be approved by the Graduate School. See the Graduate Program Coordinator for details.

Reading Lists
The two reading lists cover the following topics: ***Field***, or the broad context (historical, thematic, generic, technological, etc.) pertinent to your dissertation project; and ***Methods/Texts***, or literary and critical works germane to the project. Each reading list should comprise between 25 and 40 titles and one paragraph (up to 300 words) providing a rationale for this content. The reading lists should be approved by your director and examination committee, and the completed reading list and prospectus should be submitted to the Graduate Program Coordinator.

Prospectus
The prospectus presents your proposed dissertation project in twenty-five pages or less, plus notes and bibliography. Twenty-five pages is the maximum length limit, and anything longer will be returned for editing. The prospectus should consist of three parts: 1) the topic, argument, and statement of scholarly contribution; 2) a description of your method and of existing relevant scholarship; and 3) a brief chapter-by-chapter summary. The bibliography should contain full citations of all works referenced in the prospectus, and all of these titles should appear on one of your reading lists.

You must submit a final draft of your prospectus to all committee members two weeks prior to the date of the comprehensive exam.

Comprehensive Examination
The comprehensive exam will consist of a one-hour Q&A period on the student's reading lists, their knowledge of their field, and their close-reading abilities, as well as a one-hour Q&A period on the student's prospectus, in that order. The director may ask the student to speak for 5 minutes before questions begin. All committee members must be present in person or via teleconference for the comprehensive examination. A positive vote from at least three of the committee members is required to pass. Upon passing the comprehensive exam and pending approval by the Graduate School, you will advance to PhD Candidacy (D Status). This will allow you to apply for dissertation fellowships and other internal funding. An unsuccessful comprehensive exam may be retaken only once, and it must be retaken within six months. "Retaken" means that the second exam covers the same material and includes the same committee members as the first.

Any grades of Incomplete must be completed before scheduling the Comprehensive Exam.

At least two weeks before the date of the Comprehensive Exam a *Doctoral Examination Report Form* must be submitted by the Graduate Program Coordinator to the Graduate School for approval. Please see the Graduate Program Coordinator for assistance with this process. This form is available on the English website at: http://www.colorado.edu/english/current-students/graduates/forms-additional-information.

Following the successful completion of the Comprehensive Exam, a *Candidacy Application for an Advanced Degree* must be sent to the Graduate School for approval. The Graduate Program Coordinator will help you to submit this application to the Graduate School, if needed. This form is available on the Graduate School website at: https://www.colorado.edu/graduateschool/academics/forms-current-students

Years 4 and 5: Dissertation
The dissertation, which should be a work of professionally viable scholarship, will typically take the form of a monograph. It may contain such elements as practice-based research, curatorial or internet exhibition, fieldwork, etc. In some instances, it can combine critical and creative elements. The dissertation is written in close consultation with the director and dissertation committee.

The dissertation committee consists nominally of five members: your director, two English faculty members, a faculty member from another department, and the Associate Chair for Graduate Studies. The Associate Chair for Graduate Studies serves only in an administrative (not advisory) capacity. If the Associate Chair for Graduate Studies is already a regular member of your committee, another English faculty member will serve in this administrative capacity. This committee is often but not always drawn from members of your comprehensive examination committee.

The dissertation should be at least 200 pages long, the length of a scholarly monograph. The first chapter of the dissertation project is due to your director and dissertation committee no later than one semester after passing the comprehensive exam. The candidate and full committee will then meet to discuss it and create a clear itinerary for completing the dissertation. **Failure either to schedule and pass the comprehensive exam or submit the first chapter of the dissertation within the semester following the exam will result in withdrawal of teaching support and suspension from the PhD program**.

Dissertation Defense
The dissertation defense should take place in the spring semester of the fifth year. Before the start of the spring semester, you should schedule your dissertation defense - an oral examination and discussion lasting about 90 minutes. The Ph.D. candidate should begin by speaking for no more than 10 minutes to give an overview or background on their dissertation. Deliver copies of your dissertation to your committee members at least one month prior to your defense date. You must also file a *Doctoral Examination Report* with the Graduate School. Please consult the Graduate Program Coordinator for assistance with this process. All doctoral graduation requirements and forms, including deadlines, can be

found at https://www.colorado.edu/graduateschool/academic-resources/graduation-requirements/doctoral-graduation-information. More than one dissenting vote disqualifies the candidate in the final examination. If unsuccessful, the defense may be retaken once after completion of changes or additions determined by the committee. "Retaken" means that the second exam covers the same material and includes the same committee members as the first.

In the event a dissertation defense needs to take place remotely (ie. via Zoom), it should be treated the same as an in-person defense. Recording the meeting will not be allowed.

Dissertation Format
The final copy of the dissertation must be submitted to the Graduate School by the applicable deadline for that semester, and it must comply with the Graduate School's specifications for dissertations. For detailed instructions and to download an example of a formatted dissertation, visit https://www.colorado.edu/graduateschool/academic-resources/thesis-dissertation-submission. It is required that you include all parts of the dissertation stipulated (title page, signature page, abstract, table of contents, bibliography, etc.). It is also suggested that the Graduate School pre-check the format of your thesis before submitting the final copy. To do so, email your dissertation to gradinfo@colorado.edu.

Dissertation Hours for PhD Students
PhD students must complete at least 30 dissertation credit hours to receive the degree. Dissertation hours may be taken in any semester, and at least one dissertation hour must be taken prior to passing the comprehensive exam. However, no more than 10 dissertation hours taken before the Comprehensive Exam may be counted towards the minimum 30 hours necessary for the degree.

Beginning the semester after passing the comprehensive examination and extending through the semester in which the dissertation is successfully defended, a PhD student is required to register continuously as a full-time student for a minimum of five dissertation hours in the spring and fall semester of each year. A PhD student must be registered for a minimum of five dissertation hours in the semester (including summer semester, if applicable) in which the dissertation defense is held. A PhD student who fails to register continuously after passing the comprehensive examination must retake and pass the examination to regain status as a student in good standing in the Graduate School. (Exceptions to this requirement apply if a student is approved to take a leave of absence for parental leave or for other extenuating circumstances. See *Leave of Absence* and *Support for Students Who are Parents* for more information.)

A PhD student who does not have to maintain full-time status and does not have to use campus facilities may claim off-campus status, which allows for registration of three credits rather than the full-time five dissertation credits. Off-campus status is considered part-time. Check with the Office of Financial Aid to see how part-time status will impact you, including the ability to receive new student loans.

Annual Report for PhD Students

PhD students in their second year and beyond are required to submit an annual report on the progress of their PhD work by **October 31st** of each year. These reports should be no more than one page in length and should describe both the dissertation project and the steps taken to advance it (courses, research, prospectus, etc.). The report must be signed by the student's director and the Associate Chair for Graduate Studies. Students without current reports on file are not considered in good standing by the department. Reports should be submitted via email to the Graduate Program Coordinator. Detailed instructions and a template are available online: https://www.colorado.edu/english/annual-report-phd-students.

Application for Graduation

All students planning to graduate must **apply online to graduate**. This step must be completed by the published graduation deadline for each semester, regardless of whether or not you plan to attend the commencement ceremony. To do this, log in to your Buff Portal account and select the "apply for graduation" card. PhD students must enter their dissertation title as part of the online graduation application. The title will appear in the commencement program and on your transcript. You may update the title through your portal until the deadline to cancel/update.

Doctoral Examination Report

All students completing a doctoral degree must hold a final defense of their dissertation. The Doctoral Examination Report must be submitted to the Graduate School at least two weeks before the defense date. Please consult the Graduate Program Coordinator for assistance with this process. All doctoral graduation requirements and forms including deadlines, can be found at https://www.colorado.edu/graduateschool/academic-resources/graduation-requirements/doctoral-graduation-information.

Thesis Approval Form

PhD students must submit a Thesis Approval Form (TAF) to ensure that the final copy has been accepted by the thesis committee. The TAF must be uploaded as part of the electronic thesis submission process through UMI/ProQuest, as a supplementary file. To have the degree awarded in any given semester, the thesis and the TAF must both be submitted by the dissertation deadline. Signatures must be obtained through the TAF process from the committee chair and one other committee member. The form must be signed by both in advance of the deadline.

Final Grade Report

The Graduate Program Coordinator will initiate the final grade report workflow. Your dissertation director will assign a final grade for your dissertation hours. You will receive a copy of this grade report.

Time to Degree for PhD

PhD students are expected to complete all degree requirements within five years from the semester in which they are admitted and begin coursework in the doctoral program. To continue beyond five years, the student must file a petition for an extension of the time

limit with the Dean of the Graduate School. The dissertation director and the English Department Associate Chair for Graduate Studies must endorse such petitions. Extensions may be granted for up to one year. For additional time, you must file another petition for extension. There is no guarantee of department funding after the fifth year.

REGISTRATION REQUIREMENTS FOR ALL DEGREES

MA-ENGLISH and MFA-CRWR Students
In order to have full-time registration status in a given semester, MA and MFA students must meet *one* of the following criteria:

- Take at least 5 credits of graduate-level coursework

- Take at least 8 credits of combined undergraduate and graduate coursework

- Take at least 1 master's thesis credit (ENGL 6959)

- Take at least one credit hour of Master's Candidate for Degree (ENGL 6949). This is only used when a student has met all requirements for graduation apart from their thesis defense.

PhD-ENGLISH Students
In order to have full-time registration status in a given semester, PhD students must meet *one* of the following criteria:

Prior to the Comprehensive Examination (C-Status):
- Take at least 5 credits of graduate-level coursework, or

- Take at least 8 credits of combined undergraduate and graduate coursework, or

- Take at least 1 doctoral dissertation credit during the semester of the Comprehensive Exam

After passing the Comprehensive Examination (D-Status):
- Take at least 5 doctoral dissertation credits

Graduate students may not register for more than 15 credits during any one semester. Please note that full-time enrollment requirements may vary for students receiving financial aid. Please visit the Office of Financial Aid for additional information.

RESIDENCY REQUIREMENT FOR ALL DEGREES

Students who have out-of-state residency status in their first year of study are required by the department to petition to have their status changed to in-state. For information on the petition process, deadlines, and requirements for in-state residence classification, contact the Tuition Classification Office. For more information, visit https://www.colorado.edu/registrar/students/state-residency/current.

Exceptions to this requirement are made for students who are not U.S. citizens or permanent residents, and who are thus ineligible for Colorado residency. In rare cases, the following students may also qualify for a domicile exception for tuition classification purposes:

- ASSET students
- Graduate students in the Western Regional Graduate Program
- Members of the Colorado National Guard, active-duty military members and honorably discharged veterans residing in Colorado
- Special immigrants and refugees
- U.S. Olympic athletes

Students who fail to obtain Colorado residency for the second year of study will be ineligible to hold a Graduate Part Time Instructorship (GPTI), Teaching Assistant (TA), Research Assistant (RA), or Graduate Assistant (GA) appointment. Students who are not granted in-state residency status will be billed at the out-of-state tuition rate.

GRADES AND QUALITY OF WORK

A graduate student is required to maintain at least a B (3.0) average in all work attempted while enrolled in the Graduate School, and a student must have at least a 3.0 overall average to receive a graduate degree. Grades earned for courses transferred from another institution are not included in the calculation of grade point average. Grades received in foreign language courses taken to fulfill the language requirement are not used by the Graduate School in calculating the GPA. Courses used for the fulfillment of graduate degree requirements may not be taken as pass/fail (exception for spring 2020 semester). Grades below C are not accepted for MA or MFA requirements, and grades below B- are not accepted for PhD requirements. Courses with a final grade of C, D, or F may be eligible for grade replacement. For more information, visit: https://www.colorado.edu/registrar/students/degree-planning/grade-replacement/policy.

Incomplete Grades

Grades of Incomplete (I) are discouraged, but an Incomplete may be assigned when all of the following conditions are met:

- The student asks the professor for the incomplete grade

- The student is unable to complete the coursework for reasons beyond his/her control

- The student has already completed a substantial amount of the coursework

If the request is granted, the instructor sets the conditions whereby the coursework will be completed. The instructor and student will sign a completed *Department of English Graduate Student Completion of a Grade of Incomplete Agreement* and return it to the Graduate Program Coordinator for approval by the Associate Chair for Graduate Studies. **Work for incomplete grades must be completed within one year**. Grades for incomplete work must be submitted by the instructor using the Registrar's online grade change workflow <u>before</u> the grading period concludes at the end of the semester when the work is completed. If a grade is not submitted within one year, an Incomplete will automatically convert to an F. Students may petition for an extension of the time to complete an Incomplete, with the endorsement of the instructor and the Associate Chair for Graduate Studies. The time frame and plan for completion must be included in the petition. The form is available on the English website: https://www.colorado.edu/english/current-students/graduates/forms-additional-information

IP Grades

Grades of IP (In Progress) are given for master's thesis or doctoral dissertation hours. Upon completion of the work and defense of the thesis or dissertation, the Graduate Program Coordinator will initiate the final grade report workflow. Your thesis advisor or dissertation director will assign a final grade for your dissertation hours. You will receive a copy of this grade report.

No Credit Courses

Graduate courses taken for no credit (NC) cannot be applied toward a graduate degree, are not calculated in the grade point average, and are not included in consideration of full-time or part-time status. Courses taken for no credit do not qualify for tuition remission if a student has a qualifying appointment. Although formally auditing a class is permitted, sitting in on a class as an informal observer is not allowed.

Academic Probation and Dismissal from the University

If your cumulative GPA falls below 3.0 at any time during your graduate career, you will be placed on academic probation. You will have two semesters in which to raise the cumulative GPA to 3.0 or above. If you have not done so after two semesters, you will be dismissed from the University, unless the Associate Chair for Graduate Studies or the Associate Chair for Creative Writing deems you have extenuating circumstances, in which case they will petition the Graduate School for you to be allowed to continue. If your GPA is at or below 2.5 at any point in your career, you may be dismissed immediately from the University, unless the Associate Chair for Graduate Studies or the Associate Chair for Creative Writing deems you have extenuating circumstances, in which case she or he will petition the Graduate School for you to be allowed to continue. A student on academic probation may not hold a teaching appointment (TA or GPTI) or research appointment (RA).

A Note on Civility

The English Department expects its graduate students to conduct themselves in a civil and professional manner. A pattern of unprofessional behavior may result in loss of funding or dismissal from the graduate program.

SPECIAL COURSEWORK, CREDIT, AND CIRCUMSTANCES

Independent Studies

An Independent Study is the equivalent of a graduate seminar conducted under the guidance of an individual member of the Graduate Faculty. It should involve a workload commensurate with a conventional seminar. It will not be approved if a course on the same or a similar topic is being offered, or if the proposed syllabus seems inadequate to graduate-level study or to the amount of credit proposed for the course. An Independent Study may be taken at the 5000-level (Master's students) or 7000-level (PhD students) for up to three credits and can be used to fulfill degree requirements. Students may take no more than six total credits of Independent Study. Internships or work as an instructor or grader may not be used for independent study credit. Independent Studies may be taken in the summer, but only during D term, which lasts all summer. Independent Study requires the approval of the Associate Chair for Graduate Studies or the Associate Chair for Creative Writing. Students must complete the *Independent Study Form* and submit it to the Graduate Program Coordinator before enrollment will be processed. To download the *Independent Study Form*, visit http://www.colorado.edu/english/current-students/graduates/forms-additional-information.

Transfer Credit

Transfer credit is defined as any credit earned at another accredited institution, credits earned on another campus of the CU system, or credits earned as a non-degree student within the CU system. The maximum amount of work that may be transferred to CU Boulder from another institution is 9 semester hours for MA-English students, 15 semester hours for PhD-English students, and 6 semester hours for MFA-Creative Writing students. Courses taken under the quarter system are converted to semester hours at the rate of 3 quarter-system hours = 2 semester-system hours. Graduate courses that were used toward an undergraduate degree will not be accepted for transfer. A course in which a grade of B- or lower was received will not be accepted for transfer. Credits may not be transferred until the student has completed 6 credits of graduate-level course work as a degree-seeking student on the CU Boulder campus with a 3.0 GPA.

To facilitate transfer of credit, a *Request for Transfer of Credit Form* must be completed and submitted to the Graduate School. Please consult the Graduate Program Coordinator for assistance with this process.

Leave of Absence

The Leave of Absence (LOA) Program enables students to take an approved, planned leave of absence for up to three semesters off, including summers, without having to apply for readmission to the University. The program guarantees the student's place in their current program upon return and allows access to certain benefits during absence. If a student takes a leave of absence without enrolling in the LOA Program, the student will be discontinued from the University and will have to reapply for admission. A student must be in good academic standing and have the approval of the Associate Chair for Graduate Studies and of the Graduate School. International students must receive approval from their international advisor before submitting the form. The Associate Chair can tell you if taking a LOA will impact any department funding you are receiving. **Taking a Leave of Absence does not extend your allowable time to degree.** Information is available at: http://www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence.

Support for Students Who Are Parents

Students who are pregnant or planning to adopt should consult the Associate Chair of their program and the Graduate Program Coordinator for supportive planning. A graduate student requesting Pregnancy and Parenting-Related Academic Adjustment and/or Paid Leave for Students on Appointment must have substantial parenting responsibilities. Substantial parenting responsibilities are defined as pregnancy, childbirth, care of a newborn or newly adopted young child. The child may be the student's child or that of a spouse or domestic partner. A graduate student caregiver designated as having substantial parental responsibility may be released from full-time graduate study and the associated academic requirements for up to 6 weeks after the birth or adoption of a child. Eligible graduate students on appointments (TAs, GAs, RAs, and GPTIs) will be excused from their duties for a period of up to six weeks immediately following the birth or adoption of a child. During this period, they will continue to receive their stipend, benefits, and associated tuition support. For additional information about the Graduate Student Pregnancy and Parenting-related Policy, visit: https://www.colorado.edu/graduateschool/policies-procedures/graduate-student-pregnancy-parenting-related-policy.

Please see *Department of English Nursing & Infant Care Room Usage Policy* in the Appendix for more information.

Support for Students Who Experience Medical & Family Emergencies

Graduate students who encounter extreme, unforeseen medical or family emergencies should contact the Associate Chair of their program and the Graduate Program Coordinator in order to determine the most appropriate course of action, which may include a Leave of Absence. In some situations, the Department of English may be able to reduce a student's teaching load from two courses (50%) to one course (25%) with no change in pay for one semester. Students are limited to a one-course reduction under this policy only once during their degree program. Students must maintain eligibility for teaching positions under the Graduate School Rules, including being enrolled as a full-time student and teaching at least 12 weeks in an academic semester. To apply, students should submit an application to the Associate Chair of their program.

<u>Restrictions</u>
- Students may receive an emergency one-course reduction one time during their degree program.
- Students must maintain eligibility for teaching positions under the Graduate School rules, including being enrolled as a full-time student and teaching at least 12 weeks in an academic semester.
- Students are generally expected to return to a full teaching load the semester following their one-course reduction.

Additional Resources:
- [Graduate School Emergency Aid Fund](#)
- [Medical Expense Assistance Fund](#)

Sick Leave

Per Regent Policy 11.E, employees paid monthly or hourly are eligible to accrue 0.034 hour of sick leave for every hour worked. Accrual begins on the first day of eligible appointment. An eligible employee who works part-time earns sick leave on a prorated basis. Accrual may not exceed six (6) days (48 hours) on July 1 of every year. Up to six (6) days (48 hours) of accrued sick leave may carry over from year to year.

<u>Usage</u>
Sick leave will be earned upon hire date and accrued at the end of each payroll cycle. An employee is not entitled to use more than six (6) days (48 hours) of sick leave annually.

<u>Compensation</u>
No compensation for unused sick leave shall be paid upon termination from the university.

<u>Process</u>
- Submit usage through the [Sick Leave Usage Form](#).
- HR Service Center Coordinators will follow up on requests to confirm usage.
- Employees need to record sick hours for the entire absence for tracking purposes. Employees will only be paid for hours accrued. Leave taken without sufficient sick leave will be unpaid.

More information is available on the [Human Resources website](#).

Provisional Admission

A student may have been admitted to the graduate program as a 'provisional' admit if their undergraduate GPA was below 2.75. If admitted as a provisional degree student, the student must complete 12 credit hours in the first two semesters of graduate study with a GPA of at least 3.25. Students may hold a fellowship during this probationary period but not a teaching appointment (TA, RA or GPTI).

ADVISING

MA-English

The Graduate Program Coordinator is the primary point of contact for all questions regarding course designations, degree requirements, and academic progress for all MA-English students. The Associate Chair for Graduate Studies also advises students on all aspects of the program, including funding, degree requirements, and course planning.

MFA-Creative Writing

The Graduate Program Coordinator is the primary point of contact for questions regarding degree requirements and academic progress for all MFA-Creative Writing students. The Associate Chair for Creative Writing also advises students on all aspects of the program, including funding, degree requirements, and course planning. The Associate Chair for Graduate Studies can advise MFA-Creative Writing students on basic aspects of the Creative Writing program.

PhD-English

The Graduate Program Coordinator is the primary point of contact for questions regarding graduation deadlines, degree requirements, and academic progress for PhD students who have not yet arranged to work with a Director (typically PhDs in their first year of study). The Associate Chair for Graduate Studies also advises PhD students who have not yet arranged to with work with a director on all aspects of the program, including funding, degree requirements, and course planning.

Preparation and Support for the Job Market

The Graduate Placement Officer advises and assists students who are preparing to go on the job market. They also hold workshops, host guest speakers, and conduct mock job interviews. Visit www.colorado.edu/english/sites/default/files/attached-files/informal_job_market_guide_2018-2019.docx_0.pdf for the *Informal Job Market Guide (2018-19)*. The department also maintains a resource library of texts related to professional and career development selected by faculty.

2024-2025 Graduate Placement Officer: Thora Brylowe

TEACHING RESOURCES

Departmental Teaching Policies and Procedures

The department publishes its *Teaching Policies and Procedures* each fall. It is very important that all graduate students who are teaching follow these policies closely, as they represent the University's and department's rules for how courses are to be conducted. Graduate students who fail to follow these procedures run the risk of not having their

teaching appointments renewed. A copy of the *Teaching Policies and Procedures* can be found at www.colorado.edu/english/current-students/graduates/forms-additional-information.

If a class is cancelled for **any** reason, you are **required** to email all students about the cancellation. You must also email the department before your class is scheduled to begin at engldept@colorado.edu.

Lead Graduate Teachers

Each year, several graduate students (one or two in Literature and one in Creative Writing) serve as Lead Graduate Teachers for the department. The Lead Graduate Teachers conduct pedagogy workshops for new teachers in the MA-English and MFA-Creative Writing programs. The Lead Graduate Teachers are available to consult with all graduate students on ways to improve their teaching.

2024-2025 Lead Literature GPTI: Brooks Mitchell (PhD)
2024-2025 CTL Lead Literature: Katie Henze (MA)
2024-2025 CTL Lead MFA: Hannah Olsson (MFA)

Center for Teaching and Learning

The Center for Teaching and Learning holds seminars, discussion sections, and events designed to help graduate students become better teachers. The program offers the Certificate in College Teaching, the Future Faculty Development Certificate, and the Pursuing Excellence in College Teaching Credential. For more information, see https://www.colorado.edu/center/teaching-learning/. Two graduate students within the Department of English work as formal liaisons with the Center for Teaching and Learning. CTL Leads provide information about the certificates and assist students in completing training requirements.

2024-2025 CTL Certificate Leads: Katie Henze (MA & PhD) and Hannah Olsson (MFA)

Advice for Teaching Problems

Graduate student instructors having difficulty dealing with undergraduate student issues (e.g., plagiarism or disruptive classroom behavior) and who are teaching a literature course, should consult with the Associate Chair for Graduate Studies. MFA students who are experiencing difficulty dealing with student issues, and who are teaching a creative writing course, should first consult the Associate Chair for Creative Writing. The Associate Chair for Undergraduate Studies and the Lead Graduate Teachers are also able to provide consultation on teaching matters. Resources and guidance for dealing with difficult classroom issues, including relevant policies and procedures, may also be found in the *Teaching Policies and Procedures for English Graduate Teachers.*

EMPLOYMENT AT THE UNIVERSITY

Workload Limits

Graduate students are eligible to work up to a 50% appointment (20 hours per week) at the university during the academic year. Students wishing to work more than 20 hours per week may petition the Graduate School for approval to work up to a 62.5% appointment (25 hours per week) during the fall and spring semesters. During the summer, graduate students may work up to a 100% appointment (40 hours per week). These limits include <u>all university employment</u>, including teaching appointments and hourly positions. Students whose employment totals more than 50% must apply for a special exemption through the Graduate School, and they must have the endorsement of the Associate Chair for Graduate Studies or Creative Writing. International students may be subject to additional employment restrictions and should contact International Student and Scholar Services (ISSS) for more information. Consult the Graduate Program Coordinator for assistance with the petition process.

Eligibility for Teaching Positions

Graduate students who hold teaching or research appointments must be: full-time students; may not have current provisional admit status; may not be on academic probation; and must be making adequate progress toward the degree. First-time teachers are required to attend the department's pedagogy training as a condition of their employment. In order to be eligible for teaching assistant positions, MA students are encouraged to attend the pedagogy workshops led by the Lead GPTIs during the fall semester. PhD students are required to enroll in the department's pedagogy course, *ENGL 5529 Studies in Special Topics: Teaching English,* in the spring semester of the first year of study. PhD students with significant prior teaching experience may petition the Associate Chair for Graduate Studies to be relieved of this requirement. If not registered for the spring pedagogy course, first year PhD Students are required to take the pedagogy workshops led by the Chair of the Graduate Teacher Training Committee in the spring semester.

Teaching Assistantships (TA)

This title is used for graduate appointees who supervise discussion and recitation sections, serve as class assistants, grade assignments, or perform comparable activities. MA-English and first year MFA-Creative Writing students are eligible for TA-ships. Some TA-ships involve considerable responsibility in the classroom, including a course section taught by the student. In those cases, faculty supervisors work closely with their TAs on syllabi, teaching strategies, and grading. TAs may hold either a 25% appointment or 50% appointment. Unless otherwise specified by the department, a 25% appointment is equivalent to 10 hours per week and one independently taught section or assisting/grading for a faculty member with 35-60 students in a lecture class.
A 50% appointment is equivalent to 20 hours per week and two independently taught sections or assisting/grading for a faculty member with 60-80 students in a lecture class. TA-ships provide a salary, a tuition waiver (5 credit hours per semester for 25% appointments or 9-18 credit hours per semester for 50% appointments), a contribution amounting to approximately 90% of the cost of the Gold Student Health Insurance Plan, and full coverage dental insurance.

Research Assistantships (RA)

This title is used for graduate appointees who are assigned to specific faculty members to perform a variety of research activities. RA-ships provide a salary, a tuition waiver (5 credit hours per semester for 25% appointments or 9-18 credit hours per semester for 50% appointments), a contribution amounting to approximately 90% of the cost of the Gold Student Health Insurance Plan, and full coverage dental insurance.

Graduate Part-Time Instructorships (GPTI)

Second and third year MFA students and PhD students are eligible for GPTI-ships. PhD GPTIs teach their own sections of undergraduate literature courses. MFA GPTIs teach their own sections of undergraduate creative writing courses. GPTIs may hold either a 25% appointment or a 50% appointment. Unless otherwise specified by the department, a 25% appointment is equivalent to 10 hours per week and one independently taught section or two recitation sections. A 50% appointment is equivalent to 20 hours per week and two independently taught sections or three recitation sections. GPTI-ships provide a salary, a tuition waiver (5 credit hours per semester for 25% appointments or 9-18 credit hours per semester for 50% appointments), a contribution amounting to approximately 90% of the cost of the Gold Student Health Insurance Plan, and full coverage dental insurance.

Appointments with Other Departments

In addition to graduate instructor and research assistant positions offered by the Department of English, many graduate students obtain teaching and/or research assistant appointments with other departments on campus. If you are interested in working outside of the department, contact the Graduate Program Coordinator for guidance. You can also consult the Graduate Assistantships Guidebook: https://www.colorado.edu/english/current-students/graduates/forms-additional-information.

When contacting each department, we recommend including a professional resume and a brief letter of interest describing relevant teaching and/or research experience. For doctoral students, accepting alternative funding from a source outside the department replaces the funding that would have been provided by English and does not extend the term of guaranteed funding beyond the first five years of study.

Office of Student Employment

The Office of Student Employment maintains an extensive list of hourly job opportunities for students at CU Boulder. If you are eligible for federal work-study funding, you may also search for available work-study jobs. To view open positions, visit http://www.colorado.edu/studentemployment.

STUDENT REPRESENTATION

English Graduate Student Council (EGSC)

The EGSC is comprised of elected student representatives who act as liaisons between their peers and the English Department by representing graduate student concerns at relevant faculty and Graduate Committee meetings, or by presenting those concerns to the Associate Chair for Graduate Studies or the Associate Chair for Creative Writing. They also plan social and academic events for graduate students in the department. If you have ideas, questions, or concerns about the department, they can make your needs known to the faculty leadership or administrative staff (anonymously if you so desire). Elections for the PhD-ENGLISH, MA-ENGLISH, MFA-CRWR representatives occur each spring for the following year. The EGSC representatives may be contacted by email at egsc@colorado.edu.

2024-2025 EGSC Representatives: Morgan Llewellyn (MA), Noah Mahoney (MA), Katie Henze (MA), Beau Farris (MFA), Anna Paige Wingfield (PhD), Cooper Casale (PhD), Hannah Blanning (PhD), Franklin Mitchell (PhD)

Graduate and Professional Student Government (GPSG)

The Graduate and Professional Student Government (GPSG) represents graduate and professional students at the University of Colorado Boulder. They support initiatives that empower graduate and professional students' ability to pursue their goals and promote actions that benefit their academic, professional, and socioeconomic well-being. They strive to establish and uphold the principles of shared governance, where graduate and professional students may be able to participate in all discussions regarding their condition as students, researchers, instructors, and employees. Visit https://www.colorado.edu/gpsg/ or email gpsg@colorado.edu for more information.

GRADUATE STUDENT & CAMPUS RESOURCES

The Graduate School publishes an extensive list of resources available to students attending CU Boulder. Resources include assistance for students in distress, physical and mental well-being, advocacy and conflict resolution, as well as opportunities to connect with other graduate students on campus. For information about support services available on campus, please visit: https://www.colorado.edu/graduateschool/academic-resources/campus-resources.

GRANTS, FELLOWSHIPS, AND AWARDS

The English Department has many sources of funding available to support conference travel, memberships in professional organizations, archival research, and dissertation and thesis writing. Apply frequently and with fervor. For a list of these resources, see

http://www.colorado.edu/english/current-students/graduates/graduate-scholarships-awards.

The Graduate School also offers many grants and fellowships:
www.colorado.edu/graduateschool/graduate-student-funding

The Center for Humanities and the Arts also offers grants:
http://www.colorado.edu/cha/opportunities/graduate-student-opportunities

Information about additional scholarship awards may also be found at:
www.colorado.edu/scholarships

GPTI Teaching Awards

The department is periodically asked by the Graduate School to nominate a GPTI for the GPTI Teaching Award, which carries with it a small cash prize. GPTIs must be currently teaching to be nominated. The application includes submission of teaching materials and letters of recommendation, along with class observations by the Award Committee. Nominations are made by the Associate Chair for Graduate Studies.

KEEPING IN TOUCH

E-mail

The university and the department consider your university e-mail address an official means of communicating with you. Be sure to check this address daily if you do not have it forwarded to a personal email account. You will also be subscribed to the department graduate student e-mail lists via your university e-mail address.

English Department E-mail Listservs

New graduate students will be added to listservs in August of their first year. Students will be removed from listservs within one month of graduation.

EGO Listserv (English Graduate Organization)
This e-mail listserv is for all English graduate students and is known as EGO. This list is used to communicate important information about deadlines, fellowships, job openings, housing opportunities, etc. Students may also use the list to announce events that are of interest to graduate students in the department. All students are subscribed with their colorado.edu e-mail addresses. Subscribers can email everyone on the list by sending a message to ego@colorado.edu.

ID Listserv (for MFA-Creative Writing Students)
The e-mail listserv for Creative Writing students is known as ID. This listserv is used to announce events, share news and opportunities, and discuss issues. All Creative Writing

students are subscribed with their colorado.edu e-mail addresses. Subscribers can email everyone on the list by sending a message to id@colorado.edu.

EGGY Listserv (For MA-Literature Students)
The e-mail listserv for Master's program students and faculty is known as EGGY. It is used to communicate news and events specific to this program. Subscribers can email everyone on the list by sending a message to eggy@colorado.edu.

ENGPHD listserv (for PhD-Literature Students)
This e-mail listserv is for PhD students and faculty and is known as ENGPHD. It is used to communicate news, events, funding opportunities, etc., specific to PhD students. Subscribers can email everyone on the list by sending a message to engphd@colorado.edu.

Department Website
The English Department website is www.colorado.edu/english. Look here for up-to-date information about courses, faculty, program requirements, forms, funding opportunities, and upcoming events, as well as for an annually updated version of this handbook. Handbooks, forms, and additional information can be found here: https://www.colorado.edu/english/current-students/graduates/forms-additional-information

Social Media

The English Department uses Facebook, Twitter, Instagram, and LinkedIn to connect with students, faculty, alumni, and community members. Check each site for information about upcoming events and department news.

Graduate Student Town Halls

Each academic year the Associate Chair for Graduate Studies holds a series of town hall meetings with graduate students. These meetings are an opportunity to share information and to discuss student concerns. Town hall meetings may be called to address specific issues or serve as a general forum for discussion.

Student Surveys

From time to time, the Department of English, the Graduate School, and CU Boulder will conduct student surveys. Students will be invited to share their experiences as English graduate students. The survey results are used to assess what is working well and to guide discussion about ways to enhance students' experience within the department.

Student Offices
Graduate student teachers may use the common spaces in Muenzinger D120 and D110. Cubicles and offices are shared. If you have any questions about booking cubicles for office hours, see the Graduate Program Coordinator in Muenzinger D110.

Mailboxes

Graduate students have mailboxes in Muenzinger D110. Faculty and staff mailboxes are also located in Muenzinger D110.

Photocopying & Printing

The department's photocopy machine is available for all graduate students and is located in Muenzinger D120. Use the photocopy machine for duplicating syllabi, paper assignments, and exams, <u>not</u> readings for students. Readings should be made available through Canvas. The department's printer is available for all graduate students. Students are encouraged to be conservative in their use of printed materials. See the copier guide in the Appendix for more information.

DEPARTMENT ADMINISTRATION, COMMITTEES, AND STAFF

Department Administration

Chair of the Department
Professor William Kuskin, William.kuskin@colorado.edu, Muenzinger D110
The Chair oversees departmental business and represents the department to the university administration and the general public.

Associate Chair for Graduate Studies
Associate Professor Laura Winkiel, laura.winkiel@colorado.edu, Muenzinger D148E
The Associate Chair for Graduate Studies supervises graduate matters including admissions, advising, and program requirements. She advises MA-English students as well as PhD students who have not yet chosen a dissertation Director. She also advises MFA-Creative Writing students on general matters involving department policy, financial aid, etc. She acts as Chair of the Graduate Committee, advises the Associate Chair for Undergraduate Studies about teaching appointments, and works with the department's Lead Graduate Teachers. You may wish to contact her to discuss your schedule, to get permission to do special course work, to discuss how you might fulfill your course or language requirements, to get general advice on choosing a faculty mentor, or on the direction of your research and writing.

Associate Chair for Creative Writing
Professor Marcia Douglas, marcia.douglas@colorado.edu, Stadium 262D (Gate 11)
The Associate Chair for Creative Writing supervises admissions and degree requirements for the MFA-Creative Writing programs, works with the Lead Graduate Teacher for Creative Writing, and advises MFA-Creative Writing students. You may wish to contact her to discuss your schedule, to get permission to do special course work, to discuss how you might fill your course or language requirements, to get general advice on choosing a faculty mentor, or on the direction of your writing. You may also contact her for assistance or advice addressing classroom issues for undergraduate Creative Writing students, including cases of disruptive student behavior and grade disputes.

Associate Chair for Undergraduate Studies
Associate Professor Emily Harrington, harrington@colorado.edu, Muenzinger D148E
The Associate Chair for Undergraduate Studies supervises all faculty and instructor assignments for teaching undergraduate literature courses and oversees all the course scheduling. She is also the primary advisor for all matters related to undergraduate literature course offerings, programming, and grievances that involve faculty members and instructors.

Department Committees

Graduate Committee
The Graduate Committee is a group of six department faculty who assist the Associate Chair for Graduate Studies in decisions about admissions, fellowships, and prizes. Faculty members serve two-year terms.

2023-2024: Laura Winkiel (ex officio & Chair), David Glimp, Karen Jacobs, Karim Mattar, Ben Robertson, John Stevenson

Creative Writing Committee
For Creative Writing, the equivalent of the Graduate Committee is the Creative Writing Committee whose members are the Creative Writing faculty. The Creative Writing Committee decides on admissions, scholarships, and specific prizes and awards.

2023-2024: Marcia Douglas (ex officio & Chair), Julie Carr, Jeffrey DeShell, Ruth Ellen Kocher, Stephen Graham Jones, Rajiv Mohabir, Elisabeth Sheffield

Department Staff

Graduate Program Coordinator
Rachel Canning, rachel.canning@colorado.edu, 303-942-6594, Muenzinger D110
The Graduate Program Coordinator works with the Associate Chairs of Graduate Studies and Creative Writing to facilitate the graduate admissions process and new student orientation. She also advises graduate students on degree and program requirements; maintains all graduate student records; administers all required language examinations; processes graduate student fellowships and teaching appointments; and enrolls graduate students for independent study and thesis or dissertation hours. She is the department liaison with the offices of the Registrar, Bursar, and Financial Aid as well as with the Graduate School for petitions, procedures, and all processes pertaining to degree and graduation requirements.

Undergraduate Program Coordinator
Bobby Balke, robert.balke@colorado.edu, 303-492-6434, Munezinger D110

The Undergraduate Program Coordinator works with the Associate Chairs of Undergraduate Studies, Graduate Studies, and Creative Writing to plan department course schedules and classroom assignments. He communicates and facilitates university and departmental policies, resources, and opportunities as they relate to undergraduate students. He serves as the department liaison for submission of final grades and grade changes, coordinates undergraduate student complaints, and is the primary point of contact for English Honors and undergraduate independent study applications. Contact him with issues related to academic dishonesty, grades, and student or instructor complaints; to make class related room requests; or to leave a message for the Associate Chair of Undergraduate Studies.

Manager of Finance and Operations
Holly Woodsome-Sroymalai, holly.woodsome@colorado.edu, 303-492-7382, Muenzinger D110
The Manager of Finance and Operations assists in departmental faculty matters and is the liaison for University financial matters, payroll, travel assistance, and event coordination. In the absence of the Graduate Program Coordinator, she may be consulted on issues pertaining to student appointments, funding, and Graduate School policies and procedures.

UNIVERSITY POLICIES

A listing of all Boulder campus policies can be found at
http://www.colorado.edu/about/policies.

CU Boulder Student Honor Code

As a student and as a teacher, you will need to familiarize yourself with the policies and procedures of the CU Boulder Student Honor Code, which was first implemented in fall 2002. These policies and procedures are too long to enumerate here; see https://www.colorado.edu/sccr/honor-code for the full code.

Graduate School Statement on Student Ethics

Students are expected to adhere to the highest codes of personal and professional ethics. Students who do not adhere to written guidelines regarding academic honesty or academic or research ethics may be dealt with according to the policies for academic dishonesty, academic ethics, or research misconduct as published in the appropriate Graduate School and University policy documents. Students found guilty of misconduct in any of these areas may have sanctions imposed or may be dismissed from CU Boulder.
http://www.colorado.edu/policies/

CU Boulder Code of Student Conduct

The campus University Code of Conduct is administered by the Office of Student Conduct and Conflict Resolution. To view the code, visit www.colorado.edu/policies/student-honor-code-policy.

CU Boulder Policy on Student Classroom and Course-Related Behavior

Students and faculty each have responsibility for maintaining an appropriate learning environment. Students who fail to adhere to behavioral standards may be subject to discipline. Faculty have the professional responsibility to treat students with understanding, dignity, and respect; to guide classroom discussion; and to set reasonable limits on the manner in which students express opinions.

Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by regent Laws and the Students' Rights and Responsibilities Regarding Standards of Conduct, the purpose of this policy is to clarify what constitutes disruptive behavior in the academic setting; what actions faculty and relevant Assistant/Associate Dean's offices may take in response to disruptive conduct; and the authority of the Office of Student Conduct and Conflict Resolution to initiate disciplinary proceedings against students for disruptive conduct. The full policy can be found at http://www.colorado.edu/policies/student-classroom-and-course-related-behavior.

CU Policy on Sexual Misconduct, Intimate Partner Violence, and Stalking

Sexual Misconduct, as defined below, may include forms of sex discrimination. The university prohibits sex-based discrimination and harassment, including discrimination based on sex as defined by Title IX, discrimination based on sex that falls outside of Title IX, and other forms of *sexual misconduct* as defined by this Policy. Any person who has experienced other forms of protected class discrimination and harassment that does not constitute *Sexual Misconduct* should also report it to the campus Office of Institutional Equity. The university is committed to providing an environment where all individuals can study and work free from sex discrimination.

It is critical to this commitment that anyone who may have been the target of or has experienced *Sexual Misconduct* feel free to report their concerns without fear of *retaliation*.

To foster a climate that encourages prevention and reporting of *Sexual Misconduct*, the university will engage in prevention efforts, educate the community, respond to all reports promptly, provide *supportive measures* when necessary to maintain the safety of the university environment, and recognize the inherent dignity of all individuals involved. The university shall provide fair and equitable processes to investigate and address complaints of *Sexual Misconduct* that provide fundamental due process.
For the full policy, see www.cu.edu/ope/aps/5014.

CU Policy on Conflict of Interest in Cases of Amorous Relationships

Amorous relationships will sometimes develop between members of the University community, whether faculty members, students, administrators, or staff. This policy requires that direct evaluative authority not be exercised in cases where amorous relationships exist or existed within the last seven years between two individuals, whether of the same or opposite sex. Problems often arise with amorous relationships in situations where one party is the supervisor and the other the supervisee. In such situations the integrity of academic or employment decisions may either be compromised or appear to be compromised. Further, amorous relationships between parties of unequal power greatly increase the possibility that the individual with the evaluative responsibility, typically a supervisor or a faculty member, will abuse her/his power and sexually exploit the student or employee. A relationship which began as consensual, may in retrospect be seen as something else by one or both of the parties. Moreover, others may be adversely affected by such behavior because it places the faculty member or supervisor in a position to favor or advance one student's or employee's interest at the expense of others and implicitly makes obtaining preferences contingent upon romantic or sexual favors. This policy, consequently, is intended to: (1) establish a reporting structure to protect participants in these relationships from violations of University conflict of interest guidelines; and (2) provide direction concerning how to terminate evaluative responsibilities between the two parties in the reported relationship.
For the full policy, see http://www.cu.edu/ope/aps/5015

CU Policy on Discrimination and Harassment

The University of Colorado Boulder ("CU Boulder") is committed to providing an inclusive environment where all individuals can achieve their academic and professional aspirations free from discrimination, harassment, and/or related retaliation based upon protected classes. CU Boulder prohibits *discrimination* and *harassment* on the basis of *protected class* status in admission and access to, and treatment and employment in, its educational programs and activities. For purposes of this CU Boulder policy, "*protected classes*" refers to race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, and political philosophy.

For the full policy, see www.colorado.edu/policies/discrimination-and-harassment-policy-and-procedures.

CU Boulder COVID-19 Updates & Resources

CU Boulder is continuously updating its information and guidance for the university community to address the changing status of COVID-19. The website is intended to provide information about COVID-19 and its impacts to CU Boulder, precautions that are being taken, prevention measures you can take, and current health orders. For all updates and resources, see https://www.colorado.edu/covid-19.

GRIEVANCES

Graduate School Grievance Policy and Procedure

The Graduate School Grievance Process and Procedure ("the Grievance P&P" or "P&P") establishes and describes the process through which graduate students can communicate concerns related to academic issues or academic conflicts, with the goal of ensuring that the student filing a grievance is better able to achieve academic success. This is a non-adversarial, non-judicial process. The rules of evidence, and any other rules that typically govern a criminal or civil court, are not applicable to the Grievance Procedure.

The Grievance P&P applies only to students enrolled in a graduate program at the University of Colorado Boulder. The Grievance P&P covers all CU Boulder graduate students and programs except for graduate students enrolled in the Leeds School of Business MBA program and the School of Law. Grievances covered by the Grievance P&P include problems related to academic issues, such as arbitrary, inconsistent, or capricious actions taken against a graduate student; deviations from stated grading and examination policies as they appear on syllabi, on assignments, or in departmental guidelines for graduate study; failure to provide in writing reasons behind termination or dismissal, either from the program or from employment or other support; unfair treatment related to graduate student appointments; unfairness in the application of graduate requirements or regulations; and in general any actions taken by a program that relate to graduate students and that hinder the student's ability to make normal progress toward the degree.

Individuals named in a grievance must be teaching or research faculty directly involved in the student's program of study.

The following issues *do not* fall under the jurisdiction of the Graduate School Grievance P&P: grade appeals; academic decisions rendered by a program that can be properly judged only by specialists with content-area expertise; allegations of sexual misconduct; protected class discrimination, harassment, retaliation. and/or conflict of interest in cases of amorous relationship; allegations of research misconduct, including unfair treatment in assigning joint authorship; allegations of unprofessional conduct on the part of teaching or research faculty; issues of Student Conduct; and any other allegations or issues that fall under the scope of a separate, specialized process outside of graduate programs and the Graduate School.

The full Graduate School Grievance Policy and Procedure can be found at: https://www.colorado.edu/graduateschool/sites/default/files/attached-files/grievance_process_and_procedures_2019_final_linked.pdf.

Grade Appeals
When a student believes that a grade has been improperly assigned, and discussions between the instructor and the student have not led to any resolution of the problem:

1. The student shall have the option of making a formal written appeal to the Department Chair. The appeal must specify the remedy desired by the student, and it must be submitted within 45 days of the end of the academic term in which the course was taken.

2. The Chair or designee will meet (together or separately) with the student and with the faculty member who taught the course. If the Chair/designee is unable to broker a solution mutually acceptable to both student and instructor, then:

3. The Chair shall appoint an ad hoc Grade Appeals Committee, which will review the dispute. This Committee shall consist of at least three impartial faculty members competent in the subject matter of the course in question. The Chair will provide the Committee with the student's appeal and a written response from the faculty member.

4. Within 45 days, the Committee will submit a report and recommendation to the Chair, and the Chair will recommend to the instructor either (1) that the originally assigned grade stand; or (2) that a new grade be assigned.

5. In cases where a change of grade is recommended and the instructor does not wish to accept the recommendation of their colleagues, the Chair shall forward the written materials associated with the appeal to the Arts and Sciences' Deans Office.

For the full policy, see catalog.colorado.edu/undergraduate/colleges-schools/arts-sciences/policies-requirements/#academicstandardstext.

CU Boulder Graduate Student Bill of Rights and Responsibilities
This document is a product of UGGS developed in conjunction with the Graduate School and the Boulder Faculty Assembly, as well as numerous other governing and advisory

bodies on the Boulder campus. The documents can be found at
www.colorado.edu/uggs/sites/default/files/attached-files/Graduate%20Student%20Bill%20of%20Rights%20and%20Responsibilities.pdf .

APPENDIX

MA-ENGLISH THESIS ACTION ITEM CHECKLIST

Year One

March of your first year
- ☐ Decide whether you plan to write a MA thesis.
- ☐ If pursuing the thesis option, choose a thesis director.

April – May of your first year
- ☐ Choose two additional committee members.
- ☐ Register for three MA thesis credits (ENGL 6959) for the fall semester. Contact the Graduate Program Coordinator to facilitate registration.

Year Two

August of your second year

> Work with your thesis director and committee to identify the topic you will write about and the timeframe in which you will submit drafts of your thesis. Start writing.

October of your second year
- ☐ Register for three MA thesis credits (ENGL 6959) for the spring semester. Contact the Graduate Program Coordinator to facilitate registration. Continue to work on your thesis and stay in communication with your director. Identify at least two other faculty to serve as members of your thesis examining committee. Your director can assist with this.

January – April of your second year

> Your thesis should be at least halfway complete by January. Continue writing and working with your committee and director. Provide your thesis director and your committee drafts for critique and feedback well before your anticipated defense date.

February of your second year
- ☐ Apply online to graduate by the published deadlines.
- ☐ Check the Graduate School's thesis defense deadlines so you can schedule your defense: https://www.colorado.edu/graduateschool/academic-resources/graduation-requirements
- ☐ Schedule a defense date that all your committee members can attend. A Doodle poll may help with this.
- ☐ Email the Graduate Program Coordinator the names of your committee members and the date of your thesis defense. The Graduate Program Coordinator will file a *Master Examination Report* with the Graduate School for approval of your committee members & will help you start the *Candidacy Application for an Advanced Degree*.

☐ Check the Graduate School's specifications for formatting requirements for all theses at https://www.colorado.edu/graduateschool/academic-resources/thesis-dissertation-specifications/specifications-preparation-masters-theses. Your thesis must be in this format when you submit it electronically to the Graduate School. It is required that all stipulated parts of the thesis (title page, signature page, abstract, table of contents, bibliography, etc.) be submitted. It is also suggested that students ask the Graduate School to pre-check the format of the thesis before submitting the final copy. To do so, email a copy of your thesis to gradinfo@colorado.edu.

At least <u>two weeks</u> prior to your defense
☐ Give your completed thesis to committee members in hard copy or electronic form, whichever is their preference.
☐ Initiate the Thesis Approval Form (TAF). The TAF must be uploaded as a supplemental file with the thesis in order for the submission to be complete. https://www.colorado.edu/graduateschool/content/thesis-approval-form

By end of April of your second year (check Graduate School website for the exact deadline)
☐ Submit your graduate thesis and your Thesis Approval Form to the graduate school electronically as a PDF file via ProQuest at http://www.etdadmin.com/colorado. Note that you have the option of Open Access publishing via ProQuest. Here are the fees:
Traditional publishing: Free
Open access publishing (optional in place of traditional): $95.00
Copyright registration (optional): $75.00

May of your second year
☐ Graduate!

MFA-CRWR THESIS ACTION ITEM CHECKLIST

Year Two

Fall of your second year
- ☐ Choose a thesis advisor from among the Creative Writing faculty.
- ☐ Register for three thesis hours for the spring semester.

January of your second year
> Work with your thesis advisor to identify the topic you will write about and the timeframe in which you will submit drafts of your thesis. Start writing.

April of your second year
- ☐ Register for three thesis hours for the fall semester.
- ☐ Continue writing and working with your thesis advisor.

Year Three

Fall of your third year
- ☐ Your thesis should be approximately 1/3 of the way done by the start of the semester.
- ☐ Continue writing and working with your Advisor.
- ☐ Register for three thesis hours for the spring semester.
- ☐ Select your two other committee members (one from Creative Writing faculty and one from Literature faculty).

Spring of your third year
- ☐ You should have your thesis at least 2/3 of the way done by the start of the semester.
- ☐ Continue writing and working with your advisor and committee.
  Provide your thesis advisor and committee drafts for critique and feedback well before your defense. You and your advisor will agree on a reading list which you may be questioned on at the defense.

February of your third year
- ☐ Apply online to graduate by the published deadlines.
- ☐ Check the Graduate School's thesis defense deadlines so you can schedule your defense: https://www.colorado.edu/graduateschool/academic-resources/graduation-requirements/masters-graduation-information/deadlines-masters-degree
- ☐ Schedule a defense date that all your committee members can attend. A Doodle poll may help with this.
- ☐ Email the Graduate Program Coordinator the names of your committee members and the date of your thesis defense. The Graduate Program Coordinator will file a

Master Examination Report with the Graduate School for approval of your committee members & will help you start the *Candidacy Application for an Advanced Degree.*

☐ Check the Graduate School's specifications for formatting requirements for all theses at https://www.colorado.edu/graduateschool/academic-resources/thesis-dissertation-submission. Your thesis must be in this format when you submit it electronically to the Graduate School. It is required that all stipulated parts of the thesis (title page, signature page, abstract, table of contents, bibliography, etc.) be submitted. It is also suggested that students ask the Graduate School to pre-check the format of the thesis before submitting the final copy. To do so, email a copy of your thesis to gradinfo@colorado.edu.

At least <u>two weeks</u> prior to your defense

☐ Give your completed thesis to committee members in hard copy or electronic form, whichever is their preference.

☐ Initiate the Thesis Approval Form (TAF). The TAF must be uploaded as a supplemental file with the thesis in order for the submission to be complete. https://www.colorado.edu/graduateschool/content/thesis-approval-form

By end of April of your third year (check Graduate School website for the exact deadline)

☐ Submit your graduate thesis and your Thesis Approval Form to the graduate school electronically as a PDF file via ProQuest at http://www.etdadmin.com/colorado. Note that you have the option of Open Access publishing via ProQuest. Here are the fees:
Traditional publishing: Free
Open access publishing (optional in place of traditional): $95.00
Copyright registration (optional): $75.00

May of your third year

☐ Graduate!

PHD-ENGLISH ACTION ITEM CHECKLIST

Years One and Two
First and second years – **Coursework**
- ☐ Complete 30 hours of coursework.
- ☐ Pass the foreign language exam given by English Department *or* provide transcripts to the Graduate Program Coordinator that show you have completed two language courses at the 2000-level.
- ☐ Work with the Graduate Program Coordinator to complete *Request for Transfer of Credit,* if applicable.
- ☐ Beginning your second year, file annual progress reports on October 31.
- ☐ Identify a faculty member to serve as dissertation director (year one).

Spring semester of your second year
- ☐ Choose your examining committee for your comprehensive exam.
- ☐ Work with your examining committee to prepare your prospectus and chose your reading lists.
- ☐ Register for at least one dissertation credit for the upcoming fall semester.

Year Three
Fall semester of your third year – **comprehensive exam**
- ☐ Continue working with your examining committee to finalize your prospectus and reading lists.
- ☐ Set a date by the end of the semester to take your comprehensive exam.
- ☐ Register for five dissertation credit hours for spring.
- ☐ Submit the annual progress report by October 31.

One month before your comprehensive exam
- ☐ Get reading lists approved by your committee.
- ☐ Turn in *PhD Reading List and Prospectus Approval Form* to the Graduate Program Coordinator.
- ☐ Complete all grades of Incomplete.

At least two weeks before your comprehensive exam
- ☐ Give list of your committee members to the Graduate Program Coordinator so they can file a *Doctoral Examination Report* with the Graduate School for approval of your committee members. If any committee members are not regular faculty, complete this step sooner.
- ☐ Provide copy of your Prospectus to all committee members.

After your comprehensive exam
- ☐ Turn in *Candidacy Application for an Advanced Degree* with help of the Graduate Program Coordinator.

Spring of your third year
- ☐ Choose your dissertation director and dissertation committee members (likely the same as your examining committee but they are not required to be the same).
- ☐ Turn in the first chapter of your dissertation to your dissertation committee by the end of the semester. Then meet with your committee to create a clear itinerary including deadlines for completing your dissertation.
- ☐ Register for five dissertation hours for the fall semester.

Year Four
Fall semester of your fourth year
- ☐ Continue writing your dissertation. Meet with your committee regularly to receive feedback and guidance.
- ☐ Register for five dissertation credit hours for spring.
- ☐ Submit the annual progress report by October 31.

Spring semester of your fourth year
- ☐ Continue writing your dissertation. Meet with your committee regularly to receive feedback and guidance.
- ☐ Register for five dissertation credit hours for fall.

Summer before your fifth year
- ☐ Consult with your director and the department placement officer and begin preparing your materials for the job market.

Year Five
February of your fifth year – **dissertation defense**
- ☐ Apply online to graduate by the published deadlines. Enter the exact title of your dissertation into the appropriate field on the application.
- ☐ Check the Graduate School's dissertation defense deadlines so you can schedule your defense accordingly: https://www.colorado.edu/graduateschool/academic-resources/graduation-requirements/doctoral-graduation-information/deadlines-doctoral-degree
- ☐ Schedule a defense date that all your committee members can attend. A Doodle poll may help with this. Contact the Graduate Program Coordinator to reserve a room on campus for your defense.

☐ Email the Graduate Program Coordinator the names of your committee members and the date of your thesis defense. The Graduate Program Coordinator will file a *Doctoral Examination Report* with the Graduate School for approval of your committee members. This must be filed by the published deadlines, and the Graduate Program Coordinator will advise you on this process. If any of your committee members are not regularly appointed English faculty, complete this step at least one month before your defense date.

☐ Check the Graduate School's specifications for formatting requirements for all dissertations at https://www.colorado.edu/graduateschool/academic-resources/thesis-dissertation-submission. Your dissertation must be in this format when you submit it electronically to the Graduate School. It is required that all stipulated parts of the thesis (title page, signature page, abstract, table of contents, bibliography, etc.) be submitted. It is also suggested that students ask the Graduate School to pre-check the format of the thesis before submitting the final copy. To do so, email a copy of your thesis to gradinfo@colorado.edu.

At least <u>one month</u> before your defense
    Give your completed thesis to committee members in hard copy or electronic form, whichever is their preference.

At least <u>two weeks</u> prior to your defense
    ☐ Give your completed thesis to committee members in hard copy or electronic form, whichever is their preference.
    ☐ Initiate the Thesis Approval Form (TAF). The TAF must be uploaded as a supplemental file with the thesis in order for the submission to be complete. https://www.colorado.edu/graduateschool/content/thesis-approval-form

By end of April of your fifth year (check Graduate School website for the exact deadline)
    ☐ Submit your dissertation and your Thesis Approval Form to the graduate school electronically as a PDF file via ProQuest at www.etdadmin.com/colorado. Note that you have the option of Open Access publishing via ProQuest. Here are the fees:
    Traditional publishing: Free
    Open access publishing (optional in place of traditional): $95.00
    Copyright registration (optional): $75.00

May of your fifth year
    ☐ Graduate!

Department of English Guidelines for Mentoring PhD Candidates

TIMELINE
1. Before Comprehensive Exam
   a. During the first year of study, PhD students will identify a faculty member to become their director.
   b. By fall of year 2, director and student should begin working on the lists and prospectus topic.
      i. **Reading Lists:** The two reading lists cover the following topics: ***Field***, or the broad context (historical, thematic, generic, technological, etc.) pertinent to your dissertation project; and ***Methods/Texts***, or literary and critical works germane to the project. Each reading list should comprise between 25 and 40 titles and one paragraph (up to 300 words) providing a rationale for this content. The Reading Lists should be approved by the director and examination committee and the *PhD Reading List and Prospectus Approval Form* submitted to the Graduate Program Coordinator at least one month before the exam.
      ii. **Prospectus:** The prospectus presents the proposed dissertation project in twenty-five pages or less, plus notes and bibliography. Twenty-five pages is the maximum length limit, and anything longer will be returned for editing. The prospectus should consist of three parts: 1) the topic, argument, and statement of scholarly contribution; 2) a description of the method and of existing relevant scholarship; and 3) a brief chapter-by-chapter summary. The bibliography should contain full citations of all works referenced in the prospectus and all of these titles should appear on one of the reading lists. The student must submit a final draft of the prospectus to all committee members two weeks prior to the date of the comprehensive exam.
   c. During year 2, other committee members should be identified. The examining committee will consist of five members: director, two English faculty members, a faculty member from another department of your choice, and the Associate Chair for Graduate Studies. If the Associate Chair for Graduate Studies is already a regular member of the committee, another English faculty member will serve in their place.
   d. Recommended: The committee, once formed, should converse over email or in person at least once before the students turn in the prospectus and lists to ensure that everyone is in agreement as to the research direction in which the student is heading. The director should take the initiative in scheduling these discussions.
   e. The students should meet with each member of their committee as they are forming their lists and prospectus idea. However, it is important that everyone remember that the director should be respected as the primary advisor for their student.
   f. One month before the exam, the reading lists must be approved and signed by the three English faculty members and the Graduate Director on the *PhD Reading*

List and Prospectus Approval Form. The Graduate Program Coordinator should be given the original document.

    g.   Two weeks before the exam, the final prospectus must be turned in to all committee members.

    h.   Recommended: Once the students have turned in their prospectus, it is advised that the committee converse over email or in person and without the student to be sure that everyone is ready to move forward. The director should take the initiative in scheduling these discussions.

2.   The Comprehensive Exam

    a.   The comprehensive exam should occur during the 5th or 6th semester of study.

    b.   The exam should take two hours. One hour should be dedicated to questions related to the two lists. The second hour should be dedicated to questions related to the prospectus. The DGS is responsible for keeping time.

    c.   During the questioning periods, each committee member should be given equal time for questioning (approximately 15 minutes each, as the Graduate Director does not generally participate in questioning). Recommended: committee members should prepare at least three questions in advance.

    d.   It is very important that the list of questions focus exclusively on texts included in these lists, though general knowledge of the field and close reading abilities can also be examined. Discussion about the prospectus can be more open-ended and can include comments and suggestions, as long as the committee member does not use more than their allotted period of time.

    e.   A passing vote from 3/5 of the committee members is necessary in order for the student to move forward. The exam can be re-taken only once (no later than six months after the first exam) with no changes to the committee or materials.

    f.   All committee members will sign the *Doctoral Examination Report*. The Director will also sign the bottom of the *Doctoral Examination Report* for comprehensive exam passed unconditionally, conditions placed, or unsatisfactory. The Graduate Program Coordinator should receive the original document.

3.   The Dissertation Writing Period

    a.   During the semester following the one in which the successful comprehensive exam was taken, the first chapter of the dissertation is due to the director and committee. The director, committee, and students will meet during this semester to discuss the first chapter and make clear writing goals moving forward. If there are problems with the project or approach, now is the time to identify them.

    b.   Recommended: The director and student should create a schedule for meeting. Most will want to meet 2-5 times per semester until completion.

    c.   Recommended: The director should help the student set clear writing goals for these meetings. There should be an agreed upon (but approximate) number of pages turned in prior to these meetings. It is not generally advised that Directors wait to hear form students. The pre-set schedule will help to keep the student on track.

d. Recommended: Directors should come to these meetings ready to discuss the pages turned in in advance. If the director can't get to the material in time, it is advised that the meeting be rescheduled.

e. Students should feel free to reach out the other committee members during the writing period, but they should remember that their director is the primary advice giver.

f. Recommended: Committees should meet (over email, in person, or via a web conference application such as Zoom) once a semester without the student to discuss the student's progress. The director should take the initiative in scheduling these discussions.

4. Dissertation Defense
   a. The dissertation defense should occur no later than the spring of the 5th year, unless extensions have been granted by the Graduate Director.

   b. One month prior to the exam, students should provide all committee members with the completed dissertation.

   c. At least one month prior to the exam, students must notify the Graduate Program Assistant of the defense date and committee members for the Doctoral Examination Report.

   d. At least two weeks prior to the exam, students must submit their Doctoral Defense Leaflet to the Graduate Program Coordinator.

   e. The defense should last 90 minutes (or longer if desired by the committee). Questions should be focused entirely on the dissertation.

   f. A passing vote of 4/5 committee members is required. If unsuccessful, the defense may be retaken once after completion of changes or additions determined by the committee. "Retaken" means that the second defense covers the same material and includes the same committee members as the first exam.

   g. On the day of the defense, all committee members will sign the Doctoral Examination Report. The director will also sign the bottom of the Doctoral Examination Report.

GENERAL GUIDELINES NOT COVERED ABOVE

1. The director should work out with the committee a regular schedule of teaching observations for the student over the course of their program so that committee members can advise students about pedagogy and also include an assessment of their teaching in recommendation letters when the students are applying for jobs.

2. PhD students are well aware that TT jobs in English are increasingly hard to come by, especially in Research One institutions. They would appreciate more opportunities to learn about "alt---ac" career paths. Anything that directors can do to help inform students of other opportunities and to advise them on possible alternative careers would be appreciated. Here are three texts that will be available in the English Department office:

> Susan Basalla and Maggie Debelius, *"So What Are You Going to Do with That?": Finding Careers Outside Academia* (Third Ed.)

Jane Y. Chin, *PhD [Alternative] Career Clinic*

Kathyrn E. Linder, *Managing Your Professional Identity Online, A Guide for Faculty, Staff, and Administrators*

Joseph Fruscione and Kelly J. Baker, *Succeeding Outside the Academy, Career Paths beyond the Humanities, Social Sciences, and STEM*

Students and directors should be aware of the graduate school's deadlines, which vary year to year: www.colorado.edu/graduateschool/academic-resources/graduation-requirements/doctoral-graduation-information/doctoral-deadlines

The Graduate School's *Graduate School Advising Agreement* is a supplemental strategy created to support the graduate student advisees' short and long-term goals, while also giving advisors tools to clarify expectations. This document serves as an agreement between the graduate student and their advisor. The agreement should be reviewed once a semester and/or once significant educational milestones have been met. This agreement should be modified and developed collaboratively throughout the advisee/advisor working relationship. https://www.colorado.edu/graduateschool/professional-development/mentoring/mentoring-resources

COPIER GUIDE

The copier is located in Muenzinger D120. It is open to ALL English students in the graduate program, including MAs, MFAs, and PhDs. If you need help, contact an English staff person in Muenzinger D110, or email engldept@colorado.edu.

Login
Press "Access" to reach login screen. Your login code is 1111. If you have any issues logging in, ask a staff person in Muenzinger D110 for assistance.

Loading Paper
There should be extra reams of paper in the storage compartment at the bottom of the copy machine. If you need more paper, please ask a staff member in Muenzinger D110. If there is an issue with the printer, DO NOT try to fix the printer yourself. Please let an English staff member know.

Printing
- USB printing
    - Login using your code
    - Insert USB device
        - The USB port is located on the right side of the machine behind the touchscreen.
    - Once you insert your USB device, the touchscreen will automatically give you a few options. Choose "Print from External Memory"
    - Select document on screen (best if PDF)
    - Press "Start"
- Direct Printing
    - Make sure your computer is connected to "UCB Wireless"
    - Go to the printer's IP address
        - Type: http://128.138.223.41 into your browser
    - Enter your login ID (1111), click login at bottom right
    - Once logged in, click "Direct Print" at top of page
    - Click "Choose File" (best if PDF)
    - Choose appropriate settings, then "OK"

Copying
- Loose-leaf Paper
    - Load in top feeder, face-up, top away from you
    - Go to "Finishing" for sorting and staples
    - "No. of Sets" is the number of copies you'd like to print
    - Set one or two-sided options
    - Press "Start"
- Books
    - Same as above, but place book on scanner bed
Scanning

You can scan in full color on the scanner bed.
- Note: If you are scanning multiple pages on the scanner bed (e.g. from a book) and want them to be emailed to you as a single file, make sure you select the "Separate Scan" option so that it is ON.

You can scan loose-leaf pages through the copy feeder.

There are two options for how you receive your digital file (scans will be sent to you as .PDF attachments):
- Scan to Email
    - Select the Scan option after logging in
    - Press "Direct Input" on the left side of the touchscreen
    - Enter your email address
    - Press "Start" to begin scanning
    - Press "Finish" to end scanning and send file
- Scan to USB
    - Insert USB device.
    - Select "Scan to Device"
    - Follow same steps as above