Graduate Student Handbook

Department of English
University of Colorado Boulder

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Welcome to the graduate program in English at the University of Colorado. We are delighted that you’ve 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 MFA in Creative Writing, the MA in Literature, 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 or the staff in the Office of Student Services. We’re here to help you make the very best of your time in Boulder.
MA-LITERATURE DEGREE REQUIREMENTS

Coursework

Students must take 30 hours of coursework (10 courses). At least 21 hours must be taken at CU Boulder. These courses must be 5000 level or above. Subject to approval by the Associate Chair for Graduate Studies, up to 6 hours of coursework may be taken in departments other than English. Students may earn the MA-Literature 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:

http://www.colorado.edu/GraduateSchool/academics/master_graduation_packet_non_thesis.html

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, below, for the official transfer of hours from another institution.

Required Courses

Intro to Literary Theory
Introduces students to current theoretical issues and practices.

Professionalization Proseminar
Introduces students to the current state of major fields in literary and cultural studies, and to graduate-level research methods, bibliography, and writing skills.

One course from each of the following four categories
If a course fills more than one category, you must choose which category the course will fill.

A. Formalisms: all aspects of genre, form, aesthetics, etc.

B. Technologies/Epistemologies: material developments and forms of knowledge from the history of the book to digital media to philosophical and scientific modes of knowledge

C. Bodies/Identities/Collectivities: writing on subjectivity, gender, race, class, sexuality, ethnicity

D. Cultures/Politics/Histories: literary periods to transnationalism; literary movements to cultural studies

Four Electives – may include courses from other departments.

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Distribution Requirement

MA-Literature courses should be distributed as follows:

1. Two courses before 1800 (in two different periods).
2. Two courses after 1800 (in two different periods).
3. One multicultural and/or postcolonial course (may overlap with req. 1 or 2).
4. One poetry intensive course (may overlap with req. 1 or 2).

Thesis Option

A master’s thesis is optional for the MA-Literature. Most MA-Literature students opt not to write one. If you wish to write a thesis, you will work with an individual faculty member on an independent study basis for two semesters. The master’s thesis is about 50-75 pages in length, and represents an original work that is supported by extensive research into primary and secondary sources. It includes an abstract and a bibliography.

Developing a thesis takes two semesters to research and write. You must register for 3 hours of master’s thesis credit during each of the two the semesters you are producing your thesis. A thesis committee consists of three faculty members: an advisor and two others. All must be members of the Graduate Faculty.

A thesis defense must take place before the semester’s deadline for completing defenses (see the Graduate Program Assistant for details). You must give your completed thesis to your entire committee and file an examination report at least two weeks in advance of your defense. The defense is an oral examination of the thesis. It lasts about an hour. All committee members must be present. A positive vote from at least two of three 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.

Language Requirement

Students earning the MA in Literature must complete a foreign language requirement demonstrating proficiency in one foreign language by taking the appropriate exam administered each semester by the English department. In some cases, students may be asked to make independent arrangements for such an exam.

Candidacy and Diploma Applications for MA-Literature Degrees

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. This form is available from the English Department’s Graduate Program Assistant. The Candidacy Application confirms that all degree requirements have been completed by the end of the semester, and must be approved by the Associate Chair for Graduate Studies. Return all forms to the Graduate Program Assistant for signatures and submission to the Graduate School.
All planning to graduate must **apply online to graduate.** To do this, logon in to myCUinfo.colorado.edu. On the “Student” tab, select the “Apply for Graduation” link under Academic Resources. The form must be completed whether or not you plan to attend ceremony.

**Thesis submission and format for MA-Literature Degrees**

The final copy 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:

   [http://www.colorado.edu/GraduateSchool/academics/master_graduation_packet_thesis.html](http://www.colorado.edu/GraduateSchool/academics/master_graduation_packet_thesis.html)

It is required that all parts of the thesis stipulated (title page, signature page, abstract, table of contents, bibliography, etc.) be submitted. It is also suggested that the Graduate School pre-check the format of the thesis before submitting the final copy. Contact Graduate Student Services via email: gradinfo@colorado.edu or by calling at 303-492-8220.

**Time to Degree for MA-Literature degrees**

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 Associate Vice Chancellor for Graduate Studies. 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 take 45 hours of coursework (15 courses). At least 21 hours must be taken at CU Boulder. Subject to approval by the Associate Chair for Creative Writing, up to 6 hours of coursework may be taken in departments other than English. Coursework must be taken in the following areas. 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.

- 4 courses (12 hours) of writing workshops (fiction, nonfiction, poetry, publishing).
- 4 courses (12 hours) in literature.
- 2 courses (6 hours) in two of the following: Studies in Poetry; Studies in Fiction; Studies in Literary Movements.
- 2 courses (6 hours) of electives.*
- 9 hours of credit for thesis writing. Thesis hours may not be taken the first year.

*Two electives – may include courses from other departments.

THESIS

All MFA-Creative Writing students must complete a thesis as part of the degree requirements. The thesis should be a book of poetry, of short stories, of literary/creative non-fiction, or a substantial portion of a novel, a play, or a screenplay. It may also be a combination of these genres. The suggested length is 70 pages, but a thesis of fewer than 70 pages may be approved by the thesis committee. 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 (one to one-and-a-half pages) that states the writer’s views and explains how the thesis reflects those views.

It takes at least two semesters to plan and write a master’s thesis in Creative Writing. You must register for at least 4 hours of master’s thesis credit during the semesters you are writing your thesis. MFA-Creative Writing students take a total of 9 thesis hours. The student should select a committee of three (the advisor, who is a Creative Writing faculty member; one other Creative Writing faculty member; and a faculty member in literary studies) during the semester prior to that in which she or he will defend the thesis. A rough draft of the thesis should be made available to the advisor between the middle and the end of the semester prior to that in which the thesis defense will be held, so that problems may be discussed at an early enough date to enable the student to work on them. The advisor will work with the student during both semesters, advising on length of manuscript, suggestions for improvement, and general compilation. The advisor and the student will also agree on a reading list on which the student may be questioned at the defense.
A thesis defense must take place before the semester’s deadline for completing defenses (see the Graduate Program Assistant for details). You must give your completed thesis to your entire committee and file an examination report at least two weeks in advance of your defense. The defense is an oral examination of the thesis that lasts about an hour's length. Committee members must be present. A positive vote from at least two of three 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.

All MFA-Creative Writing students must register for a total of 9 thesis hours before completing the degree. These hours may be taken in one or more semester, but they must represent time actually spent writing the thesis, under the supervision of your advisor.

**Language Requirement**

Students earning the MFA in Creative Writing must complete a foreign language requirement, either before or after enrolling at CU Boulder, in one of the following ways:

- 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 course work at another institution, the Student Services Office will need a record of that fact in your file if not part of your original application.

- Complete a foreign language requirement demonstrating proficiency in one foreign language by taking the appropriate exam administered each semester by the English department. In some cases, students may be asked to make independent arrangements for such an exam.

- Present other evidence of competence in a foreign language to the Associate Chair for Graduate Studies. In most cases, this other evidence consists of native or near-native command of a language; a written examination may be administered to confirm such fluency. Completion of only freshman-level language courses does not qualify as evidence of competence.

**Candidacy and Diploma Applications for MFA degrees**

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. This form is available from the English Department’s Graduate Program Assistant. The Candidacy Application confirms that all degree requirements have been completed by the end of the semester, and must be approved by the Associate Chair for Graduate Studies. Return all forms to the Graduate Program Assistant for signatures and submission to the Graduate School.

All planning to graduate must apply online to graduate. To do this, logon in to myCUinfo.colorado.edu. On the “Student” tab, select the “Apply for Graduation” link under Academic Resources. The form must be completed whether or not you plan to attend ceremony.
Thesis submission and format for MFA degrees

The final copy 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:

http://www.colorado.edu/GraduateSchool/academics/master_graduation_packet_thesis.html

It is required that you include all parts of the thesis 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. Contact Graduate Student Services via email: gradinfo@colorado.edu or by calling at 303-492-8220.

Time to Degree for MFA degrees

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 Associate Vice Chancellor for Graduate Studies. Such petitions must first be submitted for endorsement to the Associate Chair for Graduate Studies. Extensions may be granted for up to one year.
PhD DEGREE REQUIREMENTS

The PhD program is a five year curriculum that comprises a language requirement and three basic components: coursework, a Qualifying Examination, and a dissertation. PhD students receive five years of funding to complete this curriculum. By the end of the second semester of study, you should form an Advisory Committee consisting of three members of the Graduate Faculty. The Advisory Committee will provide guidance in preparing for the Qualifying Exam and writing the dissertation.

Coursework (years 1 and 2)

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. The sole requirement for coursework for the PhD is that students take a minimum of 30 credits of graduate study at the University of Colorado (up to 21 of which can be transfer credits). These courses must be 5000 level or above. Plan your coursework in close consultation either with the Associate Chair for Graduate Studies or your Advisory Committees. Your first and second years in the PhD program are usually dedicated to coursework.

Language Requirement

PhD students must complete a foreign language requirement demonstrating proficiency in one foreign language by taking the appropriate exam administered each semester by the English department. Work in some areas may require proficiency in more than one language as determined by a student’s Advisory Committee. In some cases, a student may be asked to make independent arrangements for such an exam.

Qualifying Examination (year 3)

The Qualifying Examination is a two-hour oral exam on two Reading Lists and a Dissertation Prospectus produced in consultation with all members of a candidate’s Advisory Committee.

Reading Lists concern the following topics: Field, or the broad context (historical, thematic, generic, technological, etc.) pertinent to your dissertation project; and Methods/Texts, methodological, literary, and critical works germane to the project. Each reading list should comprise between 25 and 40 titles and a paragraph (about 300 words) providing a rationale for this content.

The Prospectus describes a dissertation project in 8 to 10 pages and should include a methodological overview, an account of relevant scholarship, a brief chapter-by-chapter summary, and a bibliography of 25 to 40 titles. It is due to the Advisory Committee for preliminary evaluation two weeks prior to the date of the Qualifying Exam. The dissertation project, which should be work of professionally viable scholarship, will typically take the form of a monograph, but it may also contain such innovative elements as practice based research, curatorial or Internet exhibition, fieldwork, etc.

The first chapter or equivalent of the dissertation project is due to the Advisory Committee no later than three months after passing the Qualifying Exam. The candidate and full Committee will then meet to discuss it and create a clear itinerary for completing the project. The graduate program will
offer an annual dissertation project workshop to assist PhD candidates in crafting their first chapters or equivalents.

Failure either to schedule and pass the Qualifying Exam or submit the first installment of the dissertation in a timely manner will result in withdrawal of teaching support and suspension from the PhD Program. An unsuccessful exam may be retaken once only, within six months.

You must complete the language requirement and any incompletes before scheduling the Qualifying Exam. At least two weeks before taking your exam, you must submit to the Graduate Program Assistant a Candidacy Application for an Advanced Degree and the Doctoral Exam Form listing the committee members who all must be pre-approved by the Graduate School before your exam. These forms are available on the Graduate School website:

http://www.colorado.edu/GraduateSchool/academics/index.html#academicforms

Upon passing the Qualifying Exam, you will advance to PhD Candidacy, allowing you to apply for dissertation fellowships and other internal funding.

Dissertation (years 4 and 5)

The dissertation project is a work of original scholarship that makes a significant contribution to a given field. It is written in close consultation with the student’s Advisory Committee. It should be between 250 and 350 pages long, the length of a scholarly monograph. In some instances it can combine critical and creative elements, but the finished dissertation should resemble the best work in its field. Plan to complete it during the fourth and fifth years in the PhD Program.

A PhD student must complete at least 30 dissertation hours to receive the degree. Dissertation hours may be taken in any semester, including before the comprehensive examination is passed. However, no more than 10 credit hours taken before the semester in which the comprehensive examination is passed will count toward the 30 dissertation hours required for the degree.

Dissertation Defense

In the spring of the fifth year, you should schedule a dissertation defense: an oral examination and discussion lasting about 90 minutes. Your advisory committee is consists of four (4) faculty members from with the department, along with one (1) outside member chosen from the Graduate Faculty of another department conducts the defense. A positive vote of at least four examiners is required to pass the defense. If unsuccessful, the defense may be rescheduled once, after completion of changes or additions determined by the committee. 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 and a Doctoral Defense Leaflet (which includes a dissertation abstract) with the Graduate School at least two weeks prior to your defense. All Doctoral graduation requirements and forms including deadlines, can be found at:

http://www.colorado.edu/GraduateSchool/academics/doctoral_graduation_packet.html
Dissertation submission and format

The final copy of the dissertation must be submitted to the Graduate School by the applicable deadline for that semester, and must comply with the Graduate School’s specifications for theses and dissertations. A downloadable MS Word document lists all of the specifications by clicking on the #9, “Thesis Specifications and Submission Information” from the Graduate School website through the following link:

http://www.colorado.edu/GraduateSchool/academics/thesis_sub.html

It is required that you include all parts of the thesis 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. Contact Graduate Student Services via email: gradinfo@colorado.edu or by calling at 303-492-8220.

Time to Degree

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 Associate Vice Chancellor for Graduate Studies. The dissertation director and the 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.

Annual Report for PhD Students

PhD students in their second year or 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 your dissertation project and the steps taken to advance it (courses, research, prospectus, etc.). Students without current reports on file cannot be considered in good standing. Forms are available from the Graduate Program Assistant, and should be submitted via email to the Graduate Program Assistant or to the Associate Chair of Graduate Studies.

Dissertation Hours for PhD Students

Beginning with the semester following the passing of 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 5 dissertation hours in the spring and fall semester of each year.

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 registration for 3 rather than the minimum of 5 dissertation credit hours. Off-campus status is considered part-time
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. The department must petition the Dean of the Graduate School to waive this requirement.

A PhD student must be registered for a minimum of 5 dissertation hours in the semester (including summer semester) in which the dissertation defense is held.
REGISTRATION REQUIREMENTS FOR ALL DEGREES

FULL-TIME STATUS – GRADUATE SCHOOL REQUIREMENTS

*MA-LiT 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
- Take at least one hour of ‘Master’s Candidate for Degree’

*PhD students*

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

*Before passing the comprehensive examination:*

- Take at least 5 credits of graduate-level coursework
- Take at least 8 credits of combined undergraduate and graduate coursework
- Take at least 1 doctoral dissertation credit during the semester of the comprehensive exam

*After passing the comprehensive examination:*

- Take at least 5 doctoral dissertation credits

RESIDENCY REQUIREMENTS FOR ALL DEGREES

Students who have out-of-state residency status in their first year of study are required by the department petition to have their status changed to in-state. For information on the petition process, deadlines and requirements for in-state residence classification, contact information in the Tuition Classification Office and downloadable petition forms, see:

http://registrar.colorado.edu/students/tuition_petition_instructions.html#deadlines

*Important:* Exceptions will be made only for students who are not United States citizens or permanent residents, and who are thus not eligible for Colorado residency. **Failure to apply for Colorado residency for your second year of study will make you ineligible to hold a GPTI or TA appointment.**
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 or 7000 level for up to four credits, and it can fulfill degree requirements. See the Graduate Program Assistant for an application. You may take no more than 6 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.

Coursework outside the English Department

Any graduate courses taken outside the English Department will normally be approved for elective credit toward the MA-Literature and MFA-Creative Writing coursework requirements, or for the PhD coursework requirement, but consult the Associate Chair for Graduate Studies (MA-Literature and PhD) or Associate Chair for Creative Writing (MFA-Creative Writing) before finalizing your plans.

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 is 9 semester hours for MA-Literature students, and 21 semester hours for PhD students. MFA-Creative Writing students cannot transfer credits from another institution. 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 counted 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. Credit 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.

Time Off Program

The Time-Off Program is only for Graduate, Law and MBA students. Time-Off is an approved, planned leave of absence for up to three semesters off, including summers, without having to re-admit 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 Time-Off Program, the student will be discontinued from the University and will have to reapply. You must be in good academic standing and have the approval of the Associate Chair for Graduate Studies and of the Graduate School. Taking a Time Off does not extend your allowable time to degree). A nonrefundable $50 application fee is charged for the Time-Off Program. Information is available at [http://www.colorado.edu/registrar/withdrawals/time-program](http://www.colorado.edu/registrar/withdrawals/time-program).

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Provisional Admission

You may have been admitted to the graduate program as a ‘provisional’ admit if your undergraduate GPA was below 2.75. If you are admitted as a provisional degree student, you must complete 12 credit hours in your first 2 semesters of graduate study, with a GPA of at least 3.25. During this probationary period, you may hold a fellowship, but not a teaching appointment (TA or GPTI).

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. Grades earned for courses transferred from another institution are not included in the calculation of grade point average. Courses used for graduate degree requirements may not be taken pass/fail. Grades below C are not accepted for MA requirements, and grades below B- are not accepted for PhD requirements. Courses with a final grade of C, D, or F may be repeated once, upon petition by the Associate Chair for Graduate Studies to the Graduate School.

Incomplete (IF) Grades

Incompletes are discouraged. Grades of IF (Incomplete-Fail) may be assigned when the following conditions are met:

- The student asks the professor for the incomplete grade
- The student is unable to complete the course work for reasons beyond his/her control.
- The student completes 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, Contract to Fulfill an Incomplete Agreement” and return to the Graduate Program Assistant 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 on a Change of Record Form, signed by the professor, before the grading period is complete during the semester one year beyond the original term of registration. If a grade is not submitted before this deadline, an IF will convert to an F. Students may petition for an extension of the time to complete an IF, 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.

IP Grades

Grades of IP (Incomplete-Pass) are given for master’s thesis or doctoral dissertation hours. Upon completion of the work and defense of the thesis or dissertation, a final grade card assigning a letter grade for those hours is submitted by your thesis/dissertation advisor.

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.
**Academic Probation and Dismissal from the University**

If your cumulative GPA falls below 3.0, you will be placed on academic probation. You 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 he or she 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.

**A Note on Civility**

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

**EMPLOYMENT AT THE UNIVERSITY**

**WORKLOAD LIMITS**

Graduate students are eligible to work up to a 50% (20 hours per week) appointment at the university during the academic year. They may work up to 100% (40 hours per week) during the summer. This eligibility includes all university employment, including teaching appointments and hourly positions (e.g., working in the library or elsewhere on campus). Students whose employment totals more than 50% must apply for a special exemption through the Graduate School, and must have the endorsement of the department’s Associate Chair for Graduate Studies.

**ENGLISH DEPARTMENT POSITIONS**

**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.

**Teaching Assistantships (TA)**

This title is used for graduate appointees who supervise discussion and recitation sections, serve as class assistants, or perform comparable activities. MA-Literature and MFA-Creative Writing students are eligible only 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 the TAs on syllabi, teaching strategies, and grading. TAs may hold either a 25% appointment (10 hours per week = one independently taught section, or two recitation sections) or
a 50% appointment (20 hours per week = two independently taught sections, or three recitation sections). TA-ships carry a salary; a tuition waiver of 5 credit hours per semester for 25% appointments, or 9-18 credit hours per semester for 50% appointments; and effective Fall of 2014 a contribution to student health insurance of $1525 towards the Student Gold Insurance Plan.

**Graduate Part-Time Instructorships (GPTI)**

This title is used for graduate appointees who already hold the MA or its equivalent, and who have considerable experience in classroom teaching in comparable classes at the university level. Only PhD students are eligible for GPTI-ships. GPTIs teach their own sections of undergraduate literature courses. GPTIs may hold either a 25% appointment (10 hours per week = one section) or a 50% appointment (20 hours per week = two sections). GPTI-ships carry a salary; a tuition waiver of 5 credit hours per semester for 25% appointments, or 9-18 credit hours per semester for 50% appointments; and effective Fall of 2014 a contribution to student health insurance of $1525 towards the Student Gold Insurance Plan.

**Research Assistantships (RA)**

This title is used for graduate appointees who are assigned to specific faculty members to perform a variety of research activities. They may be paid on an hourly basis or in terms commensurate with a GPTI, depending on the circumstances of appointment.

**TEACHING RESOURCES**

**DEPARTMENTAL ACADEMIC POLICIES AND PROCEDURES**

The department publishes its Academic Policies and Procedures each fall, and copies are given to all teaching personnel, including faculty, GPTIs, and TAs. 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 Department of English Academic Policies and Procedures can be found at:


**GRADUATE TEACHER TRAINING COMMITTEE**

The Graduate Teacher Training Committee’s duties include: supervising pedagogy training seminars and workshops; supervising TA’s and GPTI’s; advising graduate students on teaching matters; and supervising the department’s Lead Graduate Teachers. The committee will further define its mission as the school year progresses. The committee members for 2014-2015 are Professors Martin Bickman, Jeremy Green, Richelle Munkhoff, and Mark Winokur. Ex-officio members are: Professors Paul Youngquist and Elisabeth Sheffield.
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. Along with acting as the liaisons between the department and the campus’s Graduate Teacher Program (see below), the Lead Graduate Teachers conduct pedagogy workshops, one for new teachers in the MA-Literature and PhD program, the other for new teachers in the MFA-Creative Writing program. The Lead Graduate Teachers are available to consult with all graduate students on ways to improve their teaching. The Lead Graduate Teachers for 2013-2014 are:

Allison Shelton (PhD)  Allison.shelton-1@colorado.edu
Stephanie Couey (CRWR-MFA)  Stephanie.couey@colorado.edu

GRADUATE TEACHER PROGRAM

The campus’s Graduate Teacher Program holds seminars, discussion sections, and events designed to help graduate students become better teachers. The Program offers Graduate Teacher Certification (not to be confused with a K-12 teaching certificate) for graduate students who complete a set of requirements including workshop attendance, faculty consultation, classroom videotaping, and final assessment. For more information, see: http://gtp.colorado.edu/.

GRANTS, FELLOWSHIPS, AND PRIZES

The English Department has many sources of funding available to support conference travel, archival research, and dissertation writing. Apply frequently and with fervor. For a list of these resources, see http://english.colorado.edu/graduates/current-graduate-students/graduate-awards-funding-etc/

The Graduate School also offers many grants and fellowships: http://www.colorado.edu/GraduateSchool/funding/awards.html#travel

The Center for Humanities and the Arts grants: http://www.colorado.edu/ArtsSciences/CHA/grants/

We are happy to help you submit the most compelling possible proposals to any of these sources. Graduate Student Research and Creative Work Awards are given once a year to graduate students with unusually distinguished records, including, for example, significant publications of research or creative work. The competition is campus-wide. Normally the prizes are one first prize of $1000, and two second prizes of $500 each. The department may nominate one student per year, early in the Spring semester. If you feel that your record qualifies you for a nomination for this award, speak to the Associate Chair for Graduate Studies.
GPTI Teaching Awards

The department may nominate one GPTI per year for the GPTI Teaching Award, which carries with it a small cash prize. Ten campus-wide awards are made annually. GPTIs must be currently teaching in order to be nominated. The competition 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, in consultation with the Associate Chair for Undergraduate Studies, in the Fall of each year.

STUDENT REPRESENTATION

Graduate Student Representatives

The department’s PhD, MA-Lit and MFA-CRW representatives act as liaisons between graduate students 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. 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 department (anonymously, of course, if you so desire). Elections for the MA-Literature and PhD representatives occur each spring for the following year. The Director for the Creative Writing Program accepts applications for the MFA-CRW Lead TA each Spring.

Departmental representatives for 2015-2016 are:

PhD Representatives
Melanie Lo  Melanie.lo@colorado.edu
Josette Lorig  Josette.lorig@colorado.edu

MA-LIT Representatives
Dillon Mader  Dillon.mader@colorado.edu
Maite Urcaregui  Maite.urcaregui@colorado.edu

CRWR-MFA Representatives
Morgan Goad  morgan.goad@colorado.edu
Stephanie Couey  Stephanie.couey@colorado.edu

UNITED GOVERNMENT OF GRADUATE STUDENTS (UGGS)

The United Government of Graduate Students (UGGS) represents the graduate and professional students at the university. UGGS provides a graduate voice in university decision-making, pursuing such issues as student fees, financial aid, graduate student employment, health care, child care, and more. UGGS members work with administrators, faculty, and other student groups, and they serve on university committees. UGGS also organizes events that give graduate and professional students the opportunity to learn about the university and diversify their academic experience by meeting people from other disciplines. These events include a new student orientation, a fall picnic, and a round table dinner. UGGS provides various services to graduate and professional students, such as teaching assistant awards and limited student group funding.

Graduate students in the English Department elect a representative or co-representatives to UGGS each spring.
KEEPING IN TOUCH

E-mail

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

English Department Email Lists

The EGO (English Graduate Organization) Listserv
The Graduate Program Assistant maintains an e-mail listserv for all graduate students in the department: EGO@lists.colorado.edu. 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.

The ID Listserv (for MFA-Creative Writing Students)
The Graduate Program Assistant maintains an e-mail listserv for Creative Writing students and faculty, known as ID Listserv. This listserv is used to announce events and discuss issues. If you are subscribed to the list, you may send e-mail to the list by addressing it from the account under which you are subscribed by sending it to id@lists.colorado.edu. All Creative Writing students are subscribed with their colorado.edu e-mail addresses.

Department Website
The English Department website is http://english.colorado.edu. Look here for up-to-date information about courses, faculty interests, and upcoming events, as well as for an annually updated version of this handbook.

Photocopying
The department’s photocopy machine is available for graduate student teachers. Use the photocopy machine for duplicating syllabi, paper assignments, and exams, not readings for students. Readings should be placed on D2L. See the department receptionist in Hellems 101 to set up access.

Student Offices
Graduate student teachers are assigned offices primarily in the basement of Hellems or in the office suite located in the Stadium. Cubicles and offices are shared. If there is a problem with your cubicle/office assignment, see the receptionist in Hellems 101.

Mailboxes
All graduate students, with the exception of those who currently live out of state, have mailboxes in the English Department Office (Hellems 101) Business Center. The mailboxes are listed alphabetically in two groups: faculty and adjunct faculty; and all graduate students.
ADVISING

Advice for Teaching Problems
If you are having problems with one of your students (e.g., plagiarism or disruptive classroom behavior), first consult with the Associate Chair for Undergraduate Studies. The Associate Chair for Graduate Studies, the Associate Chair for Creative Writing, the Graduate Teacher Training Committee, and the Lead Graduate Teachers are also happy to provide consultation on teaching matters.

MA-Literature
The Associate Chair for Graduate Studies is the head advisor for all MA-Literature students. Students are also assigned a peer advisor during orientation. The Associate Chair for Graduate Studies is able to advise students about basic elements of the program (degree requirements, etc.).

MFA-Creative Writing
The Associate Chair for Creative Writing is the advisor for all MFA-Creative Writing students. The Associate Chair for Graduate Studies is also able to advise MFA-Creative Writing students about basic elements of the program (degree requirements, etc.).

PhD
The Associate Chair for Graduate Studies is the advisor for all PhD students who have not yet formed an advisory committee. The advisory committee consists of four members of the graduate faculty. The committee should be formed by the end of the second semester of enrollment in the PhD program.

DEPARTMENT ADMINISTRATION AND STAFF

ADMINISTRATION

Chair of the Department: Hellems 101
Professor David Glimp, David.Glimp@colorado.edu
The Chair oversees departmental business and represents the department to the university administration and the general public.

Associate Chair for Graduate Studies: Hellems 111
Professor Paul Youngquist, Paul.Youngquist@colorado.edu
The Associate Chair for Graduate Studies supervises graduate matters including admissions, advising, and requirements. He is the head advisor for all MA-Literature students and the advisor for PhD students who have not yet chosen a dissertation director. He also advises MFA-Creative Writing students on general matters involving degree requirements, financial aid, etc. He 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 him to discuss your schedule, to get permission to do special course work, to discuss how you might fill your course or language requirements, or to get general advice on choosing a faculty mentor or on the direction of your research and writing.
Associate Chair for Creative Writing: Hellems 101
Associate Professor Elisabeth Sheffield, Elisabeth.Sheffield@colorado.edu
The Associate Chair for Creative Writing supervises admissions and requirements for the MFA-Creative Writing programs, works with the Lead Graduate Teacher for Creative Writing TAs, and is the head advisor for all MFA-Creative Writing students. If you are an MFA Creative Writing student, 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, or to get general advice on choosing a faculty mentor or on the direction of your writing.

Associate Chair for Undergraduate Studies: Hellems 111
Professor Jane Garrity, Jane.garrity@colorado.edu
The Associate Chair for Undergraduate Studies supervises all assignments for teaching undergraduate courses, including TAs and GPTIs, and directs all the course scheduling. He also maintains a file of resources for teaching (sample course syllabi, etc.), and is the head advisor for all teachers in the department. You may wish to contact him about your teaching schedule, or if you are having particular problems with one of your students, including cases of plagiarism or disruptive student behavior.

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.

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.

STUDENT SERVICES STAFF – Hellems 111

Graduate Program Assistant
Cynthia Ocken, 303-492-6594; gsengl@colorado.edu or ocken@colorado.edu
The Graduate Program Assistant works with the Associate Chairs of Graduate Studies and Creative Writing on the graduate admissions process and orientation upon admission. She also maintains all graduate student records; administers all required language examinations; processes graduate student fellowships and teaching appointments, and enrolls graduate students for 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 Assistant
Virginia Kester-Meyer, 303-492-6434; ssengl@colorado.edu
The Undergraduate Program Assistant works with the Associate Chair of Undergraduate Studies on matters of course schedule and classroom assignments, as well as applications for independent study, final grades and grade changes. She also schedules room requests, film screenings, meetings and special events. Contact her with issues related to academic dishonesty, grades, and student or instructor complaints; to reserve a room for class and departmental events; or leave a message for the Associate Chair of Undergraduate Studies. Student assistants also work in the Student Services Office; they are able to help you with messages and questions.
Department Office: Hellems 101

Office Manager and Assistant to the Chair
Vicky Romano, 303-492-7382; Vicky.romano@colorado.edu
The Office Manager takes messages and schedules appointments in relation to the tasks of the Chair’s office. This position also serves to assist in departmental faculty matters as the liaison for University financial matters, travel assistance and event coordination.

Marketing and Communication Specialist
Kim Elzinga 303-492-7995; englmarketing@colorado.edu
The Marketing and Communication Specialist works with the Chair on all English Department publicity for events, fundraising activities and website development. She assists faculty with publicity for speakers and special events; and all other departmental non-academic special events.

Receptionist
Joe Wooley, 303-492-7381; engldept@colorado.edu
The receptionist takes messages for the department, organizes the department mail, assigns graduate student office assignments, issues keys, handles the checkout of audiovisual equipment, provides clerical support for the Chair and Associate Chairs, and can instruct you on the use of the copy and fax machines.

If a class is cancelled for any reason, you are required to phone the receptionist (303-492-7381), who will post a notice for your class. You are also required to contact (via email) the students enrolled in your class to advise them of the class cancellations.

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 http://www.colorado.edu/policies/student-honor-code-policy for information. Graduate students are also specially governed by the Graduate School’s statement on Academic Ethics; see below.

GRADUATE SCHOOL STATEMENT ON ACADEMIC ETHICS

Graduate students are expected to adhere to the highest standards of intellectual honesty and professional ethics in all areas of class work, research, publication, and teaching. Violations of these standards include cheating, plagiarism, or fabrication of research results.

Cheating in any form, such as copying from another person, using unauthorized sources, violating specified time limits for exams, or obtaining class materials without permission, is unacceptable.
Infractions of academic integrity policies come under the jurisdiction of the CU-Boulder Honor Code. The honor code website is http://www.colorado.edu/policies/student-honor-code-policy. Infractions of research conduct come under the jurisdiction of the Office of the Vice Chancellor for Research/Graduate School. For specific policies, see the Graduate School web site at http://www.colorado.edu/policies/.

CU-BOULDER CODE OF STUDENT CONDUCT

The campus’s University Code of Conduct is administered by the Office of Judicial Affairs. For the code and administrative procedures, the website is:  http://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 Judicial Affairs 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 HARASSMENT

Policy Statement:
The University of Colorado is committed to maintaining a positive learning, working and living environment. The University does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. (Regent Law, Article 10, Amended 11/8/2001). In pursuit of these goals, the University will not tolerate acts of sexual harassment or related retaliation against or by any employee or student. This Policy (1) provides a general definition of sexual harassment and related retaliation; (2) prohibits sexual harassment and related retaliation; and (3) sets out procedures to follow when a member of the University community believes a violation of the Policy has occurred. It is also a violation of this Policy for anyone acting knowingly and recklessly either to make a false complaint of sexual harassment or to provide false information regarding a complaint. For the complete text, see https://www.cu.edu/policies/aps/hr/5014.html.
CU POLICY ON AMOROUS RELATIONSHIPS INVOLVING EVALUATIVE AUTHORITY

Members of the University community, whether faculty members, students, supervisors, or supervisees, put academic and professional trust and ethics at risk when they engage in or initiate amorous relationships with individuals with whom they have a direct evaluative relationship. In such situations the integrity of academic or employment decisions may either be compromised or appear to be compromised. Such situations greatly increase the chances 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. 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 benefits contingent upon romantic or sexual favors. The full policy can be found at: https://www.cu.edu/policies/aps/hr/5015.pdf

GRIEVANCES

Departmental Grievance Policy

The department’s Standing Rules delineate the following grievance procedures for graduate students:

The Associate Chair for Graduate Studies handles graduate student grievances for graduate students in literature. If they are unresolved they may be brought to the Graduate Committee in the first instance, and to the Chair in the second instance. The Executive Committee acts as the final appeals committee within the department. The Associate Chair for Creative Writing handles graduate student grievances for graduate students in creative writing. If they are unresolved they may be brought to the Creative Writing Committee in the first instance, and to the Chair in the second instance. The Executive Committee acts as the final appeals committee within the department.

Academic grievances that are not resolved in this manner may be brought to the Graduate School.

Graduate School Academic Grievance Policy

This policy applies only to students enrolled in a graduate program at the University of Colorado at Boulder. Grievances covered by this policy 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 disclose in writing reasons behind termination or dismissal, either from the program or from employment or other support; coercion or unprofessional conduct on the part of classroom or research faculty; unfair treatment on issues related to graduate student appointments; unfairness in the application of graduate requirements or regulations; retaliation for a complaint or grievance; and generally speaking any actions taken by a program that relate to the rights of graduate students and that impair the student’s ability to make normal progress toward the degree. If the issue being grieved is one that has resulted in a student’s dismissal, the student retains the right to file a grievance on that issue for up to six months after the dismissal notice. In those instances where a graduate student has a complaint
against researchers or staff in a campus research institute, a national laboratory, or in a setting
governed by a federal grant whether on or off campus, the student’s home academic department
(the unit awarding the degree) is responsible for helping to achieve a remedy. The full policy can
be found at: http://www.colorado.edu/GraduateSchool/policies/.

**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: http://www.colorado.edu/GraduateSchool/policies/billofrights.html. For
further information, contact: uggsinfo@colorado.edu.