

Graduate Student Handbook

*Department of English
University of Colorado Boulder*

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Table of Contents

MA-LITERATURE DEGREE REQUIREMENTS	5
MFA-CREATIVE WRITING DEGREE REQUIREMENTS	9
PhD-LITERATURE DEGREE REQUIREMENTS	12
REGISTRATION REQUIREMENTS FOR ALL DEGREES	17
RESIDENCY REQUIREMENT FOR ALL DEGREES	17
GRADES AND QUALITY OF WORK	18
Incomplete Grades.....	18
IP Grades	19
No Credit Courses.....	19
Academic Probation and Dismissal from the University.....	19
A Note on Civility.....	19
SPECIAL COURSEWORK, CREDIT, AND CIRCUMSTANCES	19
Independent Studies	19
Transfer Credit	20
Leave of Absence	20
Support for Students Who Are Parents	20
Provisional Admission	21
ADVISING	21
TEACHING RESOURCES	22
Departmental Teaching Policies and Procedures	22
Graduate Teacher Training Committee	22
Lead Graduate Teachers	22
Graduate Teacher Program	22
Advice for Teaching Problems.....	23
EMPLOYMENT AT THE UNIVERSITY	23
Workload Limits	23
Eligibility for Teaching Positions	23
Teaching Assistantships (TA).....	24
Research Assistantships (RA).....	24
Graduate Part-Time Instructorships (GPTI)	24
Appointments with Other Departments.....	24
Office of Student Employment.....	25
STUDENT REPRESENTATION	25
English Graduate Student Council (EGSC).....	25
United Government of Graduate Students (UGGS)	25

GRADUATE STUDENT & CAMPUS RESOURCES	25
GRANTS, FELLOWSHIPS, AND AWARDS	26
KEEPING IN TOUCH.....	26
E-mail	26
English Department E-mail Listservs	26
Department Website	27
Social Media	27
Graduate Student Town Halls.....	27
First-Year Student Survey.....	27
Student Offices.....	27
Mailboxes	27
Photocopying & Printing.....	28
DEPARTMENT ADMINISTRATION, COMMITTEES, AND STAFF.....	28
Department Administration	28
Department Committees.....	29
Department Staff	29
UNIVERSITY POLICIES	30
CU Boulder Student Honor Code	30
Graduate School Statement on Student Ethics.....	30
CU Boulder Code of Student Conduct	30
CU Boulder Policy on Student Classroom and Course-Related Behavior	31
CU Policy on Sexual Misconduct, Intimate Partner Abuse, and Stalking Policy	31
CU Policy on Conflict of Interest in Cases of Amorous Relationships	31
CU Policy on Discrimination and Harassment	32
GRIEVANCES.....	32
Graduate School Grievance Policy and Procedure.....	32
Grade Appeals.....	33
CU Boulder Graduate Student Bill of Rights and Responsibilities.....	33
APPENDIX.....	34
MA-LIT THESIS ACTION ITEM CHECKLIST	35
MFA-CRWR THESIS ACTION ITEM CHECKLIST.....	37
PHD-LITERATURE ACTION ITEM CHECKLIST	39
GUIDELINES FOR MENTORING PhD CANDIDATES: (Updated April 23, 2018)	42
NURSING & INFANT CARE ROOM USAGE POLICY.....	45
HELLEMS FACULTY LOUNGE & DILTS LOUNGE USAGE POLICY FOR GRADUATE STUDENTS.....	46
STATEMENT REGARDING ASSIGNMENT OF PHD OFFICES	47

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 credit 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 www.colorado.edu/graduateschool/academics/graduation-requirements.

Students will meet with the Graduate Program Assistant at least once per year to guarantee that they are on track to meet the degree requirements. If a student is enrolled in a certificate program, some of these categories may be met by taking courses in other departments that are required for the certificate (with 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* for more information about the transfer of hours from another institution.

Required Courses (6 credits)

Survey of Contemporary Literary and Cultural Theory (ENGL 5019)

Introduces students to current theoretical issues and practices. Students are required to take this course during the fall semester of their first year.

Introduction to the Profession (ENGL 5459)

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 (24 credits)

MA in Literature students must also complete courses in the following areas.

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

- I. Two courses before 1800 (courses should survey a broad range of literature from two different periods prior to 1800)
- II. Two courses after 1800 (courses should survey a broad range of literature from two different periods after 1800)
- III. One multicultural and/or postcolonial course (may overlap with requirement I, II, or IV)
- IV. One poetry intensive course (may overlap with requirement I,II, or III)

Course descriptions will indicate which category each course satisfies.

2. Two - Four Electives

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

Thesis Option

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

A master's thesis is OPTIONAL for the MA-Literature Degree. There are several benefits to writing a thesis:

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

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

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

Thesis Defense

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

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

Thesis Submission and Format for MA Degrees

The final draft of the MA thesis must be submitted to the Graduate School by the applicable

deadline and must comply with the Graduate School's specifications for theses and dissertations. All information for the Master Graduation Requirements (thesis option) can be found at www.colorado.edu/graduateschool/academic-resources/graduation-requirements/master-graduation-information-thesis-plan. It is required that you include all parts of the stipulated thesis (title page, signature page, abstract, table of contents, bibliography, etc.). It is also suggested that students ask the Graduate School to pre-check the format of the thesis before submitting the final copy. To do so, email a copy of your thesis to gradinfo@colorado.edu.

Language Requirement

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

1. by taking a language proficiency exam in the language of your choice.
2. by taking two semesters of a 2000-level language course for credit and completing each course with a grade of B or better. These courses would be in excess of the thirty hours required for the degree. Summer language intensive programs at other universities can be substituted for the 2000-level course with the approval of the Associate Chair for Graduate Studies.
3. 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 proficiency exams are administered at least once each fall and spring semester by the English department. For uncommon languages not frequently taught on the CU Boulder campus, students may be asked to make independent arrangements for their exam. The language exam consists of translating a text written in a foreign language into written English, utilizing English language sentence structure. The text is on the reading and comprehensive level of a fourth-semester university student of the chosen language. Students are given two hours to complete the translation and the exam is open-book, open-computer.

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

Candidacy Applications for MA

In the semester in which you plan to graduate, you must submit the *Candidacy Application for an Advanced Degree*. This application must be submitted by the stipulated deadline, which is generally in the third or fourth week of classes.

The *Candidacy Application* confirms that all degree requirements will have been completed by the end of the semester, and must be approved by the Associate Chair for Graduate Studies. The signed form must be submitted by the Graduate Program Assistant to the Graduate School by the published graduation deadlines for each semester. The application form is available on the English website at www.colorado.edu/english/current-students/graduates/forms-additional-information.

Application for Graduation

All students planning to graduate must **apply online to graduate**. This step must be completed by

the published graduation deadlines for each semester, regardless of whether or not you plan to attend the commencement ceremony. To do this, log in to your myCUinfo account. On the “Student” tab, select the “Apply for Graduation” link under Academics/Schedule.

Time to Degree for MA

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

MFA-CREATIVE WRITING DEGREE REQUIREMENTS

Coursework

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

Coursework must be taken in the following areas:

- 4 courses (12 credits) of writing workshops (fiction, nonfiction, poetry, publishing). The publishing workshop may not be repeated more than two times for credit.
- 4 courses (12 credits) in literature. Literature courses may be taken in other graduate departments (e.g. Spanish and Portuguese) with the approval of the Associate Chair for Creative Writing.
- 2 courses (6 credits) in two of the following: Studies in Poetry; Studies in Fiction; Studies in Literary Movements.
- 2 courses (6 credits) of electives. This may include courses from other departments with the approval of the Associate Chair for Creative Writing.
- 9 credits of thesis writing. Thesis hours may not be taken in the first year.

Thesis

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

The student should select a committee of three faculty (the advisor, who is a Creative Writing faculty member; one other Creative Writing faculty member; and a faculty member in literary studies). The advisor should be selected at least two semesters prior to the one in which the student will defend the thesis. Other committee members may be selected one semester before the student's defense. A rough draft of the thesis should be made available to the advisor prior to the thesis defense so that problems may be discussed at an early enough date to enable the student to address them. The advisor will work with the student, advising on length of manuscript, suggestions for improvement, and general compilation. The advisor and the student will also agree on a reading list about which the student may be questioned at the defense.

Thesis Defense

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

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

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

Language Requirement

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

1. Complete a fourth-semester (second-semester sophomore) college language course with a grade of *C* or better. This means completing a course that is the *second* semester of a sophomore-level foreign language. If you have completed or will complete this coursework at another institution, the Graduate Program 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.
2. Demonstrate proficiency in one foreign language by taking the appropriate language proficiency exam administered at least once each semester by the English department. For uncommon languages, students may be asked to make independent arrangements for their exam. The language exam consists of translating a text written in a foreign language into written English, utilizing English language sentence structure. The text is on the reading and comprehensive level of a fourth-semester university student of the chosen language. Students are given two hours to complete the translation and the exam is open-book, open-computer.
3. 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.

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

Candidacy 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. 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. The signed form must be submitted by the Graduate Program Assistant to the Graduate School by the published graduation deadlines for each semester.

The *Candidacy Application for an Advanced Degree* is available on the English website at www.colorado.edu/english/current-students/graduates/forms-additional-information.

Application to Graduate

All students planning to graduate must **apply online to graduate**. This step must be completed by the published graduation deadline for each semester, regardless of whether or not you plan to attend the commencement ceremony. To do this, log in to your myCUinfo account. On the “Student” tab, select the “Apply for Graduation” link under Academics/Schedule.

Time to Degree for MFA

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

PHD-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.

Funding

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

Years 1 and 2: Coursework

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

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

Language Requirement

Students earning the PhD in Literature must demonstrate proficiency in one foreign language, prior to the semester in which they intend to submit a *Candidacy Application for an Advanced Degree*.

There are three ways in which they may meet this requirement:

1. by taking a language proficiency exam in the language of their choice,
2. by taking two semesters of a 2000-level language course for credit and completing it with a grade of B or better. In the second instance, courses would be in excess of the thirty credit hours of coursework required for the degree. Summer language intensive programs at other universities can be substituted for the 2000-level course with the approval of the Associate Chair for Graduate Studies.
3. 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 not frequently taught on the CU Boulder campus students may be asked to

make independent arrangements for their exam. The language exam consists of translating a text written in a foreign language into written English, utilizing English language sentence structure. The text is on the reading and comprehensive level of a fourth-semester university student of the chosen language. Students are given two hours to complete the translation and the exam is open-book, open computer.

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

Dissertation Director

During your first year of study you should identify a faculty member to become your Director. You and your Director should inform the Graduate Program 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).

Year 3: Comprehensive Examination

The Comprehensive Examination is a two-hour oral exam. The exam will be conducted by your Director and the rest of your Examining Committee. You will be tested on the Reading Lists and the dissertation Prospectus. One hour of the exam is devoted to the Prospectus and one to the Reading Lists. The order will be decided by your Examining Committee prior to the exam.

Examining Committee

Your Examining Committee will consist of five members: your Director, two English faculty members, a faculty member from another department of your choice, and the Associate Chair for Graduate Studies. If the Associate Chair for Graduate Studies is already a regular member of your committee, another English faculty member will serve in their place. Your Director and Examining Committee will work with you to finalize your Reading Lists and Prospectus. Both your Director and your Examining Committee should play an active role in helping you to write the Prospectus and prepare for the Comprehensive Exam.

With the support of your Director, you should ask faculty to be part of your Examining Committee no later than one semester in advance of the term in which you plan to take the exam. (For example, if you plan to take the exam in the spring semester, you should approach faculty and assemble your committee during the preceding fall semester.)

If your area of interest benefits from working with a particular Instructor who is rostered in the English Department, you can petition the Graduate Committee to authorize that Instructor to substitute for a faculty member of the Examining Committee. The Instructor must also be approved by the Graduate School (see the Graduate Program 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**, or literary and critical works germane to the project. Each Reading List should comprise between 25 and 40 titles and one paragraph (up to 300 words) providing a rationale for this content. The Reading Lists should be approved by your Director and Examination Committee and the *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 twenty-five pages or less, plus notes and bibliography. Twenty-five pages is the maximum length limit and anything longer will be returned for editing. The Prospectus should consist of three parts: 1) the topic, argument, and statement of scholarly contribution; 2) a description of your method and of existing relevant scholarship; and 3) a brief chapter-by-chapter summary. The bibliography should contain full citations of all works referenced in the Prospectus and all of these titles should appear on one of your Reading Lists.

You must submit a final draft of your Prospectus to all committee members two weeks prior to the date of the Comprehensive Exam.

Comprehensive Examination

The Comprehensive Exam will consist of a one-hour Q&A period on the student's Prospectus and a one-hour Q&A period on the student's Reading 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 the date of the Comprehensive Exam a *Doctoral Examination Report Form* must be submitted by the Graduate Program Assistant to the Graduate School for approval. Please see the Graduate Program Assistant for assistance with this process.

Following the successful completion of the Comprehensive Exam, a *Candidacy Application for an Advanced Degree* must be endorsed by the Associate Chair for Graduate Studies and sent to the Graduate School for approval. The Graduate Program Assistant will submit this application to the Graduate School on your behalf, please consult them for more information. Both forms are available on the English website at www.colorado.edu/english/current-students/graduates/forms-additional-information.

Years 4 and 5: Dissertation

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

The Dissertation Committee consists of five members: the 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. The first chapter of the dissertation project is due to your Director and Dissertation Committee no later than one semester after passing the Comprehensive Exam. The candidate and full Committee will then meet to discuss it and create a clear itinerary for completing the dissertation. **Failure**

either to schedule and pass the Comprehensive Exam or submit the first chapter of the dissertation within the semester following the exam will result in withdrawal of teaching support and suspension from the PhD program.

Dissertation Defense

The dissertation defense should take place in the spring semester of the fifth year. Before the start of the spring semester, you should schedule your dissertation defense - an oral examination and discussion lasting about 90 minutes. 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. Please consult the Graduate Program Assistant for assistance with this process. All Doctoral graduation requirements and forms including deadlines, can be found at 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, visit www.colorado.edu/graduateschool/thesis-and-dissertation-specifications. It is required that you include all parts of the dissertation stipulated (title page, signature page, abstract, table of contents, bibliography, etc.). It is also suggested that the Graduate School pre-check the format of your thesis before submitting the final copy. To do so, email your dissertation to gradinfo@colorado.edu.

Dissertation Hours for PhD Students

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

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

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

Annual Report for PhD Students

PhD students in their second year and beyond are required to submit an annual report on the progress of their PhD work by **October 31st** of each year. These reports should be no more than one page in length and should describe both the dissertation project and the steps taken to advance it (courses, research, prospectus, etc.). The report must be signed by the student's Director (or by the Associate Chair for Graduate Studies for students who do not yet have a Director) after its submission. Students without current reports on file are not considered in good standing by the department. Reports should be submitted via email to the Graduate Program Assistant.

Application to Graduate

All students planning to graduate must **apply online to graduate**. This step must be completed by the published graduation deadline for each semester, regardless of whether or not you plan to attend the commencement ceremony. To do this, log in to your myCUinfo account. On the "Student" tab, select the "Apply for Graduation" link under Academics/Schedule.

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, or
- Take at least 8 credits of combined undergraduate and graduate coursework, or
- Take at least 1 doctoral dissertation credit during the semester of the Comprehensive Exam

After passing the Comprehensive Examination (D-Status):

- Take at least 5 doctoral dissertation credits

Graduate students may not register for more than 15 credits during any one semester.

Please note that full-time enrollment requirements may vary for students receiving financial aid.

Please visit the [Office of Financial Aid](#) for additional information.

RESIDENCY REQUIREMENT FOR ALL DEGREES

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

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

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

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

GRADES AND QUALITY OF WORK

A graduate student is required to maintain at least a B (3.0) average in all work attempted while enrolled in the Graduate School, and a student must have at least a 3.0 overall average to receive a graduate degree. Grades earned for courses transferred from another institution are not included in the calculation of grade point average. Grades received in foreign language courses taken to fulfill the language requirement are not used by the Graduate School in calculating the GPA. Courses used for the fulfillment of graduate degree requirements may not be taken as pass/fail. Grades below C are not accepted for MA or MFA requirements, and grades below B- are not accepted for PhD requirements. Courses with a final grade of C, D, or F may be repeated once, upon petition by the Associate Chair for Graduate Studies to the Graduate School.

Incomplete Grades

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

- The student asks the professor for the incomplete grade
- The student is unable to complete the coursework for reasons beyond his/her control
- The student has already completed a substantial amount of the coursework

If the request is granted, the instructor sets the conditions whereby the coursework will be completed. The instructor and student will sign a completed *Department of English Graduate Student 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 by the instructor using either the Registrar's online grade change workflow or a signed *Change of Record Form* before the grading period concludes at the end of the semester when the work is completed. If a grade is not submitted within one year, an Incomplete will automatically convert to an F. Students may petition for an extension of the time to complete an Incomplete, with the endorsement of the instructor and the Associate Chair for Graduate Studies. The time frame and plan for completion must be included in the petition.

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. Course taken for no credit do not qualify for tuition remission if a student has a qualifying appointment.

Academic Probation and Dismissal from the University

If your cumulative GPA falls below 3.0 at any time during your graduate career, you will be placed on academic probation. You will have two semesters in which to raise the cumulative GPA to 3.0 or above. If you have not done so after two semesters, you will be dismissed from the University, unless the Associate Chair for Graduate Studies or the Associate Chair for Creative Writing deems you have extenuating circumstances, in which case 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) or research appointment (RA).

A Note on Civility

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

SPECIAL COURSEWORK, CREDIT, AND CIRCUMSTANCES

Independent Studies

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

Transfer Credit

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

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

Leave of Absence

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

A nonrefundable \$50 application fee is charged for the Leave of Absence Program. Information is available at www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence.

Support for Students Who Are Parents

Graduate students are eligible to request a Leave of Absence (LOA) for parental leave under the rules outlined by the Graduate School within the first 12 months of the birth or adoption of a child if the graduate student is currently enrolled and is in good academic standing, regardless of graduate status and whether or not the student has passed the Comprehensive Examination. Doctoral students who take a Leave of Absence for parental reasons during their first five years of study may have their five-year guaranteed funding agreement extended by one additional semester. Students applying for a Leave of Absence for parental reasons should consult the Associate Chair of their program and the Graduate Program Assistant for information about the LOA application process. For additional information about the Graduate School's parental leave policy, visit: www.colorado.edu/graduateschool/university-colorado-boulder-graduate-student-parental-leave-policy.

The department also maintains a nursing and infant care room as part of the department offices in the Hellems Arts & Sciences Building. This space is intended for the use of parents and designated caretakers of infants age 1 year or younger. Please see *Department of English Nursing & Infant Care Room Usage Policy* in the Appendix for more information.

Provisional Admission

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

ADVISING

MA-Literature

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

MFA-Creative Writing

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

Preparation and Support for the Job Market

The Graduate Placement Officer advises and assists students who are preparing to go on the job market. They also hold workshops, host guest speakers, and conduct mock job interviews. Visit www.colorado.edu/english/sites/default/files/attached-files/informal_job_market_guide_2018-2019.docx_0.pdf for the *Informal Job Market Guide (2018-19)* which was recently updated by the Graduate Placement Officer. The department also maintains a resource library of texts related to professional and career development selected by faculty. These texts are available in HLMS 101E for students to check-out throughout the academic year.

2019/2020 Graduate Placement Officer: Lori Emerson.

TEACHING RESOURCES

Departmental Teaching Policies and Procedures

The department publishes its *Teaching 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 *Teaching Policies and Procedures* can be found at www.colorado.edu/english/current-students/graduates/forms-additional-information.

If a class is cancelled for **any** reason, you are **required** to phone the department's Operations & Communications Coordinator (**303-492-7381**), who will post a notice for your class. You are also **required** to contact (via email) the Chair of the Graduate Teacher Training Committee **and** the students enrolled in your class to advise them of the class cancellation.

Graduate Teacher Training Committee

The Graduate Teacher Training Committee is comprised of dedicated faculty members whose 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. Students may contact the Chair of the Graduate Teacher Training Committee for assistance and guidance in handling classroom issues.

2018/2019 Members: Mary Klages (Chair), Martin Bickman, Thora Brylowe, Teresa Nugent, Maria Windell.

Lead Graduate Teachers

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

2019/2020 Lead Literature GPTIs: Shawn Collins (PhD) and Stephanie Couey (PhD)
2019/2020 Lead MFA: Phuong Vuong (MFA)

Graduate Teacher Program

The 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 gtp.colorado.edu/. Two graduate students within the Department of English work as formal liaisons with the Graduate Teacher Program. GTP Certificate Leads provide information about the Graduate Teacher Certifications and assist students in completing training requirements.

2019/2020 GTP Certificate Leads: Alyssa Miller (PhD & MA), Phuong Vuong (MFA)

Advice for Teaching Problems

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

EMPLOYMENT AT THE UNIVERSITY

Workload Limits

Graduate students are eligible to work up to a 50% appointment (20 hours per week) at the university during the academic year. Students wishing to work more than 20 hours per week may petition the Graduate School for approval to work up to a 62.5% appointment (25 hours per week) during the fall and spring semesters. During the summer, graduate students may work up to a 100% appointment (40 hours per week). These limits include all university employment, including teaching appointments and hourly positions. 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 or Creative Writing. International students may be subject to additional employment restrictions and should contact International Student and Scholar Services (ISSS) for more information. Consult the Graduate Program Assistant for assistance with the petition process.

Eligibility for Teaching Positions

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

Teaching Assistantships (TA)

This title is used for graduate appointees who supervise discussion and recitation sections, serve as class assistants, or perform comparable activities. MA-Literature and first year MFA-Creative Writing students are eligible for TA-ships. Some TA-ships involve considerable responsibility in the classroom, including a course section taught by the student. In those cases, faculty supervisors work closely with their TAs on syllabi, teaching strategies, and grading. TAs may hold either a 25% appointment or 50% appointment. Unless otherwise specified by the department, a 25% appointment is equivalent to 10 hours per week and one independently taught section, or two recitation sections and a 50% appointment is equivalent to 20 hours per week and two independently taught sections, or three recitation sections. TA-ships provide 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 Gold Student Health 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 provide 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 Gold Student Health Insurance Plan.

Graduate Part-Time Instructorships (GPTI)

This title is used for graduate appointees who already hold a master's degree or its equivalent and are teaching undergraduate courses for the University. Second and third year MFA students and PhD students are eligible for GPTI-ships. PhD GPTIs teach their own sections of undergraduate literature courses. MFA GPTIs teach their own sections of undergraduate creative writing courses. GPTIs may hold either a 25% appointment or a 50% appointment. Unless otherwise specified by the department, a 25% appointment is equivalent to 10 hours per week and one independently taught section and a 50% appointment is equivalent to 20 hours per week and two independently taught sections. GPTI-ships include 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 Health Insurance Plan.

Appointments with Other Departments

In addition to graduate instructor and research assistant positions offered by the Department of English, many graduate students obtain teaching and/or research assistant appointments with other departments on campus. If you are interested in working outside of the department, the following programs are receptive to inquiries from graduate students:

Writing Center (wrtghelp@colorado.edu)
Program for Writing and Rhetoric (pwr@colorado.edu)
Women and Gender Studies (wgst@colorado.edu)
Ethnic Studies (grad.ethnst@colorado.edu)

When contacting each department, we recommend including a professional resume and a brief letter of interest describing relevant teaching and/or research experience. (For doctoral students,

accepting alternative funding from a source outside the department replaces the funding that would have been provided by English and does not extend the term of guaranteed funding beyond the first five years of study.)

Office of Student Employment

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

STUDENT REPRESENTATION

English Graduate Student Council (EGSC)

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

2019/2020 EGSC Representatives: Madeline Gorrell (MA), Banseok Heo (MA), TJ McLemore (PhD), Jenna Gersie (PhD), Kyle Kaczmarick (MFA), Jennifer London (MFA)

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. Visit www.colorado.edu/uggs/ or email uggsinfo@colorado.edu for more information.

GRADUATE STUDENT & CAMPUS RESOURCES

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

GRANTS, FELLOWSHIPS, AND AWARDS

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

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

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

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

GPTI Teaching Awards

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

KEEPING IN TOUCH

E-mail

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

English Department E-mail Listservs

EGO Listserv (English Graduate Organization)

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

Department Website

The English Department website is www.colorado.edu/english. Look here for up-to-date information about courses, faculty, program requirements, forms, funding opportunities, and upcoming events, as well as for an annually updated version of this handbook.

Social Media

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

Graduate Student Town Halls

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

First-Year Student Survey

At the end of each academic year, the Department of English solicits feedback from graduate students who are completing their first year of study. Students are invited to share input about their experience as new students via an online survey. The survey results are used to assess what is working well and to guide discussion about ways to enhance students' experience within the department.

Student Offices

Graduate student teachers 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 Operations & Communications Coordinator in Hellems 101. Please see the *Statement Regarding Assignment of PhD Offices* in the Appendix for additional information.

Mailboxes

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

Photocopying & Printing

The department's photocopy machine is available for all graduate students and is located in Hellems 09. Use the photocopy machine for duplicating syllabi, paper assignments, and exams, not readings for students. Readings should be made available through Canvas. The department's printer is available for all graduate students and is located in Hellems 09. Students are encouraged to be conservative in their use of printed materials. See the department Operations & Communications Coordinator in Hellems 101 to set up printer access.

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

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

The Associate Chair for Graduate Studies supervises graduate matters including admissions, advising, and program 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 department policy, financial aid, etc. She acts as Chair of the Graduate Committee, advises the Associate Chair for Undergraduate Studies about teaching appointments, and works with the department's Lead Graduate Teachers. You may wish to contact her to discuss your schedule, to get permission to do special course work, to discuss how you might 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, Dennison 291

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

Associate Chair for Undergraduate Studies

Professor Jane Garrity, jane.garrity@colorado.edu, Hellems 125

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

Chair of the Graduate Teacher Training Committee

Associate Professor Mary Klages, mary.klages@colorado.edu, Hellems 121

The Chair of the Graduate Teacher Training Committee provides assistance addressing classroom issues for undergraduate students, including cases of plagiarism or disruptive student behavior. She maintains a file of resources for teaching (sample course syllabi, etc.). Syllabi for courses taught by PhD students should be sent both to Mary Klages and to the Undergraduate Program Assistant at ssengl@colorado.edu.

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.

2018/2019 Members: Julie Carr (Ex Officio & Chair), Adam Bradley, Nan Goodman, Jeremy Green, Ramesh Mallipeddi, and Nicole Wright

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.

2019/2020 Members: Elisabeth Sheffield (Ex Officio & Chair), Julie Carr, Jeffrey DeShell, Marcia Douglas, Stephen Graham Jones, Noah Gordon, and Khadijah Queen

Graduate Teacher Training Committee

See full description on page 22.

2018/2019 Members: Mary Klages (Chair), Martin Bickman, Thora Brylowe, Teresa Nugent, and Maria Windell

Department Staff

Graduate Program Assistant

Holly Woodsome Sroymalai, ssengl@colorado.edu, 303-492-6594, Hellems 101

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

Undergraduate Program Assistant

Grant Souders, ssengl@colorado.edu, 303-492-6434, Hellems 101

The Undergraduate Program Assistant works with the Associate Chairs of Undergraduate Studies, Graduate Studies and Creative Writing to plan department course schedules and classroom

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

Manager of Finance and Operations

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. In the absence of the Graduate Program Assistant, she may be consulted on issues pertaining to student appointments, funding, and Graduate School policies and procedures.

Operations and Communication Coordinator

Kat Lewis, engldept@colorado.edu, 303-492-7381

The Operations and Communication Coordinator works with the Chair on all English Department publicity for events, fundraising activities, and website development. She assists faculty and graduate students with publicity for speakers and special events as well as departmental non-academic special events. She manages the department website and social media accounts and is also responsible for general administrative operations within the department, including: handling department mail, issuing keys, facilities requests, checking-out audiovisual equipment, and phone/email reception.

UNIVERSITY POLICIES

A listing of all Boulder campus policies can be found at 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 www.colorado.edu/policies/student-honor-code-policy for the full code.

Graduate School Statement on Student Ethics

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

CU Boulder Code of Student Conduct

The campus University Code of Conduct is administered by the Office of Student Conduct and

Conflict Resolution. To view the code, visit www.colorado.edu/policies/student-honor-code-policy.

CU Boulder Policy on Student Classroom and Course-Related Behavior

Students and faculty each have responsibility for maintaining an appropriate learning environment. Students who fail to adhere to behavioral standards may be subject to discipline. Faculty have the professional responsibility to treat students with understanding, dignity, and respect, 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 www.colorado.edu/policies/student-classroom-and-course-related-behavior.

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

Sexual misconduct, as defined in the Sexual Misconduct Intimate Partner Abuse, and Stalking 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 www.cu.edu/ope/aps/5014.

CU Policy on Conflict of Interest in Cases of Amorous Relationships

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

University conflict of interest guidelines; and (2) provide direction concerning how to terminate evaluative responsibilities between the two parties in the reported relationship. For the full policy, see www.cu.edu/ope/aps/5015.

CU Policy on Discrimination and Harassment

The University of Colorado Boulder (CU-Boulder) is committed to providing an inclusive environment where all individuals can achieve their academic and professional aspirations free from discrimination, harassment, and/or related retaliation based upon protected classes. CU-Boulder prohibits *discrimination*, [1] *harassment* and/or related *retaliation* based on *protected class* in admission and access to, and treatment and employment in, its educational programs and activities. [2] For purposes of this CU-Boulder policy, "*protected classes*" refers to race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy. For the full policy, see www.colorado.edu/policies/discrimination-and-harassment-policy-and-procedures.

GRIEVANCES

Graduate School Grievance Policy and Procedure

The Graduate School Grievance Process and Procedure ("the Grievance P&P" or "P&P") establishes and describes the process through which graduate students can communicate concerns related to academic issues or academic conflicts, with the goal of ensuring that the student filing a grievance is better able to achieve academic success. This is a non-adversarial, non-judicial process. The rules of evidence, and any other rules that typically govern a criminal or civil court, are not applicable to the Grievance Procedure. The Grievance P&P applies only to students enrolled in a graduate program at the University of Colorado Boulder. The Grievance P&P covers all CU Boulder graduate students and programs except for graduate students enrolled in the Leeds School of Business MBA program and the School of Law. Grievances covered by the Grievance P&P include problems related to academic issues, such as arbitrary, inconsistent, or capricious actions taken against a graduate student; deviations from stated grading and examination policies as they appear on syllabi, on assignments, or in departmental guidelines for graduate study; failure to provide in writing reasons behind termination or dismissal, either from the program or from employment or other support; unfair treatment related to graduate student appointments; unfairness in the application of graduate requirements or regulations; and in general any actions taken by a program that relate to graduate students and that hinder the student's ability to make normal progress toward the degree. Individuals named in a grievance must be teaching or research faculty directly involved in the student's program of study.

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

The full Graduate School Grievance Policy and Procedure can be found at:
www.colorado.edu/graduateschool/sites/default/files/attached-files/grievance_process_and_procedures_2019_final.pdf.

Grade Appeals

When a student believes that a grade has been improperly assigned, and discussions between the instructor and the student have not led to any resolution of the problem, the student shall have the option of making a formal written appeal to the Chair of the department. The department shall then follow the College of Arts and Sciences Policy on Grade Appeals.

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

CU Boulder Graduate Student Bill of Rights and Responsibilities

This document is a product of UGGS developed in conjunction with the Graduate School and the Boulder Faculty Assembly, as well as numerous other governing and advisory bodies on the Boulder campus. The documents can be found at

www.colorado.edu/uggs/sites/default/files/attached-files/Graduate%20Student%20Bill%20of%20Rights%20and%20Responsibilities.pdf . For further information, contact uggsinfo@colorado.edu.

APPENDIX

MA-LIT THESIS ACTION ITEM CHECKLIST

Year One

March of your first year

- Decide whether you plan to write a MA thesis.
- If pursuing the thesis option, choose a thesis Director.

April – May of your first year

- Choose two additional committee members.
- Register for three MA thesis credits (ENGL 6959) for the fall semester. Contact the Graduate Program Assistant to facilitate registration.

Year Two

August of your second year

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

October of your second year

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

January – April of your second year

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

February of your second year

- Apply online to graduate by the published deadlines. (Typically first week of February.)
- Check the Graduate School's thesis defense deadlines so you can schedule your defense: www.colorado.edu/graduateschool/
- Schedule a defense date that all your committee members can attend (a Doodle poll may help with this). Contact the Administrative Assistant to reserve a room on campus for your defense.
- 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 www.colorado.edu/graduateschool/academic-resources/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.
- Provide a blank copy of your Signature Page to the Graduate Program Assistant.

Day of, or 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.

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 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

Year Two

Fall of your second year

- Choose a thesis Advisor from among the Creative Writing faculty.
- Register for three thesis hours for the spring semester.

January of your second year

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

April of your second year

- Register for three thesis hours for the fall semester.
- Continue writing and working with your thesis Advisor.

Year Three

Fall of your third year

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

Spring of your third year

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

February of your third year

- Apply online to graduate by the published deadlines. (Typically first week of February.)
- Check the Graduate School's thesis defense deadlines so you can schedule your defense: www.colorado.edu/graduateschool/.
- Schedule a defense date that all your committee members can attend (a Doodle poll may help with this). Contact the Administrative Assistant to reserve a room on campus in which to hold your defense.
- 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 www.colorado.edu/graduateschool/academic-resources/graduation-requirements. 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.
- Provide a blank copy of your Signature Page to the Graduate Program Assistant.

Day of, or 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 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 third year

- Graduate!

PHD-LITERATURE ACTION ITEM CHECKLIST

Years One and Two

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.
- Identify a faculty member to serve as Dissertation Director (year one).

Spring semester of your second year

- Choose your Examining Committee for your Comprehensive Exam.
- Work with your Examining Committee to prepare your Prospectus and chose your Reading Lists.
- Register for at least one dissertation credit for the upcoming fall semester.

Year Three

Fall semester of your third year – **Comprehensive Exam**

- Continue working with your Examining Committee to finalize your Prospectus and Reading Lists.
- Set a date by the end of the semester to take your Comprehensive Exam.
- Register for five dissertation credit hours for spring.

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.

At least 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 (if any committee members are not regular faculty, complete this step sooner).
- Provide copy of your Prospectus to all committee members.

Day before your Comprehensive Exam

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

After your Comprehensive Exam

- Turn in *Candidacy Application for an Advanced Degree* with help of the Graduate Program Assistant.

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 upcoming 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.

Year Five

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

- Apply online to graduate through your myCUinfo account. Enter the exact title of your dissertation into the appropriate field on the application.
- Check the Graduate School's dissertation defense deadlines so you can schedule your defense accordingly: www.colorado.edu/graduateschool/
- Schedule a defense date that all your committee members can attend (a Doodle poll may help with this). Contact the Administrative Assistant to reserve a room on campus in which to hold your defense.
- Check the Graduate School's specifications for formatting requirements for all dissertations at www.colorado.edu/graduateschool/academic-resources/graduation-requirements. 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.

At least one month before your defense

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

At least 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. This must be filed by the published deadlines, and the Graduate Program Assistant will advise you on this process. (If any of your committee members are not regularly appointed English faculty, complete this step at least one month before your defense date.)
- Provide a blank copy of your Signature Page to the Graduate Program Assistant.
- Provide your Defense Leaflet to the Graduate Program Assistant

Day of, or 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.

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 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!

GUIDELINES FOR MENTORING PhD CANDIDATES: (Updated April 23, 2018)

Most policies and practices provided here are required by the Graduate School and/or the English Department, but some are recommended by the English Department, and are labeled as such.

TIMELINE

1. Before Comps Exam
 - a) During the first year of study, PhD students will identify a faculty member to become their Director.
 - b) By fall of year 2, Director and student should begin working on the lists and Prospectus topic.
 - c) LISTS: Each of the TWO lists must include 25---40 titles and each list should include one paragraph that provides a rationale for their content.
 - a. FIELD: Historical, contextual, theoretical and critical texts related to your general topic (which itself might be trans-historical).
 - b. TEXTS: Primary texts related to your topic, which will include texts that are beyond the scope of the Prospectus but which are related to its topic.
 - d) PROSPECTUS: Students' proposed dissertation topic in 25 pages or less, plus notes and a 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 also appear on one of your reading lists. The bibliography is exclusive of the 25---page maximum length for the text of the prospectus.
 - e) During year 2, other committee members should be identified: Director, 2 Graduate Faculty from English, and one faculty member from outside the department.
 - f) Recommended: The committee, once formed, should converse over email or in person at least once before students turn in their Prospectus and lists to ensure that everyone is in agreement as to the research direction in which the student is heading. The director should take the initiative in scheduling these discussions.
 - g) The students should meet with each member of their committees as they are forming their lists and Prospectus idea. However, it is important that everyone remember that the Director should be respected as the primary advisor for their student.
 - h) One month before the exam the Readings lists must be approved and signed by the three English faculty members and the Graduate Director on the *PhD Reading List and Prospectus Approval Form*. The Graduate Program Assistant should be given a copy.
 - i) Two weeks before the exam, the final Prospectus must be turned in to all committee members.
 - j) Recommended: Once the students have turned in their Prospectus, it is advised that the committee converse over email or in person and without the student to be sure that everyone is ready to move forward. The director should take the initiative in scheduling these discussions.
2. The Comps Exam
 - a) Comps exams should occur during the 5th or 6th semester of study.

- b) The exam should take 2 hours. One hour should be dedicated to questions related to the two lists (see below). The second hour should be dedicated to questions related to the Prospectus. The DGS is responsible for keeping time.
- c) During the questioning periods, each committee member should be given equal time for questioning (approximately 15 minutes each, as the Graduate Director does not generally participate in questioning). The DGS is responsible for keeping time. Recommended: committee members should prepare at least three questions in advance.
- d) It is very important the list questions focus exclusively on texts included in these lists, though general knowledge of the field and close reading abilities can also be examined. Discussion about the Prospectus can be more open-ended and can include comments and suggestions, as long as the committee member does not use more than their allotted period of time.
- e) A passing vote from 3/5 of the committee members is necessary in order for the student to move forward. – The exam can be re-taken only once (no later than six months after the first exam) with no changes to the committee or materials.
- f) All committee members will sign the *Doctoral Examination Report*. The Director will also sign the bottom of the *Doctoral Examination Report* for comprehensive exam passed unconditionally, conditions placed, or unsatisfactory. The Graduate Program Assistant should be given a copy.
- g) The three English faculty members and the DGS must approve the Prospectus on the *PhD Reading List and Prospectus Approval Form*. The Graduate Program Assistant should be given a copy.

3. The Dissertation Writing Period

- a) During the semester following the one in which the successful exam was taken, the first chapter of the dissertation is due to the Director and Committee. The Director, Committee, and student will meet during this semester to discuss the first chapter and make clear writing goals moving forward. If there are problems with the project or approach, now is the time to identify them.
- b) Recommended: The Director and student should create a schedule for meeting. Most will want to meet between 2-5 times/semester until completion.
- c) Recommended: The Director should help the student to set clear writing goals for these meetings and there should be an agreed upon (but approximate) number of pages turned in prior to these meetings.
- d) It is not generally advised that Directors wait to hear from students. The pre-set schedule will help to keep the student on track.
- e) Recommended: Directors should come to these meetings ready to discuss the pages turned in in advance. If the Director can't get to the material in time, it is advised that the meeting be rescheduled.
- f) Students should feel free to reach out to other committee members during the writing period, but should remember that their Director is the primary advice giver.
- g) Recommended: Committees should meet (over email, in person, or via a web conference application such as Skype) once a semester without the student to discuss the student's progress. The director should take the initiative in scheduling these discussions.

4. Dissertation Defense

- a) Dissertation defense should occur no later than the spring of the 5th year, unless extensions have been granted through the Graduate Director.
- b) One month prior to the exam, students should provide all committee members with the completed Dissertation.

- c) At least two weeks prior to the exam, students must submit their Doctoral Defense Leaflet and the Doctoral Examination Report to the Graduate Program Assistant who will send them to the Graduate School for approval.
- d) The Defense should last 90 minutes (or longer if desired by the committee). Questions should be focused entirely on the Dissertation.
- e) A passing vote of 4/5 committee members is required. If unsuccessful, the defense may be retaken once after completion of changes or additions determined by the committee. "Retaken" means that the second defense covers the same material and includes the same committee members as the first.
- f) On the day of the defense, all committee member will sign the Doctoral Examination Report. The Director will also sign the bottom of the Doctoral Examination Report, the Signature Page, and the Final Grade Card(s). One additional committee member will sign the Signature Page in addition to the Director.

GENERAL GUIDELINES NOT COVERED ABOVE

1. The Director should work out with the committee a regular schedule of teaching observations for the student over the course of their program so that committee members can advise students about pedagogy and also include an assessment of their teaching in recommendation letters when the students are applying for jobs.
2. PhD students are well aware that TT jobs in English are increasingly hard to come by, especially in Research One institutions. They would appreciate more opportunities to learn about "alt---ac" career paths. Anything that Directors can do to help inform students of other opportunities and to advise them on possible alternative careers would be appreciated. Here are three texts that will be available in the English Department office:

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

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

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

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

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

NURSING & INFANT CARE ROOM USAGE POLICY

Who May use the Space

Graduate students enrolled in the MFA-Creative Writing, MA- Literature, or PhD-Literature program who are parents. Undergraduate students with a declared major or minor in English who are parents. Caretakers designated by the parent.

Purpose of the Space

The nursing and infant care room is intended for the use of parents and designated caretakers of infants age 1 year or younger. The space is not intended for toddlers or older children. The room is equipped with a nursing/pumping station and changing table and is not intended for long-term child care. Parents and caretakers may use the room for nursing, pumping, feeding, diaper changes, and other short-term care needs. As such, toys and books will be kept to a minimum and should be age-appropriate for infants only. Infants may not be left unattended in the room and adult supervision by either the parent or designated caretaker is required at all times.

(Graduate student instructors and teaching assistants who are formerly used the room to hold confidential discussions with their students during office hours may inquire at the front desk about using the faculty lounge in HLMS 101 or the Dilts Lounge if/when either space is not in use. Please see the *Hellems Faculty Lounge & Dilts Lounge Usage Policy* for Graduate Students for more information.)

How to Access the Infant Care Room

The infant care room is non-reservable and does not require advance scheduling. The room may be accessed via a lock-box containing a key. Parents and caretakers of infants wishing to use the room may request the code to the lockbox to access the room key from the main office in HLMS 101. The door is lockable from inside (if desired). Alternately, there is a sign posted on door (available/occupied). The parent/caretaker may turn sign to “occupied” when in use. If available, other parents may access the room, but should knock before entering.

Conditions of Use

Access to the Infant Care Room means that parents and caretakers agree to maintain a standard of cleanliness and are responsible for removing waste/trash from the room. Trash bins are located just down the hall from the room. Cleaning supplies will be provided in the room. If cleaning supplies run out, more can be obtained from the main office in HLMS 101. The nursing station and changing table must be cleaned after each use. Parents may keep a storage basket in the room with their name on it in order to leave/store a few small items such as diapers, wipes, etc., as needed. The door to the room should remain closed and locked when not in use.

HELLEMS FACULTY LOUNGE & DILTS LOUNGE USAGE POLICY FOR GRADUATE STUDENTS

Purpose of the Spaces

The Dits Lounge may be reserved by faculty, staff, and students for meetings, and defenses.

The Faculty Lounge is a non-reservable space available to faculty, staff, and students for meetings and discussions.

Who may Access

Graduate student instructors and teaching assistants holding office hours in HLMS 01 or HLMS 09 who must facilitate a difficult or sensitive conversation with an undergraduate student where privacy is a necessity may request access to the Dilts Lounge or Faculty Lounge. Use of these spaces by graduate student instructors and teaching assistants is intended to be occasional and when there is no other alternative available.

Conditions of Use

Because the Faculty Lounge and Dilts Lounge are shared resources used by many members of the English Department community, teaching grads are asked to adhere to the following conditions:

- These spaces may only be used by graduate student instructors and teaching assistants during their regular office hours to meet with an undergraduate student.
- Meetings may not exceed 30 minutes. Students may be asked by staff or faculty to vacate the space after this time limit has passed.

How to Access the Dilts Lounge

The Dilts Lounge is available by reservation. The door to the Dilts Lounge is kept closed and locked. Please ask the front-desk staff in the English Department office for permission to access the Dilts Lounge. They will first verify whether the room is available, and if so, for how long. If available, they will unlock the door to the lounge for you. Let the staff know how long you will be using the space (i.e. provide a start-time and end-time).

How to Access the Faculty Lounge

The door to the Faculty Lounge is kept open and unlocked, graduate student instructors must first ask the front-desk staff for permission to access the space. The staff will let you know whether the lounge is available, and if so, for how long. Let the staff know how long you will be using the space (i.e. provide a start-time and end-time).

STATEMENT REGARDING ASSIGNMENT OF PHD OFFICES

Beginning with the AY 2019/20, the Department of English will assign PhD offices based on the following criteria:

1. Office assignments will be made for one academic year at a time. (AY assignments are announced in fall.)
2. Students who are teaching (GPTIs) and therefore have an obligation to hold office hours, will be given top priority for assignments.
3. Up to two students at a time will be assigned to each Stadium office.
4. Depending on overall need for office space:
 - a. Students assigned to offices in Hellems 01 may be asked to share a desk with another student.
 - b. Students who take an approved leave of absence during the AY may be asked to vacate or share an office during leave.
 - c. Students who accept a non-teaching position (e.g. fellowship, research assistantship, or graduate assistantship) during the AY may be asked to vacate or share an office during the semester of this appointment.

Office assignments will be made according to the following process:

- The department will collect students' preferences annually via the *Office Preference Form*. Based on this feedback:
 - All *teaching grads* who want an office in the Stadium will be entered into a random lottery drawing.
 - Up to six students (two per office) will be chosen via the lottery and assigned an office space in the Stadium.
 - All *teaching grads* not entered into the lottery for the Stadium will be assigned an office in Hellems 01.
 - All *non-teaching grads* who want/need an office in will be assigned a desk in Hellems 01, depending on availability of space.

Students who are assigned a shared office with another student will be responsible for coordinating when they will each access and use their office.

If two students are each assigned an office, but later to swap locations with each other, they are free to do so. However, students must first notify department staff of such changes via email.