

Graduate Student Handbook

*Department of English
University of Colorado Boulder*

Revised Fall 2017

TABLE OF CONTENTS

Degree Requirements

MA-Literature	4-6
MFA-Creative Writing	7-9
PhD-Literature	10-13

Registration Requirements for All Degrees	14
--	-----------

Residency Requirements for All Degrees	14
---	-----------

Grades and Quality of Work

Incomplete Grades	15
IP Grades	15
No Credit Courses	15
Academic Probation and Dismissal from the University	15-16
A Note on Civility	16

Special Coursework, Credit, and Circumstances

Independent Study	16
Transfer Credit	16
Leave of Absence	16-17
Provisional Admission	17

Advising	17
-----------------------	-----------

Teaching Resources

Departmental Academic Policies and Procedures	18
Graduate Teaching Training Committee.....	18
Lead Graduate Teachers	18
Advice for Teaching Problems	18

Employment at the University

Workload Limits	19
Eligibility for Teaching Positions	19
Teaching Assistantships	19
Research Assistantships	19
Graduate Part-Time Instructors	19

Student Representation

English Graduate Student Council	20
United Government of Graduate Students	20

Grants, Fellowships, and Awards	20
--	-----------

Keeping in Touch

E-mail	21
Department E-mail Listservs	21
Department Website	21
Photocopying	21
Student Offices	22
Mailboxes.....	22

Department Administration, Committees, and Staff

Department Administration	22
Graduate Committee	23
Creative Writing Committee	23
Department Staff	23

University Policies

CU Boulder Student Honor Code	24
Graduate School Statement on Academic Ethics	24
CU Boulder Code of Student Conduct	24
CU Boulder Policy on Student Classroom and Course-Related Behavior	24
CU Boulder Policy on Sexual Misconduct	25
CU Boulder Policy on Amorous Relationships Involving Evaluative Authority	25

Grievances

Departmental Grievance Policy	25-26
Graduate School Academic Grievance Policy	26
CU Boulder Graduate Student Bill of Rights and Responsibilities	26

Appendix

English Department Allocation of GPTI Assignments	28
MA-LIT Thesis Action Item Checklist	29-30
MFA-CRWR Thesis Action Item Checklist	31-32
PhD-LIT Dissertation Action Item Checklist	33-35

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 Literature, the MFA in Creative Writing, and the PhD in Literature. 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 Assistant. We're here to help you make the very best of your time in Boulder.

MA-LITERATURE 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 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/graduation-requirements>.

Students will meet with the Graduate Program Assistant at least once a year to guarantee that they are on track to meet these 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 Associate Chair for Graduate Studies approval).

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 on page 16 for the official transfer of hours from another institution.

Required Courses

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)

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 during the Spring semester of their first year.

Distribution Requirements

1. MA-Literature courses should be distributed as follows:

- I. Two courses before 1800 (in two different periods)
- II. Two courses after 1800 (in two different periods)
- III. One multicultural and/or postcolonial course (may overlap with requirement A or B)
- IV. One poetry intensive course (may overlap with requirement A or B)

2. One course from each of the following four categories:

Course descriptions will indicate which category each course falls under.

- 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

3. 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 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-Literature. There are several benefits to writing a thesis:

- You can continue to develop your skills as a writer and take pleasure in literature at no additional cost, unlike additional years of coursework.
- 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 can 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: 1) your thesis Director, who must be a member of the Graduate Faculty of the English Department, and 2) 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 any elective courses you would otherwise have taken. 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. See the Graduate Program Assistant for help with this process. **See the Appendix for an Action Item Checklist for writing a thesis.**

The defense of your thesis is an oral examination which lasts about an 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.

Language Requirement

Students earning the MA in Literature must complete a foreign language requirement demonstrating proficiency in one foreign language. There are three ways options for fulfilling this requirement: (1) by taking an 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 hours required for the degree. Summer language intensive programs at other universities can be substituted for the 2000-level course with the approval of the Associate Chair for Graduate Studies. The third way to meet the language requirement is by transferring 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, 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 student of the chosen language. Students are given two hours to complete the translation and the exam is open-book, open computer.

Candidacy and Diploma Applications for MA

In the semester in which you plan to graduate, you must submit 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 on the English website at <http://www.colorado.edu/english/graduate-studies/graduate-forms-and-information>. The Candidacy Application confirms that all degree requirements will have been completed by the end of the semester, and is 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 students planning to graduate must **apply online to graduate**. To do this, log in to your myCUinfo account. On the "Student" tab, select the "Apply for Graduation" link under Academics/Schedule. This step must be completed whether or not you plan to attend the graduation ceremony.

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 take 45 hours of coursework (15 courses). At least 39 hours must be taken at CU Boulder. With approval from the Associate Chair for Creative Writing, up to 6 hours of coursework may be taken in departments other than English. 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. Coursework must be taken in the following areas:

- 4 courses (12 credits) of writing workshops (fiction, nonfiction, poetry, publishing)
- 4 courses (12 credits) in literature
- 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. 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 70-100 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 (1 to 1 ½ pages) that states the writer's aims and explains how the thesis reflects those aims.

MFA-Creative Writing students take a total of nine thesis hours in one or more semesters. 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) 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 prior to the thesis defense 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, 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.

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 a *Master's 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. 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 submission and 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 http://www.colorado.edu/GraduateSchool/academics/master_graduation_packet_thesis.html. 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, 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 coursework at another institution, the Graduate Program Assistant will need a record of it 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.
- Demonstrate proficiency in one foreign language by taking the appropriate 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 student of the chosen language. Students are given two hours to complete the translation and the exam is open-book, open computer.
- 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.

Candidacy and Diploma Applications for MFA

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 on the English website at <http://www.colorado.edu/english/graduate-studies/graduate-forms-and-information>. The Candidacy Application confirms that all degree requirements will have been completed by the end of the semester, and it be approved by the Associate Chair for Creative Writing. Return all forms to the Graduate Program Assistant for signatures and submission to the Graduate School.

All students planning to graduate must **apply online to graduate**. To do this, log in to your

myCUinfo account. On the “Student” tab, select the “Apply for Graduation” link under Academics/Schedule. This step must be completed whether or not you plan to attend the graduation ceremony.

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 English Department Associate Chair for Creative Writing. Extensions may be granted for up to one year.

PHD-LITERATURE 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. PhD students receive **five years** of funding to complete this curriculum.

Sometime 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 Assistant 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).

Years 1 and 2: 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. The sole requirement for 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, the Graduate Program Assistant, or the Associate Chair for Graduate Studies. The first and second years in the PhD program are usually dedicated to coursework.

Students with a Master's degree can transfer up to 15 credit hours of coursework from their Master's toward the 30 credit hours required for the PhD.

Language Requirement

Students earning the PhD in Literature must complete a foreign language requirement demonstrating proficiency in one foreign language. There are three ways in which they may meet this requirement: (1) by taking an 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 hours required for the degree. Summer language intensive programs at other universities can be substituted for the 2000-level course with the approval of the Associate Chair for Graduate Studies. The third way to meet the language requirement is by transferring 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, 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 student of the chosen language. Students are given two hours to complete the translation and the exam is open-book, open computer.

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. Typically, 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

You should ask faculty to be on your Examining Committee no later than the semester preceding the semester in which you intend to take the exam. 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 write the Prospectus and prepare for the Comprehensive Exam.

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 Assistant 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*, literary and critical works germane to the project. Each reading list should comprise between 25 and 40 titles and a 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 *PhD Reading List and Prospectus Approval Form* submitted to the Graduate Program Assistant at least one month before the exam.

Prospectus

The Prospectus presents your proposed dissertation project in 25 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. The bibliography is exclusive of the 25-page maximum length for the text of the prospectus. You must submit a final draft of your Prospectus to all committee members two weeks prior to the date of the Comprehensive Exam.

Comprehensive Exam

The comprehensive exam will consist of a one-hour Q&A on the student's prospectus and a one-hour Q&A on the student's lists, their knowledge of their field, and their close-reading abilities. 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 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 taking your exam, you must submit the *Candidacy Application for an Advanced Degree* and the *Doctoral Exam Form* to the Graduate Program Assistant, who will submit them to the Graduate School for approval. Both forms are available on the English website at <http://www.colorado.edu/english/graduate-studies/graduate-forms-and-information>.

Years 4 and 5: Dissertation

The dissertation, which should be work of professionally viable scholarship, will typically take the form of a monograph. It is a work of original scholarship that makes a significant contribution to a given field and may contain such elements as practice-based research, curatorial or Internet exhibition, fieldwork, etc. The dissertation is written in close consultation with your Director and Dissertation Committee.

The Dissertation Committee consists of five members: your Director, three English faculty members, and a faculty member from another department of your choice. This committee is often but not always drawn from members of your Comprehensive Examination Committee.

The dissertation should be between 250 and 350 pages long, the length of a scholarly monograph. In some instances, it can combine critical and creative elements. The finished dissertation should resemble the best work in its field.

The first chapter or equivalent 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 in a timely manner will result in withdrawal of teaching support and suspension from the PhD program.

Dissertation Defense

In the Spring of the fifth year, you should schedule your dissertation defense - an oral examination and discussion lasting about 90 minutes. 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* 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/current-students>. A satisfactory vote from at least four committee members is required to pass the defense. 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.

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 dissertations. For detailed instructions and to download an example of a formatted dissertation, go to <http://www.colorado.edu/graduateschool/thesis-and-dissertation-specifications>. 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. To do so, email your dissertation to gradinfo@colorado.edu.

Dissertation Hours for PhD Students

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. At least one dissertation hour must be taken prior to passing the Comprehensive Exam. However, no more than 10 dissertation hours taken before the semester in which the comprehensive examination is passed will count toward the 30 dissertation hours required 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.

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 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.). The report must be signed by the student's Director (or by the Associate Chair for Graduate Studies for students who do not yet have a Director) prior to its submission. Students without current reports on file cannot be considered in good standing. Reports should be submitted via email to the Graduate Program Assistant.

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-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 (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-LIT 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
- 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 (D-Status):

- 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 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 a downloadable petition form, visit <http://www.colorado.edu/registrar/students/state-residency>.

Important: Exceptions will only be made for students who are not United States citizens or permanent residents, and who are thus ineligible 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.** Students who do not apply or are not granted residency 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. 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 as 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 Grades

Grades of Incomplete 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 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 Contract to Fulfill an Incomplete Agreement* and return it 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, and submitted before the grading period ends at the end of the semester which is one year beyond the original term of registration. If a grade is not submitted before this deadline, an Incomplete will 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.

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 Director.

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 (TA or GPTI).

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. To download the Independent Study form, visit <http://www.colorado.edu/english/graduate-forms-and-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-Literature students, 15 semester hours for PhD 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.

Leave of Absence

The Leave of Absence (LOA) Program 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 LOA 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. The Associate Chair can also 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.** A nonrefundable \$50 application fee is charged for the Leave of Absence Program. Information is available at <http://www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence>.

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. Students may hold a fellowship during this probationary period but not a teaching appointment (TA or GPTI).

ADVISING

MA-Literature

The Graduate Program Assistant is the primary advisor for all MA-Literature students. Students are also assigned a peer advisor during orientation. The Associate Chair for Graduate Studies can advise students on all aspects of the program, including degree requirements and course planning.

MFA-Creative Writing

The Graduate Program Assistant is the primary advisor for all MFA-Creative Writing students. The Associate Chair for Creative Writing also advises students on all aspects of the program, including degree requirements and course planning. The Associate Chair for Graduate Studies is able to advise MFA-Creative Writing students on basic aspects of the Creative Writing program.

PhD-Literature

The Graduate Program Assistant is the primary advisor 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 work with a Director.

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 <http://www.colorado.edu/english/informal-job-market-guide-2017-2018> for the *Informal Job Market Guide (2017-18)* which was recently updated by the Graduate Placement Officer.

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 <http://www.colorado.edu/english/graduate-studies/graduate-forms-and-information>.

If a class is cancelled for **any** reason, you are **required** to phone the department's Administrative Assistant (**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 cancellation.

Graduate Teacher Training Committee

The Graduate Teacher Training Committee's duties include supervising pedagogy training seminars and workshops; supervising TAs and GPTIs; advising graduate students on teaching matters; and supervising the department's Lead Graduate Teachers.

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, and one 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.

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/>.

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 able to provide consultation on teaching matters.

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. They may work up to 100% appointment (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 Associate Chair for Graduate Studies.

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 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 (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 a contribution amounting to approximately 90% of the cost of 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. RA-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 a contribution amounting to approximately 90% of the cost of 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 are teaching undergraduate courses for the University. 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 a contribution amounting to approximately 90% of the cost of the Student Gold Insurance Plan.

STUDENT REPRESENTATION

English Graduate Student Council (EGSC)

The department's PhD-LIT, MA-LIT and MFA-CRWR 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 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 department (anonymously if you so desire). Elections for the PhD-LIT, MA-LIT, MFA-CRWR, and representatives occur each Spring for the following year. Visit <http://www.colorado.edu/english/graduate-studies/graduate-student-groups> for a list of current representatives or email egsc@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 serve on university committees. UGGS also organizes events that give graduate and professional students opportunities to learn about the university and diversify their academic experiences 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, travel grants, and limited student group funding.

GRANTS, FELLOWSHIPS, AND AWARDS

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/>

GPTI Teaching Awards

The department is periodically asked to nominate a GPTI for the GPTI Teaching Award, which carries with it a small cash prize. 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.

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 E-mail Listservs

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 an email to ego@lists.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 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 an email to id@lists.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 an email to eggy@lists.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 an email to engphd@lists.colorado.edu.

Department Website

The English Department website is <http://english.colorado.edu>. Look here for up-to-date information about courses, funding opportunities, 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 and is located in Hellems 09. Use the photocopy machine for duplicating syllabi, paper assignments, and exams, not readings for students. Readings should be placed on D2L. See the department Administrative Assistant 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 Administrative Assistant in Hellems 101.

Mailboxes

PhD graduate students have mailboxes in Hellems 01. MA and MFA graduate students have mailboxes in Hellems 09. Faculty mailboxes are located in Hellems 101.

DEPARTMENT ADMINISTRATION, COMMITTEES, AND STAFF

Department Administration

Chair of the Department

Professor Sue Zemka, sue.zemka@colorado.edu, Hellems 101

The Chair oversees departmental business and represents the department to the university administration and the general public.

Associate Chair for Graduate Studies

Associate Professor Julie Carr, julie.carr@colorado.edu, Hellems 127

The Associate Chair for Graduate Studies supervises graduate matters including admissions, advising, and requirements. She advises MA-Literature 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 degree requirements, 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 fill 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

Associate Professor Elisabeth Sheffield, elisabeth.sheffield@colorado.edu, Hellems 158

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, 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.

Associate Chair for Undergraduate Studies

Professor Jane Garrity, jane.garrity@colorado.edu, Hellems 111

The Associate Chair for Undergraduate Studies supervises all assignments for teaching undergraduate courses, including TAs and GPTIs, and directs all the course scheduling. She also maintains a file of resources for teaching (sample course syllabi, etc.), and is the advisor for all teachers in the department. You may wish to contact her about your teaching schedule, or if you are having a problem with one of your students, including cases of plagiarism or disruptive student behavior.

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.

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.

Department Staff

Graduate Program Assistant

Justine Meccio, gsengl@colorado.edu, 303-492-6594, Hellems 101

The Graduate Program Assistant works with the Associate Chairs of Graduate Studies and Creative Writing on the graduate admissions process and new student orientation. She also advises students; 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, ssengl@colorado.edu, 303-492-6434, Hellems 101

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 to leave a message for the Associate Chair of Undergraduate Studies.

Manager of Finance and Operations

Anna Parsons, anna.parsons@colorado.edu 303-492-7382, Hellems 101

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.

Marketing and Communication Specialist

Craig Levinsky, englmarketing@colorado.edu, 303-492-7995

The Marketing and Communication Specialist works with the Chair on all English Department publicity for events, fundraising activities, and website development. He assists faculty with publicity for speakers and special events as well as departmental non-academic special events.

Administrative Assistant

Grant Souders, engldept@colorado.edu, 303-492-7381, Hellems 101

The Administrative Assistant 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.

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 the full code.

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. Infractions of research conduct come under the jurisdiction of the Standing Committee on Research Misconduct.

CU Boulder Code of Student Conduct

The campus's University Code of Conduct is administered by the Office of Student Conduct and Conflict Resolution. To view the code, visit <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, as well as 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

Policy Statement:

Sexual misconduct, as defined in the Sexual Misconduct Policy, is a form of sex discrimination. The University of Colorado (“University”) is committed to providing an environment where all individuals can achieve their academic and professional aspirations free from sex discrimination. Further, it is critical to this commitment that anyone who believes they may have been the target of or has experienced *sexual misconduct* in the context of University educational programs, activities or employment, to feel free to report their concerns for appropriate investigation and response, without fear of retaliation. To foster a climate that encourages prevention and reporting of *sexual misconduct*, the University will provide prevention efforts, educate the community, respond to all reports promptly, provide interim protection measures to address safety and recognize the inherent dignity of all individuals involved.

For the full policy, see <https://www.cu.edu/policies/aps/hr/5014.html>.

CU Policy on Amorous Relationships Involving Evaluative Authority

Policy Statement:

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 <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 grievances for MA-Literature and PhD-Literature students. If unresolved, they may then be brought to the Graduate Committee in the first instance, and to the Department Chair in the second instance. The Executive Committee acts as the final appeals committee within the department. The Associate Chair for Creative Writing handles grievances for MFA-Creative Writing students. If unresolved, they may then be brought to the

Creative Writing Committee in the first instance, and to the Department 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 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.

APPENDIX

English Department Allocation of GPTI Assignments

Applicability

This policy applies to all PhD students in the Department of English at the University of Colorado Boulder who started in **Fall 2016 and earlier**.

Policy

GPTI teaching assignments will be given to all English PhD students in their second, third, fourth, and fifth year in the program. Students must uphold the requirements of the English Department, the Graduate School, and the conditions outlined in their GPTI offer letters to continue receiving teaching assignments.

Process

- I. Teaching assignments are first allocated to students in their second, third, fourth, and fifth years in the English PhD program. While scheduling requests are taken into consideration, teaching will be assigned as it best fits the overall department scheduling needs and every request may not be fulfilled.
- II. Courses without an assigned instructor that have met minimum enrollment requirements may become available in the week or two before the start of a semester. These will be offered first to PhD students in their sixth year of the program, then students in their seventh year, and so on.
- III. If more than one student is eligible based on this system, the teaching assignment will be offered to the student who has cumulatively taught the least while in the program.

Benefits

- I. Reaffirms the English Department's commitment to guaranteeing teaching opportunities to our PhD students in their second, third, fourth, and fifth years
- II. Promotes fairness and transparency in the allocation of teaching assignments
- III. Establishes a formal policy that can be referenced by students, faculty, and administrators
- IV. Avoids the stress and uncertainty caused by last-minute course cancellations due to low enrollment and/or an overabundance of course offerings

Effective Fall 2017

MA-LIT Thesis Action Item Checklist

March of your first year

- Decide to write a MA thesis
- 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

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. Continue to work on your thesis and stay in communication with your committee.

January – April of your second year

- You should have your thesis at least half done by January. Continue writing and working with your committee. Provide your thesis Director and your committee drafts for critique and feedback well before your defense.

February of your second year

- Check the Graduate School's thesis defense deadlines so you can schedule your defense: <http://www.colorado.edu/graduateschool/>
- Schedule a defense date that all your committee members can attend (a Doodle poll may help with this)
- Email the Graduate Program Assistant the names of your committee members and the date of your thesis defense. The Graduate Program Assistant will file a *Candidacy Application for an Advanced Degree* and a *Master Examination Report* with the Graduate School for approval of your committee members.
- Check the Graduate School's specifications for formatting requirements for all theses at <http://www.colorado.edu/graduateschool/academic-resources/electronic-thesis-and-dissertation-submission>. You do not need to submit the final version to your committee members in this format but it may be easier to do so rather than reformat later. 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 two weeks prior to your defense

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

Day before your defense

- Pick up paperwork from the Graduate Program Assistant that your committee members will need to sign. You will provide the Signature Page for your Director and one other committee member to sign. Return all completed forms immediately following your defense.

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

- Submit your graduate thesis 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): \$55.00

May of your second year

- Graduate!

MFA-CRWR Thesis Action Item Checklist

Fall of your second year

- Choose a thesis Advisor from 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

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

- Check the Graduate School's thesis defense deadlines so you can schedule your defense: <http://www.colorado.edu/graduateschool/>
- Schedule a defense date that all your committee members can attend (a Doodle poll may help with this)
- Email the Graduate Program Assistant the names of your committee members and the date of your thesis defense. The Graduate Program Assistant will file a *Candidacy Application for an Advanced Degree* and a *Master Examination Report* with the Graduate School for approval of your committee members.
- Check the Graduate School's specifications for formatting requirements for all theses at <http://www.colorado.edu/graduateschool/academic-resources/electronic-thesis-and->

[dissertation-submission](#). You do not need to submit the final version to your committee members in this format but it may be easier to do so rather than reformat later. 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 two weeks before your defense

- Give your completed thesis to all of your committee members in hard copy or electronic form, whichever is their preference

Day before your defense

- Pick up paperwork from the Graduate Program Assistant that your committee members will need to sign. You will provide the Signature Page for your Director and one other committee member to sign. Return all completed forms immediately following your defense.

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

- Submit your graduate thesis to the graduate school electronically as a PDF file via ProQuest at <http://www.etsdadmin.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): \$55.00

May of your third year

- Graduate!

PhD-Literature Action Item Checklist

First and second years - **Coursework**

- Complete 30 hours of coursework
- Pass foreign language exam given by English Department or provide transcripts to the Graduate Program Assistant that show you have completed two language courses at the 2000-level
- Complete *Request for Transfer of Credit*, if applicable
- Beginning your second year, file annual progress reports on October 31

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 Fall semester

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

One month before your Comprehensive Exam

- Get Reading Lists approved by your committee
- Turn in *PhD Reading List and Prospectus Approval Form* to Graduate Program Assistant
- Complete all grades of Incomplete

Two weeks before your Comprehensive Exam

- Give list of your committee members to the Graduate Program Assistant so they can file a *Doctoral Examination Report* with the Graduate School for approval of your committee members.
- Turn in *Candidacy Application for an Advanced Degree* to the Graduate Program Assistant
- Provide copy of your Prospectus to all committee members

Day before your defense

- Pick up paperwork from the Graduate Program Assistant that your committee members will need to sign. Return all completed forms immediately following your defense.

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.

Third and fourth years

- Register for five dissertation hours each Fall and Spring semester
- Continue writing your dissertation. Meet with your committee regularly to receive feedback and guidance.
- File annual progress reports each year on October 31

Summer before your fifth year

- Consult with your Director and the Department Placement Officer and begin preparing your materials for the job market

February of your fifth year – **Dissertation Defense**

- Apply online to graduate through your myCUinfo account
- Check the Graduate School's dissertation defense deadlines so you can schedule your defense accordingly: <http://www.colorado.edu/graduateschool/>
- Schedule a defense date that all your committee members can attend (a Doodle poll may help with this)
- Check the Graduate School's specifications for formatting requirements for all dissertations at <http://www.colorado.edu/graduateschool/academic-resources/electronic-thesis-and-dissertation-submission>. You do not need to submit the final version to your committee members in this format but it may be easier to do so rather than reformat later. 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 dissertation before submitting the final copy. To do so, email a copy of your dissertation to gradinfo@colorado.edu.

March of your fifth year (check Graduate School website for the exact deadline)

- Email the exact title of your dissertation to the graduate school (gradinfo@colorado.edu)

One month before your defense

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

Two weeks before your defense

- Email the Graduate Program Assistant the names of your committee members and the date of your dissertation defense. The Graduate Program Assistant will file a *Doctoral*

Examination Report with the Graduate School for approval of your committee members.

Day before your defense

- Pick up paperwork from the Graduate Program Assistant that your committee members will need to sign. You will provide the Signature Page for your Director and one other committee member to sign. Return all completed forms immediately following your defense.

April of your fifth year (check Graduate School website for the exact deadline)

- Submit your graduate thesis 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): \$55.00

May of your fifth year

- Graduate!