

Graduate Student Handbook

*Department of English
University of Colorado at Boulder*

2011-2012

NOTE:

Up-to-date versions of this handbook will be posted on the Department's web site. Please check the web site for recent changes in rules and procedures.

This handbook does not supplant the Graduate School Rules. Should anything in this handbook conflict with the Graduate School Rules, the Graduate School Rules take precedence.

Edited August 3, 2011

Table of Contents

DEPARTMENT ADMINISTRATION AND STAFF	4
ADMINISTRATION	4
STAFF	5
THE GRADUATE SCHOOL	6
GRADUATE SCHOOL PERSONNEL	6
GRADUATE SCHOOL RULES	6
GRADUATE SCHOOL WEB SITE	6
STUDENT REPRESENTATION	6
DEPARTMENT GRADUATE STUDENT REPRESENTATIVES	6
UNITED GOVERNMENT OF GRADUATE STUDENTS (UGGS).....	7
UNIVERSITY OF COLORADO STUDENT UNION (UCSU).....	7
KEEPING IN TOUCH.....	7
E-MAIL	7
MAILBOXES	8
E-MAIL LISTSERVS	8
DEPARTMENT WEB SITE	9
SUPPLIES AND AUDIOVISUAL EQUIPMENT	8
PHOTOCOPYING	8
OFFICES	8
ADVICE FOR TEACHING PROBLEMS	8
ADVISING	9
MA-LITERATURE	9
MA-CREATIVE WRITING	9
PhD	9
DEGREE REQUIREMENTS AND COURSEWORK	9
MA-LITERATURE DEGREE REQUIREMENTS	9
MA-CREATIVE WRITING DEGREE REQUIREMENTS	11
PhD DEGREE REQUIREMENTS	Error! Bookmark not defined.
REGISTERING FOR COURSES	13
GRADES AND QUALITY OF WORK	15
SPECIAL COURSEWORK AND DEGREE REQUIREMENT CIRCUMSTANCES	16
EMPLOYMENT AT THE UNIVERSITY	18
WORKLOAD LIMITS	18
ENGLISH DEPARTMENT POSITIONS	18
TEACHING POSITIONS OUTSIDE THE ENGLISH DEPARTMENT	19
CAREER AND PLACEMENT SERVICES	19
DEPARTMENT ACADEMIC PLACEMENT ADVISOR.....	19
CAREER SERVICES	19
NON-ACADEMIC INTERNSHIPS	20

TEACHING RESOURCES	20
DEPARTMENTAL ACADEMIC POLICIES AND PROCEDURES.....	20
GRADUATE TEACHER TRAINING COMMITTEE	21
TEACHING MENTORS	21
LEAD GRADUATE TEACHERS	21
GRADUATE TEACHER PROGRAM	21
TUITION AND FEES.....	21
GRADUATE TUITION AND FEES	22
RESIDENCY REQUIREMENTS	22
FINANCIAL AID (SEE ALSO GRANTS, FELLOWSHIPS, AND PRIZES)....	22
GRANTS, FELLOWSHIPS, AND PRIZES	22
CU TRAVEL AND RESEARCH GRANTS	22
CU DISSERTATION FELLOWSHIPS (for PhD students only).....	23
CU GRADUATE STUDENT RESEARCH/CREATIVE WORK AWARDS	25
CU TEACHING PRIZES	25
DEPARTMENTAL CREATIVE WRITING PRIZES (for MA-Creative Writing students only)	25
DEPARTMENTAL FELLOWSHIPS	26
EXTERNAL FELLOWSHIPS AND PRIZES	26
JOURNALS, READING SERIES, AND ACADEMIC EVENTS	32
ENGLISH LANGUAGE NOTES	27
DIVIDE	27
SUBITO PRESS	27
CREATIVE WRITING GRADUATE READING SERIES	27
GRADUATE ACADEMIC COMMITTEE EVENTS	27
CAMPUS RESOURCES	27
LIBRARY	27
ACADEMIC AND RESEARCH CENTERS ON CAMPUS.....	28
HOUSING, TRANSPORTATION, AND PARKING	29
STUDENT HEALTH SERVICES	29
UNIVERSITY POLICIES	29
CU-BOULDER STUDENT HONOR CODE	29
GRADUATE SCHOOL STATEMENT ON ACADEMIC ETHICS.....	29
CU-BOULDER CODE OF STUDENT CONDUCT	30
CU BOULDER POLICY ON STUDENT CLASSROOM AND COURSE-RELATED BEHAVIOR	30
CU POLICY ON SEXUAL HARASSMENT	33
CU POLICY ON AMOROUS RELATIONSHIPS INVOLVING EVALUATIVE AUTHORITY.....	36
GRIEVANCES.....	36
DEPARTMENTAL GRIEVANCE POLICY	36
GRADUATE SCHOOL ACADEMIC GRIEVANCE POLICY	37
CU-BOULDER GRADUATE STUDENT BILL OF RIGHTS AND RESPONSIBILITIES.....	38

DEPARTMENT ADMINISTRATION AND STAFF

ADMINISTRATION

Chair of the Department: Hellems 101

For 2011-2012: Professor William Kuskin 303-492-7382, William.Kuskin@colorado.edu.

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

Associate Chair for Graduate Studies: Hellems 115

For 2011-2012: Professor Paul Youngquist 303-492-8643; Paul.Youngquist@colorado.edu.

The Associate Chair for Graduate Studies supervises graduate matters including admissions, advising, and requirements. S/he is the head advisor for all MA-Literature students and the advisor for PhD students who have not yet chosen a dissertation director; s/he also advises MFA-Creative Writing students on general matters involving degree requirements, financial aid, etc. S/he acts as Chair of the Graduate Committee, advises the Associate Chair for Undergraduate Studies about teaching appointments, and works with the department's Lead Graduate Teachers. You may wish to contact him or her to discuss your schedule, to get permission to do special course work, to discuss how you might fill your course or language requirements, or to get general advice on choosing a faculty mentor or on the direction of your research and writing.

Associate Chair for Creative Writing: Hellems 101

For 2011-2012: Professor Ruth Ellen Kocher 303-492-1853; Ruthellen.Kocher@Colorado.EDU

The Associate Chair for Creative Writing supervises admissions and requirements for the MFA-Creative Writing programs, works with the Lead Graduate Teacher for Creative Writing TAs, and is the head advisor for all MFA-Creative Writing students. If you are an MFA Creative Writing student, you may wish to contact him or her to discuss your schedule, to get permission to do special course work, to discuss how you might fill your course or language requirements, or to get general advice on choosing a faculty mentor or on the direction of your writing.

Associate Chair for Undergraduate Studies: Hellems 111

For 2011-2012: Professor Penelope Kelsey 303-492-2868; Penelope.kelsey@colorado.edu

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

Graduate Committee, Creative Writing 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. In 2011-2012, the Graduate Committee consists of Professors Paul Youngquist, Lori Emerson, Eric White, Jordan Stein, Martin Bickman and David Glimp.

For Creative Writing, the equivalent of the Graduate Committee is the Creative Writing Committee. Made up of Creative Writing faculty, the Creative Writing Committee decides on admissions and prizes. The Creative Writing faculty members in 2011-2012 are Professors Julie Carr, Jeffrey DeShell, Marcia Douglas, Stephen Graham Jones, Ruth Ellen Kocher, Elisabeth Sheffield, and Noah Eli Gordon.

STAFF

Student Services Office: Hellems 111

Renzia Benninger 303-492-6434; ssengl@colorado.edu or Renzia.Benninger@colorado.edu

The Undergraduate Program Assistant works with the Associate Chair of Undergraduate Studies on matters of course schedule and classroom assignments, as well as applications for independent study, final grades and grade changes. She also schedules room requests, film screenings, meetings and special events. Contact her with issues related to academic dishonesty, grades, and student or instructor complaints; to reserve a room for class and departmental events; or leave a message for the Associate Chair of Undergraduate Studies. Student assistants also work in the Student Services Office; they are able to help you with messages and questions.

Graduate Program Assistant

Cynthia Ocken 303-492-6594; gsengl@colorado.edu or ocken@colorado.edu

The GPA works with the Associate Chairs of Graduate Studies and Creative Writing on matters of the graduate admissions process; maintains graduate student records, graduate student fellowships, graduate student teaching appointments; and processes paperwork for degrees. Contact him/her with issues related to office assignments, policies and procedures that relate to graduate registration, to apply for an independent study, or to leave a message for the Associate Chairs of Graduate Studies and Creative Writing. S/he also handles petitions to the Dean of the Graduate School, details regarding your fellowship or your teaching appointment, and all matters of paperwork and deadlines for receiving your degree.

Department Office: Hellems 101

Assistant to the Chair

Jeanine Reinke 303-492-7382; ENGL.chrasst@colorado.edu

Jeanine Reinke takes messages and schedules appointments in relation to the tasks of the Chair's office. This position also serves to assist in departmental faculty matters, and as the liaison for university financial matters (including payroll).

Receptionist

Julie Gemmell 303-492-7381; engldept@colorado.edu

The receptionist takes messages for the department, organizes the department mail, handles the checkout of audiovisual equipment, provides clerical support for the Chair and Associate Chairs, and can instruct you on use of the copy and fax machines. If you need to cancel a class for **any** reason, you are **required** to phone the receptionist, who will post a notice for your class.

THE GRADUATE SCHOOL

GRADUATE SCHOOL PERSONNEL

Dean of Graduate Education

Graduate students typically have little direct contact with the Dean, but if you receive a major fellowship, he/she will sign your letter of congratulation. The Dean of Graduate Education is currently Professor John Stevenson. He approved all petitions for special circumstances for all graduate students.

Student Advisors

You may wish to consult with the student advisors in the Graduate School if there are special circumstances affecting your completion of your degree. The advisors also check the format of theses and dissertations prior to their final submission to the Graduate School. The Graduate School student advisors are currently: Ginny Borst (303-735-3534; Borst@colorado.edu) and Carrie Simon (303-492-2268; carrie.simon@colorado.edu).

GRADUATE SCHOOL RULES

The rules of the Graduate School govern graduate students' admission to the university and their completion of degree requirements. Graduate School Rules may be viewed on line at <http://www.colorado.edu/GraduateSchool/policies/index.html>.

GRADUATE SCHOOL WEB SITE

The Graduate School web site lists useful information for graduate students, including a calendar of the current deadlines. Specifications for the final copy of theses and dissertations, downloadable forms for fellowships, etc., and FAQs. See <http://www.colorado.edu/GraduateSchool/current/index.html>

STUDENT REPRESENTATION

DEPARTMENT GRADUATE STUDENT REPRESENTATIVES

The department's MA and PhD representatives act as liaisons between graduate students and the English Department by representing graduate student concerns at relevant faculty and Graduate Committee meetings, or by presenting those concerns to the Associate Chair for Graduate Studies. They also plan social and academic events for graduate students in the department. If you have ideas, questions, or concerns about the department, they can make your needs known to the department (anonymously, of course, if you so desire). Elections for the MA-Literature and PhD representatives occur each spring for the following year.

Departmental representatives for 2011-2012 are:

PhD Representatives

Kurtis Hessel
Kurtis.hessel@colorado.edu
Krystal McMillen
krystal.mcmillen@colorado.edu

MA-LIT Representatives

Mary Jordan Chapman
Jordan.chapman@colorado.edu
Richard Thomas
Richard.thomas@colorado.edu

MFA-CRW Representatives

Christopher Hutt
Christopher.hutt@colorado.edu

UNITED GOVERNMENT OF GRADUATE STUDENTS (UGGS)

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

Graduate students in the English Department elect a representative or co-representatives to UGGS each spring. The Departmental representative to UGGS for 2011-2012 is:

Michelle Battiste Michelle.batiste@colorado.edu

UNIVERSITY OF COLORADO STUDENT UNION (UCSU)

The University of Colorado Student Union (UCSU) is the student body government for CU-Boulder. UCSU creates, implements, and oversees a multimillion dollar budget generated by student fees and other revenue for the operation of the Student Recreation Center, Wardenburg Health Center, University Memorial Center (UMC), Environmental Center, Student Organizations Finance Office, Women's Resource Center, Off-Campus Student Services, Student Legal Services, Cultural Events Board, Volunteer Clearing House, and KVCU Radio 1190. UCSU also serves as the liaison between the student body and the university administration. UCSU is made up of executive, legislative, and judicial branches. Elections are held in the Fall and Spring semesters for executive and legislative members.

KEEPING IN TOUCH

E-MAIL

Once you arrive at CU you **are required** to set-up a university e-mail account as soon as possible. You may set up your account on-line at <http://oit.colorado.edu/>. Set up your account to have your university e-mail forwarded to another address. **The university and the department consider your university e-mail address an official means of communicating with you, so be sure to check this address daily.** You will also be subscribed to the department graduate student e-mail list via your university e-mail address (see below).

All people with e-mail addresses at the university may be reached through the format `firstname.lastname@colorado.edu`. The only exceptions are people with non-unique names, in which case the middle initial and sometimes other qualifiers are used (e.g., `Jane.Q.Public@colorado.edu`). To look up someone's contact info, see the university web site at www.colorado.edu and use the 'Search People' function.

SUPPLIES AND AUDIOVISUAL EQUIPMENT

The department has TV/VCR's, a DVD player, CD players, tape players, slide projectors, overhead projectors, and phonographs available for checkout for classroom use. The department also owns some videotapes of Shakespeare films and a few other drama-derived productions. To reserve and check out equipment and videotapes, see the department receptionist in Hellems 101. The receptionist can also give you a grade book for your teaching. For additional audiovisual materials that may be checked out for teaching purposes, see the Circulation Desk in Norlin Library.

PHOTOCOPYING

The department's photocopy machine is available for graduate student teachers; the access code is the last four digits of your student id (not the same as the BuffOne Card number). The photocopy machine is to be used for duplicating syllabi, paper assignments, and exams, not for copying readings for your students. Readings should be placed on reserve through Norlin Library.

OFFICES

Graduate student teachers are assigned offices primarily in the basement of Hellems or in the office suite located in the Stadium. Hellems 01 and Hellems 09 house cubicles primarily for TAs. The suites located in Stadium 262 and 266 are available for GPTIs. A few graduate students may be assigned offices elsewhere on campus. Cubicles and offices are shared. If there is a problem with your cubicle/office assignment, see Julie Gemmell in Hellems 101.

ADVICE FOR TEACHING PROBLEMS

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

MAILBOXES

All graduate students, with the exception of those who currently live out of state, have mailboxes in the English Department Office (Hellems 101). The mailboxes are listed alphabetically in three groups: the first group is all staff and undergraduate advisors; the second group is faculty and adjunct faculty; and the third group is ALL graduate students.

E-MAIL LISTSERVS

The EGO (English Graduate Organization) Listserv (for all graduate students)

The Associate Chair for Graduate Studies maintains an e-mail listserv of all graduate students in the department: EGO. This listserv 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 via their colorado.edu e-mail addresses. Send e-mail to the list by addressing it from your colorado.edu e-mail address.

The ID Listserv (for MFA-Creative Writing Students)

The Lead Graduate Teacher for Creative Writing maintains an e-mail listserv for Creative Writing students and faculty, known as ID Listserv. This listserv is used to announce events and discuss issues. If you are subscribed to the list, you may send e-mail to the list by addressing it from the account under which you are subscribed, and sending it to id@lists.colorado.edu. For information about subscribing to the list, contact

the Lead Graduate Teacher in CW, Christopher Hutt (christopher.hutt@colorado.edu).

DEPARTMENT WEB SITE

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

ADVISING

MA-LITERATURE

The Associate Chair for Graduate Studies is the head advisor for all MA-Literature students. Students are also assigned a peer advisor during orientation.

MFA-CREATIVE WRITING

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

PhD

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

DEGREE REQUIREMENTS AND COURSEWORK

MA-LITERATURE DEGREE REQUIREMENTS

Coursework

Students must take 30 hours of coursework (10 courses). At least 21 hours must be taken at CU Boulder. Subject to approval by the Associate Chair for Graduate Studies, up to 6 hours of coursework may be taken in departments other than English. Students may earn the MA-Literature degree through coursework alone; a thesis is optional (see Thesis Option, below).

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

Required Courses

Intro to Literary Theory (taken first semester). Introduces students to current theoretical issues and practices.

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

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

A. Formalisms (all aspects of genre, form, aesthetics, etc.)

B Technologies/Epistemologies (material developments and forms of knowledge from

the history of the book to digital media to philosophical and scientific modes of knowledge)

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

D. Cultures/Politics/Histories (conventional literary periods to transnationalism, from literary movements to cultural studies)

Electives – May include Creative Writing, and courses from other departments.

Distribution Requirement

The courses required for the MA should be distributed as follows:

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

Thesis Option

What is the MA-Literature thesis, and should you write one?

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

Planning and writing the MA-Literature thesis; the committee

Developing a thesis takes two semesters to research and write. You must register for a total of 4 hours of master's thesis credit during the semesters you are producing your thesis (see Thesis/Dissertation Hours in the Special Coursework and Degree Requirement Circumstances section below). You work with a committee of three faculty members: an advisor, and two others. The advisor must be a member of the Graduate Faculty.

MA-Literature thesis defense

The thesis defense must take place before the semester's deadline for completing defenses; see the Graduate Program Assistant for details. You must give your completed thesis to your entire committee and file an examination report at least two weeks in advance of your defense; see the Graduate Program Assistant for this report form. The defense is an oral examination of the thesis that lasts about an hour's length. Committee members must be present. A positive vote from at least two of three committee members is required to pass. A student who fails the defense may not reattempt it for at least three months, and not until any work prescribed by the committee has been completed. The student may retake the examination only once.

Thesis submission and format

The final copy of the 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. These specifications are located at <http://www.colorado.edu/GraduateSchool/academics/index.html>. You must include all the parts of the thesis stipulated (title page, signature page, abstract, table of contents, bibliography, etc.). Have the format of your thesis pre-checked by the Graduate School before submitting it online to the Graduate school. For a pre-check appointment, contact the Graduate School at 303-492-7401.

Language Requirement

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

Advancement to Candidacy

The semester you plan to graduate, you must submit a Candidacy Application for an Advanced Degree and a Application for Diploma to the Student Services Office by the stipulated deadline, which is generally in the third or fourth week of classes. These forms are available in the Student Services Office, or on the Graduate School website at <http://www.colorado.edu/graduateschool/resources/forms.html>. The Candidacy Application confirms that you will have completed all your degree requirements by the end of the semester, and must be approved by the Associate Chair for Graduate Studies.

Time to Degree

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

MFA-CREATIVE WRITING DEGREE REQUIREMENTS

Coursework

Students must take 45 hours of coursework (15 courses). At least 21 hours must be taken at CU Boulder. Subject to approval by the Associate Chair for Creative Writing, up to 6 hours of coursework may be taken in departments other than English. Coursework must be taken in the following areas. A requirement may be waived if a student has taken an equivalent graduate course at another institution; waivers must be approved by the Associate Chair for Graduate Studies. See Transfer Credit, below, for the official transfer of hours from another institution.

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

Thesis

What is the MFA-Creative Writing thesis?

All MFA-Creative Writing students must complete a thesis as part of the degree requirements. The thesis should be a book of poetry, of short stories, of literary/creative non-fiction, or a leg up on a novel, a play, or a screenplay. It may also be a combination of these genres. The suggested length is 70 pages, but a thesis of fewer than 70 pages may be approved by the thesis committee. The bulk of work used in a thesis should have been written while a student is enrolled in the MFA-Creative Writing program, and it should be in a form acceptable to the committee. The thesis must include an abstract (one to one-and-a-half pages) that states the writer's views and explains how the thesis reflects those views.

Planning and writing the MFA-Creative Writing thesis; the committee

It takes at least two semesters to plan and write a master's thesis in Creative Writing. You must register for a total of at least 4 hours of master's thesis credit during the semesters you are writing your thesis. Most MFA-Creative Writing students take a total of 9 thesis hours; see Thesis/Dissertation Hours in the Special Coursework and Degree Requirement Circumstances section, below. The student should select a committee of three (the advisor, who is a Creative Writing faculty member; one other Creative Writing faculty member; and a faculty member in literary studies) during the semester prior to that in which s/he will defend the thesis. Make sure your committee members know and understand their role on the committee. A rough draft of the thesis should be made available to the advisor between the middle and the end of the semester prior to that in which the thesis defense will be held, so that problems may be discussed at an early enough date to enable the student to work on them. The advisor will work with the student during both semesters, advising on length of manuscript, suggestions for improvement, and general compilation. The advisor and the student will also agree on a reading list on which the student may be questioned at the defense.

MFA-Creative Writing thesis defense

The thesis defense must take place before the semester's deadline for completing defenses; see the Graduate Program Assistant for details. You must give your completed thesis to your entire committee and file an examination report at least two weeks in advance of your defense; see the Graduate Program Assistant for this report form. The defense is an oral examination of the thesis that lasts about an hour's length. Committee members must be present. A positive vote from at least two of three committee members is required to pass. A student who fails the defense may not reattempt it for at least three months, and not until any work prescribed by the committee has been completed. The student may retake the examination only once.

Thesis submission and format

The final copy of the 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. These specifications are located at <http://www.colorado.edu/GraduateSchool/academics/index.html>. You must include all the parts of the thesis stipulated (title page, signature page, abstract, table of contents, bibliography, etc.). Have the format of your thesis pre-checked by the Graduate School before submitting it online to the Graduate school. For a pre-check appointment, contact the Graduate School at 303-492-7401.

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

Advancement to Candidacy

The semester you plan to graduate, you must submit a Candidacy Application for an Advanced Degree and an Application for Diploma to the Graduate Program Assistant by the stipulated deadline, which is generally in the third or fourth week of classes. These forms are available in the Graduate Program Assistant. The Candidacy Application confirms that you will have completed all your degree requirements by the end of the semester, and must be approved by the Associate Chair for Creative Writing.

Time to Degree

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

PHD DEGREE REQUIREMENTS

Under Construction

Contact [Paul Youngquist](#) (Associate Director, Graduate Studies) for additional information in regards to the PhD program.

REGISTERING FOR COURSES

Graduate Course Schedule and Course Descriptions

Every spring semester, the Associate Chairs for Graduate Studies and Creative Writing determine the department's graduate course offerings for the following year, and these planned offerings are publicized to current and incoming graduate students. This list of course offerings should be used advisedly as you plan your course schedule, however, because changes are occasionally made as the year approaches and progresses. The graduate course schedule for the upcoming semester (including titles, days, and times of courses) is announced on the EGO list at least a month before the registration period begins. The faculty's detailed descriptions of their graduate courses are posted on the department web site before the registration period begins.

Registration Period

Continuing graduate students are allowed to register in (roughly) the month of November for the following Spring semester, and (roughly) the month of April for the following Fall semester. Check the Office of the Registrar website at http://registrar.colorado.edu/calendar/calendars_schedules.html for registration time assignments. You may register after that registration period, but late registration fees will apply if you do not register by the absolute deadlines for each semester (approximately August 15 for the Fall semester, and approximately January 10 for the Spring semester). You should register as soon as possible if you have your heart set on taking a particular course, since graduate courses often do fill quickly, and since most faculty members will not admit students beyond the course limits of 15 students.

How to Register

Ordinarily, you register through the MYCUInfo online system (<https://portal.cusys.edu/MyCUInfoFedAuthLogin.html>). In some cases, you will need to visit the Student Services Office in order to register for a course. These cases include: independent studies; registering for Creative Writing graduate courses if you are not in the MFA-Creative Writing program; changing your registration after the add/drop deadlines; and other special cases.

Add/Drop Deadlines

Check the Office of the Registrar website at http://registrar.colorado.edu/calendar/calendars_schedules.html for add/drop time assignments. You may register after that registration period, but late registration fees will apply if you do not register by Friday, August 15. You have approximately 10 days after the semester begins to add a course without getting the instructor's permission on a Special Action Form; approximately two and a half weeks after the semester begins to drop a course without the instructor's signature and without paying tuition and fees for that course; and about three weeks after the semester begins to add a course without obtaining special permission from the Dean.

Full-Time Status Requirements- Graduate School Definition

MFA students

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

- Take at least 5 credits of graduate-level coursework
- Take at least 8 credits of combined undergraduate and graduate coursework
- Take at least 1 master's thesis credit
- Take at least one hour of 'Master's Candidate for Degree'

PhD students

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

Before passing the comprehensive examination:

- Take at least 5 credits of graduate-level coursework
- Take at least 8 credits of combined undergraduate and graduate coursework
- Take at least 1 doctoral dissertation credit

After passing the comprehensive examination:

- Take at least 5 doctoral dissertation credits

Full-Time Status Requirements for Federal or State Financial Aid Eligibility

The Office of Financial Aid definitions for full-time and half-time status for Graduate and Professional students at CU- Boulder beginning with the Fall 2009 semester with either Federal or State funding will be:

Full-time: A graduate or professional student who is enrolled in at least nine semester hours* in a fall, spring or summer term.

Half-time: A graduate or professional student who is enrolled in at least four semester hours* in a fall, spring or summer term.

*Because candidate for degree courses #6940-6949 are not counted towards a student's degree, they cannot be included in the semester hour calculation for financial aid eligibility and/or loan deferment.

These definitions do not change any academic definitions determined by the Schools or Colleges. They only determine a graduate student's eligibility for federal and state financial aid programs. This also impacts a graduate student's eligibility to defer repayment on their federal student loans. Beginning Fall semester 2009, a graduate student must be enrolled in at least 4 credit hours per semester to be eligible for a loan deferment on any federal loans. If you are not and you have federal loans, you will be subject to entering either your grace period or repayment, whichever is applicable.

Please contact the Financial Aid office with any additional questions regarding State or Federal funding.

Special Registration Requirements for PhD Students

Continuous registration requirement

Beginning with the semester following the passing of the comprehensive examination, and extending through the semester in which the dissertation is successfully defended, a PhD student is required to register continuously as a full-time student for a minimum of 5 dissertation hours in the spring and fall semester of each year.

Off-campus status

A PhD student who does not have to maintain full-time status and does not have to use campus facilities may claim off-campus status, which allows registration for 3 rather than the minimum of 5 dissertation credit hours. Off-campus status is considered part-time.

Failure to register continuously

A PhD student who fails to register continuously after passing the comprehensive examination must retake and pass the examination to regain status as a student in good standing in the Graduate School. The department must petition the Dean of the Graduate School to waive this requirement.

Registering in the semester of the dissertation defense

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

GRADES AND QUALITY OF WORK

Grade Point Average

A graduate student is required to maintain at least a *B* (3.0) average in all work attempted while enrolled in the Graduate School. Grades received taken in foreign language courses used to fulfill the language requirement are not used by the Graduate School in calculating the grade point average that affects your status as a graduate student. However, these course grades do appear on your transcript and are calculated in the grade point average that appears there. Grades earned for courses transferred from another institution are not included in the calculation of grade point average.

Grades Allowed

Courses used for graduate degree requirements may not be taken pass/fail. Grades below *C* are not accepted for MA requirements, and grades below *B-* are not accepted for PhD requirements. Courses in which a grade of *C*, *D*, or *F* was earned may be repeated once, upon petition by the Associate Chair for Graduate Studies to the Graduate School on the student's behalf.

Incomplete (IF) Grades

Conditions for granting IF grades

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

- The student must ask the professor for the incomplete grade
- The student is unable to complete the course work for reasons beyond his/her control.
- The student has completed a substantial amount of the coursework.
- If the request is granted, the instructor sets the conditions whereby the coursework will be completed; these conditions should be set down in writing, if at all possible, so that no ambiguity exists.

Time limits for completing IF coursework and submitting grades

Work for incomplete grades must be completed within one year. For example, if the original course was taken during Fall 2006, coursework must be completed before the end of the final exam period during Fall 2007. Grades for incomplete work must be submitted on a Change of Record Form, signed by the professor, before the grading period is complete during the semester one year beyond the original term of registration. If a grade is not submitted before this deadline, an IF will convert to an F. Students may petition for an extension of the time to complete an IF, with the endorsement of the instructor and the Associate Chair for Graduate Studies. The time frame and plan for completion must be included in the petition.

Problems with obtaining IF grades

Grades of IF may endanger your teaching appointment by signaling to the Associate Chair for Graduate Studies and to the Graduate School that you are not making adequate progress toward your degree. Grades of IF also count against you if you are applying for grants and fellowships. If you must take a grade of incomplete, do your best to complete the work before the following term begins, so there is no ambiguity about your progress toward the degree.

IP Grades

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

No Credit Courses

Graduate courses taken for no credit (NC) cannot be applied toward a graduate degree, are not calculated in the grade point average, and are not included in consideration of full-time or part-time status.

Academic Probation and Dismissal from the University

If your cumulative GPA falls below 3.0, you will be placed on academic probation. You have two semesters in which to raise the cumulative GPA to 3.0 or above. If you have not done so after two semesters, you will be dismissed from the University, unless the Associate Chair for Graduate Studies or the Associate Chair of Creative Writing deems you have extenuating circumstances, in which case s/he 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 of Creative Writing deems you have extenuating circumstances, in which case s/he will petition the Graduate School for you to be allowed to continue. A student on academic probation may not hold a teaching appointment.

SPECIAL COURSEWORK AND DEGREE REQUIREMENT CIRCUMSTANCES

Independent Studies

Should you do an independent study?

Independent studies are an excellent opportunity for students to work individually with faculty members to explore a new body of material or new creative writing project, or to continue to develop a project begun in previous coursework. However, independent studies also represent a significant amount of uncompensated work for faculty. They also require that the student be more self-disciplined and more dedicated than in a typical graduate-seminar setting, since the success of the course depends on the student alone. Therefore, the department is very particular about approving independent study courses for graduate students. An independent study will not be approved if a course on the same or a similar topic is being offered that semester, 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 at the 5000 (MA) or 7000 (PhD) level, and may be taken for 1, 2, or 3 credit hours. An independent study may fulfill specific MA-Literature or MFA-Creative Writing course requirements; check with the Associate Chair for Graduate Studies or the Associate Chair of Creative Writing.

Arranging an independent study

To arrange an independent study, first seek out the faculty member and decide on the syllabus: what reading will be covered; how often and for what periods of time you will meet to discuss the material; and what kind of writing projects will be produced. Obtain a ***Graduate Independent Study Contract*** form from the Student Services Office and fill it out, including a description of the course syllabus. Then obtain the professor's signature. *It is very important that both you and the professor agree on the content and writing assignments for the course before you submit your application for approval, since your application constitutes a contract for the course.* Return the application to the Student Services Office, so that it may be reviewed for approval by the Associate Chair for Graduate Studies (MA-Literature and PhD students) or the Associate Chair of Creative Writing (MFA-Creative Writing students). If your application is approved, the Student Services Office staff will register you for independent study credits. Be sure to complete your arrangements in time to make the add deadline for that semester.

Limitations on independent studies

MA or MFA students may take no more than 6 credits of independent study. PhD students may take more, but only with the approval of the Associate Chair for Graduate Studies; in practice, PhD students are generally also limited to 6 credits of independent study during their coursework. An independent study taken for credit in the English Department must be directed by an English Department faculty member, who must also be a member of the Graduate Faculty. If you wish to study with a faculty member outside the English Department, you must go through that department to obtain independent study credit. A graduate student may attend an undergraduate course as part of an independent study; however, graduate independent-study credit will be offered only if the student and faculty member arrange additional meetings, readings, and writing assignments so as to bring the course up to the level of graduate coursework. Internships or work as an instructor or grader may not be used for independent-study credit. Independent studies may be given during the Summer, but only during the D term (which lasts all summer). Graduate independent studies are not offered during Maymester.

Thesis/Dissertation hours

Master's thesis hours

MA-Literature students who choose the thesis option must register for a total of 4-6 thesis hours before completing the degree. All MFA-Creative Writing students must register for a total of 9 thesis hours before completing the degree. These hours may be taken in one or more than one semester, but they must represent time actually spent writing the thesis, under the supervision of your advisor.

Dissertation hours

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

Taking Undergraduate Coursework

MA or MFA students may, with the approval of the Associate Chair for Graduate Studies (MA-Literature) or Associate Chair of Creative Writing (MFA-Creative Writing), take up to 6 credit hours at the undergraduate level to fulfill their degree requirements. Only courses at the 3000/4000 level will be approved, and only if they are deemed acceptable by the Associate Chair for Graduate Studies or Associate Chair of Creative Writing. Normally, undergraduate courses in the English Department are not acceptable. Courses at the 1000/2000 level, including language courses taken to fulfill the language requirement, are never approved to fulfill MA or MFA degree requirements. In practice, undergraduate courses are seldom approved for the MA-Literature degree. PhD students may not take any undergraduate courses to fulfill their degree requirements.

Taking Coursework outside the English Department

Any graduate courses taken outside the English Department will normally be approved for elective credit toward the MA-Literature and MFA-Creative Writing coursework requirements, or for the PhD coursework requirement, but consult the Associate Chair for Graduate Studies (MA-Literature and PhD) or Associate Chair of Creative Writing (MFA-Creative Writing) before finalizing your plans. Usually, you will have to get approval from the faculty member and department involved in order to take a graduate course in another department. The exception is the Department of Comparative Literature, in which graduate students in English may freely register for graduate courses. Faculty/department approvals also often are required for undergraduate courses taken outside the English Department (see above for rules regarding taking undergraduate coursework).

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. It is possible to transfer *graduate courses only* to your CU degree program; however, the rules governing transfer credits are very strict, so check with the Associate Chair for Graduate Studies before making any plans to transfer credits. The maximum amount of work that may be transferred to CU-Boulder is 9 semester hours for MA or MFA students, and 21 semester hours for PhD 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 counted toward an undergraduate degree will not be accepted for transfer. A course in which a grade of B- or lower was received will not be accepted for transfer. Credit may not be transferred until the student has completed 6 credits of graduate-level course work as a degree-seeking student on the CU-Boulder campus with a 3.0 GPA.

Time Out Program

The Time Out Program lets you take a leave from the university for a semester or a year without losing your place in your degree program. You must be in good academic standing and have the approval of the Associate Chair for Graduate Studies and of the Vice Chancellor for Graduate Studies. Taking a Time Out does not extend your allowable time to degree (see above). A nonrefundable \$50 application fee is charged for the Time Out Program. More information is available from the Office of the Registrar, Regent 105, 303-492-8673; e-mail timeout@registrar.colorado.edu; or download the information brochure from <http://registrar.colorado.edu/Support/Timeout.htm>.

Provisional Admission

You may have been admitted to the graduate program as a 'provisional' admit if the undergraduate GPA was below 2.75. If you are admitted as a provisional degree student, you must complete the probationary requirements delineated to you as part of your provisional degree agreement. Usually this means that you must complete 12 credit hours in your first 2 semesters of graduate study, with a GPA of at least 3.25.

During this probationary period, you may hold a fellowship, but not a teaching appointment (TA or GPTI).

EMPLOYMENT AT THE UNIVERSITY

WORKLOAD LIMITS

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

ENGLISH DEPARTMENT POSITIONS

Eligibility for Teaching Positions

Graduate students who hold teaching or research appointments must be full-time students; may not have current provisional admit status; may not be on academic probation; and must be making adequate progress toward the degree. First-time teachers are required to attend the department's pedagogy training as a condition of their employment.

Teaching Assistantships (TA-ships)

This title is used for graduate appointees who supervise discussion and recitation sections, serve as class assistants, or perform comparable activities. MA and MFA students are eligible only for TA-ships. Some TA-ships involve considerable responsibility in the classroom, including a course section taught by the student; in those cases, faculty supervisors work closely with the TAs on syllabi, teaching strategies, and grading. TAs may hold either a 25% appointment (10 hours per week = one independently taught section, or two recitation sections) or a 50% appointment (20 hours per week = two independently taught sections, or four recitation sections). TA-ships carry a salary; a tuition waiver of 5 credit hours per semester for 25% appointments, or 9-18 credit hours per semester for 50% appointments; and a contribution to student health insurance of 70% of your total premium for the Gold Comprehensive Plan.

TA-ships for MA-Literature students

MA-Literature students are eligible for TA-ships for ENGL 1001 (Freshman Writing seminar) or for various large lecture courses taught by faculty members. Some MA-Literature students are guaranteed several semesters of TA-ship as part of their recruitment package. Others are assigned TA-ships as additional positions become available. When funds are available, the department seeks to award at least one semester of TA-ship to all MA-Literature students in good standing who are interested in holding a TA position.

TA-ships for MFA-Creative Writing students

MFA-Creative Writing students are eligible in their first year of teaching for TA-ships for ENGL 1191 (Intro to Creative Writing). Second-year TAs are sometimes assigned 2000-level Creative Writing courses, e.g., Intro Fiction Workshop or Intro Poetry Workshop. Some MFA-Creative Writing students are guaranteed a TA-ship in their first year as part of their recruitment package. For both these groups of students, reappointment as a TA in the subsequent years of study requires demonstrating adequate performance as a teacher.

Graduate Part-time Instructorships (GPTI-ships)

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

student health insurance of 70% of the Buff Limited insurance premium (approximately \$385 per semester for 2005).

Research Assistantships

Faculty in the English Department occasionally hire research assistants to help with special projects. Usually, RA-ships are hourly appointments, and do not carry a tuition waiver or contribution to student health insurance.

TEACHING POSITIONS OUTSIDE THE ENGLISH DEPARTMENT

Program for Writing and Rhetoric

GPTI-ships

The Program for Writing and Rhetoric is sometimes able to offer GPTI-ships for introductory and advanced composition courses to PhD students in the English Department. Many PhD students find teaching these courses both intellectually valuable, and a useful training and credentialing experience for future academic employment. The Associate Chair for Graduate Studies works with the Director and Assistant Directors of the PWR to identify PhD students who are interested in and qualified for these GPTI-ships.

Writing Center positions

The Program for Writing and Rhetoric sometimes hires graduate students in English for positions as Writing Center tutors. These positions are paid on an hourly basis. The Associate Chair for Graduate Studies works with the Director and Assistant Directors of the PWR to identify graduate students who are interested in and qualified for these tutor positions.

Other Departments

Other departments on campus often contact the Associate Chair for Graduate Studies to advertise positions as TAs and graders. Similarly, employers off campus sometimes contact the department about hiring a graduate student for teaching, research, writing, or editing work. Such positions are advertised on the EGO e-mail listserv.

CAREER AND PLACEMENT SERVICES

DEPARTMENT ACADEMIC PLACEMENT ADVISOR

The Graduate Placement Advisor is a faculty member who helps PhD students prepare for all phases of the academic job market, including preparing c.v.'s and letters of application, strategizing where to apply, getting letters of recommendation, and arranging mock interviews. The Graduate Placement Officer for 2011 will be Professor Jordan Stein.

CAREER SERVICES

The Career Services Office, located in the basement of Willard Hall, serves several functions for graduate students:

- X Graduate students who are applying for academic or non-academic employment, or for further graduate education, may keep letters of recommendation on file in the Credentials Office of Career Services. Alumni/ae may continue to keep letters on file. Establishing a file is free for current students; there is a fee for alumni/ae. There is also a small fee for photocopying and mailing each copy of your file you wish sent. For more information, see <http://www.colorado.edu/careerservices/students/recomm.html>.
- X Career Services holds special career fairs and informational sessions for graduate students who are seeking employment outside academia. The liaison between the Graduate School and Career Services, Valentine Roche, is especially interested in helping graduates of humanities find fulfilling careers. She may be reached at Valentine.Roche@colorado.edu.
- X Graduate students are eligible to use the career resources in the Career Center, including

consulting with an advisor. Resources are available for careers in K-12 education as well as in business and industry.

NON-ACADEMIC INTERNSHIPS

Internships through the Center for the Humanities and the Arts

The Center for Humanities and the Arts and the Graduate School at the University of Colorado at Boulder conduct an internship program for doctoral students in the humanities seeking job opportunities outside the academy. This program was recently awarded one of three major Innovation Awards from the Woodrow Wilson National Fellowship Foundation. Graduate internships have been offered through such corporations as IBM, Sun Microsystems, and Roche Colorado. If you are interested in these internships, contact Paula Anderson, Program Assistant to the Center for Humanities and the Arts, at paula.anderson@colorado.edu.

Arranging Your Own Internship

If you arrange your own internship with an off-campus employer, you may be eligible for (undergraduate) course credit through the English Department. Contact the Associate Chair for Graduate Studies for more information.

TEACHING RESOURCES

DEPARTMENTAL ACADEMIC POLICIES AND PROCEDURES

The department publishes its Academic Policies and Procedures each fall, and copies are given to all teaching personnel, including faculty, GPTIs, and TAs. It is very important that all graduate students who are teaching follow these policies closely, as they represent the university's and department's rules for how courses are to be conducted. Graduate students who fail to follow these procedures run the risk of not having their teaching appointments renewed.

The policies address matters including:

- Information you must include on your course syllabi
- Standards for evaluating student course work
- Requirements for holding office hours
- Requirements for canceling a class session and arranging for a substitute
- Class enrollment limits, class rosters, drop/add deadlines, wait lists, and administrative drops
- Standards for student attendance
- Handling academic dishonesty and disruptive student behavior
- Accommodating student schedules for religious holy-days
- Classroom scheduling, classroom change requests, and scheduling classrooms for special events
- Student e-mail policy
- Duplicating course materials
- Independent study (graduate students are not permitted to direct undergraduate independent studies)

- Handling final examinations, final grades, incompletes, and posting final grades
- Administering your faculty course questionnaires
- Academic support services provided by the department

If you need a copy of the Academic Policies and Procedures, contact Peggy McKinney in the Student Services Office.

GRADUATE TEACHER TRAINING COMMITTEE

The Graduate Teacher Training Committee's duties include: supervising pedagogy training seminars and workshops; supervising TA's and GPTI's; advising graduate students on teaching matters; and supervising the department's Lead Graduate Teachers. The committee will further define its mission as the school year progresses. The committee members for 2011-2012 are Professors Martin Bickman, Karen Jacobs, Mary Klages, and Julie Carr.

TEACHING MENTORS

During 2011-2012, the department is working to regularize faculty teaching mentorships for all graduate-student-taught courses.

LEAD GRADUATE TEACHERS

Each year, several graduate students, one or two in Literature and one in Creative Writing, serve as Lead Graduate Teachers for the department. Along with serving as the liaisons between the department and the campus's Graduate Teacher Program (see below), the Lead Graduate Teachers conduct two pedagogy workshops, one for new teachers in the MA-Literature and PhD program, the other for new teachers in the MFA-Creative Writing program. As well, the Lead Graduate Teachers are available to consult with all graduate students on ways to improve their teaching. The Lead Graduate Teachers for 2011-2012 are:

PhD/MA-LIT Representatives

Nicole McManus
Nicole.McManus@colorado.edu
 Judy Strathearn
Judy.Strathearn@colorado.edu

MFA-CRWR Representative

Christopher Hutt
Christopher.Hutt@colorado.edu

GRADUATE TEACHER PROGRAM

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

TUITION AND FEES

GRADUATE TUITION AND FEES

Graduate student tuition and fees are determined by three factors: (1) your residency status; (2) your degree status, which depends on whether you are taking coursework, or whether you are taking only thesis credits (for MA students and MFA students) or dissertation credits (for PhD students); and (3) how many credit hours you are taking. For detailed information about graduate tuition and fees, see the Bursar's Office web site at <http://www.colorado.edu/bursar/>. Tuition raises are announced in July for the following academic year.

RESIDENCY REQUIREMENTS

Students who have out-of-state residency status in their first year of study must petition to have their status changed to in-state. Petitions are accepted beginning April 1, and are due no later than early July for the following Fall semester. For information on the petition process, requirements for in-state residence classification, contact information in the Tuition Classification Office, and downloadable petition forms, see:

http://registrar.colorado.edu/students/tuition_classification.html.

Important: students in their second year of study and beyond who hold teaching positions (TA/GPTI-ships) will receive waivers of in-state tuition only. Exceptions will be made only for students who are not United States citizens or permanent residents, and who are thus not eligible for Colorado residency. Thus, don't forget to apply for Colorado residency for your second year of study, or you may get stuck with a big tuition bill.

FINANCIAL AID (SEE ALSO GRANTS, FELLOWSHIPS, AND PRIZES)

Financial aid including need-based grants and loans are handled through the Financial Aid Office. You must submit a Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 each year to be considered for financial aid. Please note that any fellowships, prizes, TA-ships, or GPTI-ships that you receive through the department or elsewhere in the university will be considered an award or scholarship, and will be applied to your financial aid package. For more information about graduate student financial aid, see http://www.colorado.edu/finaid/graduate_basics.html.

GRANTS, FELLOWSHIPS, AND PRIZES

CU TRAVEL AND RESEARCH GRANTS

Graduate School Travel Grants for Conferences

The Graduate School offers travel grants for graduate students to present research findings at meetings or conferences: \$200 for domestic conferences (outside Colorado only) and \$300 for international conferences. Funds will be applied directly to the student's tuition account. You are not eligible if you are receiving funding for the conference from some other grant. To apply, go to <http://www.colorado.edu/graduateschool/awards.html> and download the Travel Grant application. If your paper has been accepted and you have the endorsement of a faculty advisor, you will be awarded this grant, as long as funds are available. However, the department may be awarded only 10 grants in each academic year. You should apply as early in the academic year as possible, since funds are available on a first-come, first-served basis only. *Deadline: no specific deadline.*

Beverly Sears Graduate Student Grants

Beverly Sears Graduate Student Grants are sponsored by the Graduate School. Grants range from \$100 to a maximum of \$1,000 per proposal. Almost any type of research or creative project may be funded. Projects directly related to work on a master's thesis or doctoral dissertation generally receive priority, although other projects also receive funding. Conference travel must contribute to the applicant's research or creative work. Grants are not awarded to present findings of research that has already been completed. For more information and downloadable application forms, see <http://www.colorado.edu/graduateschool/awards.html>. *Deadline: first week of February.*

J. D. A. Ogilvy Travel Fellowships in British Studies

These fellowships of up to \$4,500 are sponsored by the Center for British and Irish Studies and support travel to Britain or Ireland, or to a research center outside Britain or Ireland, for graduate research and study in any aspect of British or Irish Studies. Preference is given to students whose work on an M.A.

thesis or PhD dissertation requires them to travel to Britain or Ireland, but others may apply as well. The competition is announced in the spring, and application materials are available from the Student Services Office. *Deadline: usually first week of March.*

Edward P. Nolan Fellowship

This fellowship of up to \$500 is awarded on a competitive basis to a graduate student in English or Comparative Literature and Humanities to support innovative and outstanding scholarship and teaching. For example, awards may be made to support travel to research institutions or to conferences to read papers. All applications from MA and PhD students will be considered, but special consideration will be given to those doing research in the medieval or modern period, and to PhD candidates, in particular those whose progress might be delayed because of financial and familial responsibilities. However, the excellence of a given research project is the prerequisite for any consideration. The competition takes place in the Fall semester; application materials are available from the Student Services Office. *Deadline: first week of October.*

Center for Humanities and the Arts Seminar Fellows

Each year, the Center for Humanities and the Arts selects several faculty members and graduate students as CHA Fellows. The fellows meet together in a year-long seminar and present the results of their work in a Spring Colloquium. A theme is announced late in the Fall semester for the following year's seminar; applications include an explanation of how the student's research will contribute to interdisciplinary discussion of the theme. Graduate-student CHA fellows receive support equivalent to a two-course TA or GPTI stipend. *Deadline: mid-January.*

Newberry Library Research Fellowships

This competition for \$500 travel grants to the Newberry Library in Chicago is held twice a year. Graduate students may apply for these grants to do research, or to attend specific programs offered by the Newberry Center for Renaissance Studies -- which, despite its name, addresses the medieval and early modern periods (up to 1750 or so) in both Europe and the Americas. The Newberry collections cover the Middle Ages down to the end of the Napoleonic Era in Europe, to the revolutionary period in Latin America, and through World War I in North America and Britain. Major strengths include European discovery, exploration and settlement of the Americas; American literature and history; local history, family history, and genealogy; American Indian history and literature; the Renaissance; the French Revolution; Portuguese and Brazilian history; British literature and history; the history of cartography; the history and theory of music; the history of printing; and early philology and linguistics. See www.newberry.org for more information about the collections, and <http://www.newberry.org/nl/research/researchhome.html> for more information about the Center for Renaissance Studies programs. *Deadlines: once in the fall semester (around November 1); once in the spring semester (March/April).*

Beowulf Fund

The Beowulf Fund is the department's internal fund for travel fellowships for graduate students going to scholarly conferences. The fund was organized in the late 1980s by departmental graduate students who, until the mid-1990s, conducted telethons among alumni to raise money. The fund is being revived in 2005-06. If you wish to help revive fundraising efforts for the Beowulf Fund, contact the Associate Chair for Graduate Studies or the department's MA-Literature or PhD representatives. Currently, small grants from the Beowulf Fund are given each spring to students attending scholarly conferences in the summer and fall. *Applications due: April or May, at the discretion of the Associate Chair for Graduate Studies.*

CU DISSERTATION FELLOWSHIPS (for PhD students only)

Reynolds and Udick Fellowships

George F. Reynolds Fellowships are equivalent to a year-long stipend for a GPTI (50% appointment) and a tuition waiver for five hours per semester. To hold the award, you must have passed the comprehensive examination by May 1 of the academic year preceding the award; must be enrolled as a full-time student; may not hold another appointment, such as a teaching or research assistantship, during the fellowship period. Students who are completing their dissertation work will be given preference over those just

getting started. The department nominates one or more students per year. Previous recipients of the Udick Fellowship are not eligible to apply for a Reynolds. *The Bernice Udick Graduate Fellowship* is an annual prize of \$8,000 given to a woman in the humanities who has been admitted to PhD candidacy. Application is conducted concurrently with the Reynolds. Holders of the Udick are not eligible to apply for the Reynolds in future years. The department nominates one or more students per year for the Reynolds and Udick. *Deadline: early March for submission of materials to the Associate Chair for Graduate Studies.*

Emerson and Lowe Fellowships

The College of Arts and Sciences administers the Emerson and Lowe Fellowships to provide PhD candidates with the equivalent of full support for one semester while recipients are conducting dissertation research or writing. Students receive a stipend equivalent to a year-long stipend for a GPTI (50% appointment) and a tuition waiver for five hours per semester. Recipients may not hold another fellowship or grant in that semester, and may not engage in other forms of paid employment (working, teaching, or off-campus employment) in that semester. Students apply directly to the College of Arts and Sciences; the department does not nominate students for this award. *Deadline: early March.*

Devaney Dissertation Fellowships from the Center for Humanities and the Arts

Devaney Dissertation Fellowships are equivalent to a year-long stipend for a Graduate Part-time Instructor (50% time) and a tuition waiver for five hours per semester. In addition, these students are named as Graduate Student Fellows in the Center for Humanities and the Arts. To hold the award, you must have passed the comprehensive examination by May 1 of the academic year preceding the award; must be enrolled as a full-time student; and may not hold another appointment, such as a teaching or research assistantship, during the fellowship period. The department nominates one nominee and one alternate per year. *Deadline: early March for submission of materials to the Associate Chair for Graduate Studies.*

Harold D. Kelling Dissertation Chapter Prize

This prize is awarded annually by the department for the best dissertation chapter submitted by a PhD student in English. Applicants must not have received the PhD by the time of submission. Previous winners of the Kelling Dissertation Chapter Prize are not eligible to apply. Applicants submit a polished chapter, complete with notes and bibliographical information. *Deadline: early April.*

CU GRADUATE STUDENT RESEARCH AND CREATIVE WORK AWARDS

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

CU TEACHING PRIZES

GPTI Teaching Awards

The department may nominate two GPTIs per year for the GPTI Teaching Award, which carries with it a small cash prize. Ten campus-wide awards are made annually. GPTIs must be currently teaching in order to be nominated. The competition includes submission of teaching materials and letters of recommendation, along with class observations by the Award Committee. Nominations are made by the Associate Chair for Graduate Studies, in consultation with the Associate Chair for Undergraduate Studies, in the Spring of each year. Special nominations may be made in the Fall for candidates who are not teaching in the Spring semester. Normally, one of the nominees is the department's senior Lead Graduate Teacher in Literature; the other nominee must be someone who has passed his or her comprehensive exams.

UGGS TA Awards

The department may nominate a number of TAs each year (usually five or six) for the United Government of Graduate Students TA Award, which carries with it a small cash prize. Up to ten campus-wide awards are made annually. The competition includes submission of an essay describing a teaching problem and its solution. Nominations are made by the Associate Chair for Graduate Studies and the Associate Chair of Creative Writing, in consultation with faculty members who have mentored TAs during the course of the year. Nominations are made in March or April of each year.

DEPARTMENTAL CREATIVE WRITING PRIZES (for MFA-Creative Writing students only)

Jovanovich Manuscript Prizes

The Jovanovich Manuscript prize competition is open to graduate students in the Creative Writing program

who will be continuing students in the following Fall semester. Students may submit poetry, fiction, creative non-fiction, or a stage or screenplay. Maximum of 40 pages. Students may apply for this award twice. An additional prize, the Dr. Ruth Murray Underhill award, is selected among the entries for this prize. *Deadline: late March.*

Jovanovich Thesis Prizes

The Jovanovich Thesis Prize is open to graduate students officially enrolled in the Creative Writing program. The thesis does not have to be in its final form. This prize may be applied for only once. *Deadline: late March.*

DEPARTMENTAL FELLOWSHIPS

The department awards a number of internal fellowships each year to students in both the Literature and the Creative Writing degree programs. Some of these fellowships are designated by their donors for students in particular fields: e.g., MFA-Creative Writing students; PhD students in Renaissance studies; PhD students in American literature. All internal fellowships are awarded at the discretion of the Associate Chair for Graduate Studies (in consultation with the Graduate Committee) and the Associate Chair of Creative Writing. Most of these fellowships are distributed as part of recruitment packages, but some are awarded to more advanced students. Students may not apply for these fellowships.

EXTERNAL FELLOWSHIPS AND PRIZES

Databases of External Fellowships

Many, many external fellowships exist for graduate study in the humanities, including creative writing. Just a few are listed here. Many fellowships are fairly specialized, funding applicants who have a particular field of study or a particular ethnicity or other minority status, or who wish to study at a particular library, university, or other research facility. Some useful databases of external fellowships for graduate study exist at:

Drew University Graduate Fellowships Database: <http://www.depts.drew.edu/finaid/scholarships/grad/index.htm>

Jacob K. Javits Fellowship Program

The Javits Fellowship from the U.S. Department of Education aids students in selected fields of study of the arts, humanities and social sciences who have demonstrated (1) superior academic ability and achievement; (2) exceptional promise; and (3) financial need to undertake graduate study leading to a PhD or MFA. Fellowships provide tuition, fees, and a living stipend for two years of graduate study. Applicants may either be entering a PhD or an MFA program in the next academic year, or already in their first full year of PhD or MFA study. Only U.S. citizens or permanent residents are eligible. See <http://www.ed.gov/offices/OPE/HEP/iegps/javits.html> for more information. *Deadline: late November.*

JOURNALS, READING SERIES, AND ACADEMIC EVENTS

ENGLISH LANGUAGE NOTES

English Language Notes is the literary-criticism journal funded by the department; it publishes short essays on literature in English from the Anglo-Saxon period to the present, as well as book reviews of literary criticism. The journal seeks submissions from scholars nationally and internationally. Graduate students (usually doctoral students) from the department are hired as editorial and managing-editor assistants for the journal. Open assistant positions are advertised on the EGO listserv.

DIVIDE

divide: the university of colorado's journal of writing and ideas, produced by the Program for Writing and Rhetoric in cooperation with the Center for Humanities and the Arts, includes critical and personal essays, fiction and poetry, interviews and conversations, book and media reviews, and art. Information on the journal and on themes for special issues is available at <http://www.colorado.edu/journals/divide>, or from divide@colorado.edu.

SUBITO PRESS

Subito Press publishes innovative works of poetry and fiction. The annual book competition is not open to CU affiliated writers, however, students in the MFA program may become involved with the press via the Publishing Workshop, ENGL 5269.

CREATIVE WRITING GRADUATE READING SERIES

The Creative Writing program sponsors a reading series for its graduate students. Contact Ruth Ellen Kocher for more information.

GRADUATE ACADEMIC COMMITTEE EVENTS

The Graduate Academic Committee sponsors graduate-student and faculty paper readings, and events on graduate student professional development. If you have ideas for such events or wish to volunteer, contact your MA-Literature or PhD representatives.

CAMPUS RESOURCES

LIBRARY

Online Library Catalog and Databases

Much of your advance research work may be done through the online University Libraries Catalog, named Chinook at: <http://libraries.colorado.edu/>. Along with records of materials held in Norlin Library and the other university branch libraries, the catalog gives you access to a wealth of online databases essential for literary studies. You may browse these databases by going to the Chinook page and clicking e-Resources, either the 'A-Z list' or the 'Subject list.' Because the university must pay a subscription fee for these databases, most are available only through on-campus computers, or through a home computer that accesses the Internet through a university connection.

Circulation Policies for Graduate Students

Graduate students are automatically registered with the library upon enrollment at the University. Your

student ID serves as your library card. Books circulate to graduate students for 180 days (six months) with the exception of journals, short-period loan items, or reserve items. UCB graduate students may have up to 300 items checked out on their account. If a book is checked out to another patron, you may request that the Circulation staff recall the item and notify you when it is returned. All library communication with regular students is via your CU e-mail account. You may check the due dates of the items you have checked out, as well as renew your items, through "View Your Record" on the Chinook main page. For more information about circulation policies, see

<http://www-libraries.colorado.edu/ps/crc/patrons/graduate.htm>.

Special Collections

The Special Collections Department of Norlin Library (N345 Norlin) has a fine collection of rare books and manuscripts, including materials in English and American literature from the Middle Ages to the present. The collection is particularly strong in English literature from the seventeenth century to the present; in English history; in Spanish and Spanish-American literature; and in Colorado history and the history of the American West. Visiting hours are limited; see

<http://www-libraries.colorado.edu/ps/spc/collection.htm> for information.

ACADEMIC AND RESEARCH CENTERS ON CAMPUS

Center for Humanities and the Arts (Macky 201)

Director: Michael Zimmerman, Professor of Philosophy (MichaelE.Zimmerman@colorado.edu)

The Center for Humanities and the Arts serves as a focus for humanistic scholarship and artistic creation across the Boulder campus. Each year, CHA selects a theme around which to organize its central activities: a year-long faculty and graduate student seminar, a lecture series, and a spring Colloquium. CHA also supports innovative research and creative work through monthly "Work-in-Progress" sessions, interdisciplinary workshops, and events with other units on campus. In addition, CHA plays an important role in supporting graduate education: CHA grants approximately \$300,000 in graduate fellowships each year, has sent graduate students to Cornell University's School of Criticism and Theory, has hosted Woodrow Wilson Postdoctoral Fellowships in the humanities, and runs an internship program for students seeking employment outside the academy, a program that won a 1999 Innovation Award from the Woodrow Wilson National Fellowship Foundation. In spring 2003, CHA hosted its first Visiting Scholar/Artist. For more information and a calendar of events, see <http://www.colorado.edu/ArtsSciences/CHA/>.

Center for British and Irish Studies (Norlin Library M549)

The Center for British and Irish Studies at the University of Colorado at Boulder promotes research and teaching in all aspects of British and Irish life, culture, and history. The Center, the only one of its kind in the country, advocates an interdisciplinary approach to British and Irish Studies, joining the humanities and performing arts, the social sciences, and the professional fields. The research activities of the Center are based upon the exceptional collections of British and Irish Studies materials held by the University of Colorado at Boulder Libraries. In addition to standard primary and secondary works, journals, and British government documents, acquired over the past century, the libraries recently have been purchasing microfilmed/microfiched sets of original manuscripts, early books and newspapers, and personal papers from British archives. They are open to use by students. The Center provides the J. D. A. Ogilvy travel fellowship for students who need to study or do research in Britain, and has a fund to support photocopying of archival materials for students. The Dean's Writing Prizes in British and Irish Studies reward outstanding papers by undergraduate and graduate students. The Center hosts a range of lectures, seminars, and performances by distinguished visitors, many of them from Britain and Ireland. For more information, see <http://www.colorado.edu/ArtsSciences/british/>.

Center for the American West

Director: Patricia Nelson Limerick, Professor of History (Patricia.Limerick@colorado.edu)

The Center of the American West facilitates the exchange of information and ideas in a critical dialogue

about the West. By uniting the insights of the humanities, the physical sciences, and the social sciences, the Center informs Westerners about public policy. The Center sponsors lectures and symposia both on campus and in the Boulder community, and often seeks to involve graduate students in particular roles in these events. For more information, see <http://www.centerwest.org/>.

HOUSING, TRANSPORTATION, AND PARKING

On-Campus Housing

The university maintains apartments for graduate-student families, couples (married or not married), and single parents. A few efficiency apartments are available for single graduate students. No smoking is allowed in on-campus housing. To be eligible for housing, you must be enrolled for a minimum of five credit hours per semester. Apply as far in advance as possible, because there is a waiting list, particularly for efficiency apartments. For more information, see <http://housing.colorado.edu/>.

Off-Campus Housing

Housing in Boulder is neither cheap nor overly plentiful, so plan early to find affordable and accessible housing off campus. Some students choose to live in outlying towns -- e.g., Louisville, Longmont, Lafayette, Broomfield -- and commute to Boulder. For housing off campus, see the Off-Campus Student Services web site (www.colorado.edu/OCSS), or the classified ads of the Boulder newspaper (www.dailycamera.com) or the campus newspaper (www.coloradodaily.com).

Bus Service and Parking

Bus service is free (included in student fees) for CU-Boulder students with a valid student ID. See <http://www.rtd-denver.com/> for bus routes and schedules. For information about purchasing a campus parking permit, see <http://ucbparking.colorado.edu>.

STUDENT HEALTH SERVICES

Student health care is available on campus at the Wardenburg Health Center. Depending on the student health insurance you carry, you may also be eligible to visit health care providers off campus. See <http://www.colorado.edu/healthcenter/> for more information about health services on campus, and <http://www.colorado.edu/studenthealthinsurance/> for more information about student health insurance.

UNIVERSITY POLICIES

CU-BOULDER STUDENT HONOR CODE

As a student and as a teacher, you will need to familiarize yourself with the policies and procedures of the CU-Boulder Student Honor Code, which was first implemented in Fall 2002. These policies and procedures are too long to enumerate here; see <http://www.colorado.edu/academics/honorcode> for information. Graduate students are also specially governed by the Graduate School's statement on Academic Ethics; see below.

GRADUATE SCHOOL STATEMENT ON ACADEMIC ETHICS

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

cheating, plagiarism, or fabrication of research results.

Cheating in any form, such as copying from another person, using unauthorized sources, violating specified time limits for exams, or obtaining class materials without permission, is unacceptable.

Plagiarism in class assignments, published papers, or any other form of writing is a breach of fundamental academic integrity and, therefore, unacceptable. The work of others must be acknowledged at all times. Consult with your advisor or instructor for the specific citation standards of your field.

Fabrication of results violates ethical research practices, and it threatens both the reputation of the university and the credibility of your academic field. As with faculty and other researchers, graduate students are expected to produce legitimate research results.

Breaches of academic integrity results in disciplinary measures, which can include any of the following:

- a failing grade for a particular assignment
- a failing grade for a particular course
- suspension or permanent expulsion from the university

Infractions of academic integrity policies come under the jurisdiction of the CU-Boulder Honor Code. For information, refer to the honor code web site, at <http://www.colorado.edu/academics/honorcode/>. Infractions of research conduct come under the jurisdiction of the Office of the Vice Chancellor for Research/Graduate School. For specific policies, see the Graduate School web site at <http://www.colorado.edu/policies/>.

CU-BOULDER CODE OF STUDENT CONDUCT

The campus's University Code of Conduct is administered by the Office of Judicial Affairs. For the code and its administrative procedures, see <http://www.colorado.edu/studentaffairs/judicialaffairs/code.html>.

CU-BOULDER POLICY ON STUDENT CLASSROOM AND COURSE-RELATED BEHAVIOR

Introduction

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

Disruptive students in the academic setting hinder the educational process. Although disruptive student conduct is already prohibited by regent Laws and the Students' Rights and Responsibilities Regarding Standards of Conduct, the purpose of this policy is to clarify what constitutes disruptive behavior in the academic setting; what actions faculty and relevant Assistant/Associate Dean's offices may take in response to disruptive conduct; and the authority of the Office of Judicial Affairs to initiate disciplinary proceedings against students for disruptive conduct.

What Constitutes Disruption?

"Disruption," as applied to the academic setting, means behavior that a reasonable faculty member would

view as interfering with normal academic functions. Examples include, but are not limited to: persistently speaking without being recognized or interrupting other speakers; behavior that distracts the class from the subject matter or discussion; or in extreme cases, physical threats, harassing behavior or personal insults, or refusal to comply with faculty direction.

Civil expression of disagreement with the course instructor, during times when the instructor permits discussion, is not in itself disruptive behavior and is not prohibited.

Some disruptive students may have emotional or mental disorders. Although such students may be considered disabled and are protected under the Rehabilitation Act/ADA, they are held to the same standards of conduct as any student.

Policy

* Students are required to adhere to the behavior standards listed in the Rights and Responsibilities Regarding Standards of Conduct and to refrain from disrupting classes and other academic settings.

* If a student is disruptive, the faculty member and/or the relevant Assistant/Associate Dean's office may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in academic or disciplinary action.

* A faculty member is authorized to ask a student to leave the classroom or other academic site if the faculty member deems it necessary. If the faculty member does this, s/he shall file a Disruptive Classroom Incident Report with the Office of Judicial Affairs and the Assistant/Associate Dean of the College or Department Chair (as determined by the College) within 24 hours. The Office of Judicial Affairs shall provide the student with a copy of the report.

* A faculty member may also exclude the student from the classroom or other academic area pending resolution of the matter by: (1) informing the student of the exclusion, (2) informing the student of his/her rights to request an expedited review of the exclusion, and (3) by immediately referring the matter to the Office of Judicial Affairs by submitting the Disruptive Classroom Incident Report and informing the relevant Assistant/Associate Dean of the College. If such exclusion occurs, and if the student requests a review, the Office of Judicial Affairs shall review the exclusion within three business days of the date the student requests the review.

* Nothing in this policy prohibits an immediate call to the University of Colorado Police or referral of the matter to another policy office, as determined to be appropriate by the classroom instructor.

Possible Sanctions

Authority of Instructor and Relevant Assistant/Associate Dean's Office

- * Warning
- * Exclusion from the instructor's classroom or academic area, pending expedited review by Judicial Affairs
- * Academic sanction, if course participation is a component of the final grade and is indicated in the course syllabus

Authority of the Office of Judicial Affairs

- * Warning
- * Educational Sanctions, such as classes, papers, or community service
- * Disciplinary Probation
- * Suspension
- * Expulsion
- * Exclusion from any part of or all of campus

Authority of the Chancellor or Vice Chancellor

- * Summary Suspension
- * Exclusion from any part of or all of campus

Documentation

Instructors should be aware that notes of the dates, times, witnesses and details of the incidents of disruption, and the impact of the disruption on those present, may be important in any future proceedings which may be necessary. Referrals to the Office of Judicial Affairs require written documentation containing factual and descriptive information. The student is entitled to see this documentation.

Resources

- * University of Colorado Police
 - * Emergency 911
 - * Non-emergency 492-6666
- * Counseling 492-6766
- * Cultural Unity Center 492-5667
- * Disability Services 492-8671
- * Judicial Affairs 492-5550
- * Ombuds Office 492-5077
- * Victim Assistance 492-8855
- * University Counsel 492-7481
- * Assistant/Associate Dean's offices in relevant schools and colleges

Disruptive Classroom Incident Report

The Disruptive Classroom Incident Report shall contain the following information:

- * Date of Report:
- * Student's Name:
- * ID#:
- * Instructor's Name:
- * Instructor's Phone Number:
- * Instructor's E-Mail:
- * Title of Course, Course Number and Section:
- * Date/Time/Location of Incident:
- * Attach a detailed summary of the incident, including a description of the disruptive behavior.
- * Witnesses:
- * Action, if any, taken by the instructor (e.g. student warned, asked to leave the class, etc.):
- * What is your recommended course of action and reasons for this recommendation?
- * Instructor's Signature

CU POLICY ON SEXUAL HARASSMENT

This policy statement has been somewhat abridged to omit procedures not applicable to graduate students. For the complete text, see http://www.cusys.edu/policies/Personnel/sexharass_07-03.html.

POLICY STATEMENT

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

Robust discussion and debate are fundamental to the life of the University. Consequently, this policy shall be interpreted in a manner that is consistent with academic freedom as defined in Regent Law, Article 5 D, amended 10/10/02.

It is intended that individuals who violate this Policy be disciplined or subjected to corrective action, up to and including termination or expulsion.

DEFINITIONS

* Appointing authority/disciplinary authority: an appointing authority is the individual with the authority or delegated authority to make ultimate personnel decisions concerning a particular employee. A disciplinary authority is the individual who has the authority or delegated authority to impose discipline upon a particular employee.

* Complainant: a complainant is a person who is subject to alleged sexual harassment.

* Respondent: a respondent is a person whose alleged conduct is the subject of a complaint.

* Sexual harassment: sexual harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

* Hostile environment sexual harassment: (described in subpart (3) above) is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.

Examples which may be Policy violations include the following: an instructor suggests that a higher grade might be given to a student if the student submits to sexual advances; a supervisor implicitly or explicitly threatens termination if a subordinate refuses the supervisor's sexual advances; and a student repeatedly follows an instructor around campus and sends sexually explicit messages to the instructor's voicemail or email.

* Retaliatory Acts: It is a violation of this policy to engage in retaliatory acts against any employee or

student who reports an incident of alleged sexual harassment, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual harassment.

Students and employees who believe they have been retaliated against because of testifying, assisting or participating in a proceeding, investigation, or hearing relating to an allegation of sexual harassment, should meet with and seek the advice of their campus sexual harassment officer, whose responsibilities include handling retaliation.

POLICIES AND PROCEDURES

A. Obligation to Report

In order to take appropriate corrective action, the University must be aware of sexual harassment or related retaliation. Therefore, anyone who believes that s/he has experienced or witnessed sexual harassment or related retaliation should promptly report such behavior to a campus sexual harassment officer (see campus Appendix discussed below) or any supervisor (see section B below).

B. Supervisor's Obligation to Report

Any supervisor who experiences, witnesses or receives a written or oral report or complaint of sexual harassment or related retaliation shall promptly report it to a campus sexual harassment officer. This section of the Policy does not obligate a supervisor who is required by the supervisor's profession and University responsibilities to keep certain communications confidential (e.g., a professional counselor or ombudsperson) to report confidential communications received while performing those University responsibilities. Each campus shall have an appendix to this Policy designating the supervisory positions that qualify under this exception.

C. Investigation Process

1. Reports or complaints under this Policy shall be addressed and resolved as promptly as practicable after the complaint or report is made. Ordinarily, investigations shall be concluded and reports submitted to the reviewing committee no later than 90 days following the receipt of a complaint. Ordinarily, the final report shall be sent to the Chancellor or President no later than 30 days after the committee's receipt of the draft report of the investigation.

It is the responsibility of the sexual harassment officer(s) to determine the most appropriate means for addressing the report or complaint. Options include: 1) investigating the report or complaint in accordance with paragraph C.3. below, 2) with the agreement of the parties, attempting to resolve the report or complaint through a form of alternative dispute resolution (e.g., mediation), or 3) determining that the facts of the complaint or report, even if true, would not constitute a violation of this Policy. The campus sexual harassment officer(s) may designate another individual (either from within the University, including an administrator, or from outside the University) to conduct or assist with the investigation or to manage an alternative dispute resolution process. Outside investigators shall have training, qualifications and experience as well, in the judgment of the sexual harassment officer, facilitate the investigation. Anyone designated to address an allegation must adhere to the requirements of this Policy and confer with the sexual harassment officer(s) about his or her progress. (See campus appendix for a list of resources for further assistance or additional information.)

2. All reports or complaints shall be made as promptly as feasible after the occurrence. (A delay in reporting may be reasonable under some circumstances, as determined on a case-by-case basis. An unreasonable delay in reporting, however, is an appropriate consideration in evaluating the merits of a complaint or report.)

3. If an investigation is conducted: the complainant and the respondent shall have the right to:

a. Receive written notice of the report or complaint, including a statement of the allegations, as soon after the commencement of the investigation as is practicable and to the extent permitted by law;

b. Present relevant information to the investigator(s); and

c. Receive, at the conclusion of the investigation and appropriate review, a copy of the investigator's report, to the extent permitted by law.

4. The Chancellor, the respondent's appointing authority and the respondent's supervisor shall be notified that an investigation is taking place. The sexual harassment officer shall advise the respondent's supervisor whether the respondent should be relieved of any supervisory or evaluative authority during the investigation and review. If the respondent's supervisor declines to follow the recommendation of the sexual harassment officer, s/he shall send a letter explaining the decision to the Chancellor with a copy to the sexual harassment officer.

5. At the conclusion of an investigation, the investigator shall prepare a written report which shall include a statement of factual findings and a determination of whether this Policy has been violated. The report shall be presented for review to the standing review committee designated by the Chancellor, or, in the case of System Administration, the President.

6. The standing review committee may consult with the investigator, consult with the parties, request that further investigation be done by the same or another investigator, or request that the investigation be conducted again by another investigator. The standing review committee may adopt the investigator's report as its own or may prepare a separate report based on the findings of the investigation. The standing review committee may not, however, conduct its own investigation or hearing. Once the standing review committee has completed its review, the report(s) shall be sent to the campus sexual harassment officer(s), the complainant and the respondent, to the extent permitted by law. The report shall also be sent to the Chancellor, or, in the case of System Administration*, to the President. If a Chancellor is the respondent or complainant, the report shall be sent to the President. If the President or the Secretary of the Board of Regents is the respondent or complainant, the report shall be sent to the Board of Regents.

D. Reporting Process

1. a. If a Policy violation is found, the report(s) shall be sent to the disciplinary authority for the individual found to have violated the Policy, and the disciplinary authority must initiate a disciplinary process against that individual. The disciplinary authority shall have access to the records of the investigation. If disciplinary action is not taken, the appointing authority and the Chancellor, or in the case of System Administration, the President, shall be notified accordingly.

b. Following a finding of violation of the Policy, the disciplinary authority shall forward to the sexual harassment officer and to the Chancellor, or in the case of System Administration, the President, a statement of the action taken against an individual for violation of this Policy.

c.. If a Policy violation is not found, the appointing authority and the Chancellor, or in the case of System Administration, the President, shall be notified accordingly.

2. The sexual harassment officer shall advise the complainant and respondent of the resolution of any investigation conducted under this Policy.

3. A copy of the investigator's written report as approved by the standing review committee, shall be provided to: (1) the complainant; (2) the respondent; and (3) the respondent's appointing authority.

4. In all cases, the sexual harassment officer shall retain the investigator's report, as approved by the standing review committee, for a minimum of three (3) years or for as long as any administrative or legal action arising out of the complaint is pending.

5. All records of sexual harassment reports and investigations shall be considered confidential and shall not be disclosed publicly except to the extent required by law.

6. Complaints By and Against University Employees and Students Arising in an Affiliated Entity: University employees and students sometimes work or study at the worksite or program of another organization affiliated with the University. When a Policy violation is alleged by or against University employees or students in those circumstances, the complaint shall be handled as provided in the affiliation agreement between the University and the other entity. In the absence of an affiliation agreement or a provision addressing this issue, the University may, in its discretion, choose to 1) conduct its own

investigation, 2) conduct a joint investigation with the affiliated entity, 3) defer to the findings of an investigation by the affiliated entity where the University has reviewed the investigation process and is satisfied that it was fairly conducted, or 4) use the investigation and findings of the affiliated entity as a basis for further investigation.

E. No Limitations on Existing Authority

No provision of this Policy shall be construed as a limitation on the authority of a disciplinary authority under applicable policies and procedures to initiate disciplinary action. If an individual is disciplined for conduct that also violates this Policy, the conduct and the discipline imposed shall be reported to a campus sexual harassment officer. If an investigation is conducted under this Policy and no Policy violation is found, that fact does not prevent discipline of the respondent for inappropriate or unprofessional conduct under other applicable policies and procedures.

Appendix to Sexual Harassment Policy: Resources

If you think you are being sexually harassed you are encouraged to obtain practical and emotional support. The Office of Sexual Harassment policy maintains an extensive list of agencies on and off campus that offer such support: see <http://www.colorado.edu/sexualharassment/resources.html>.

CU POLICY ON AMOROUS RELATIONSHIPS INVOLVING EVALUATIVE AUTHORITY

Members of the University community, whether faculty members, students, supervisors, or supervisees, put academic and professional trust and ethics at risk when they engage in or initiate amorous relationships with individuals with whom they have a direct evaluative relationship. In such situations the integrity of academic or employment decisions may either be compromised or appear to be compromised. Such situations greatly increase the chances that the individual with the evaluative responsibility, typically a supervisor or a faculty member, will abuse her/his power and sexually exploit the student or employee. Moreover, others may be adversely affected by such behavior because it places the faculty member or supervisor in a position to favor or advance one student's or employee's interest at the expense of others and implicitly makes obtaining benefits contingent upon romantic or sexual favors.

An amorous relationship between an employee and a student or between two employees constitutes a conflict of interest when a direct evaluative relationship exists between them while the amorous relationship is occurring. Therefore, it is prohibited and the conflict must be resolved by terminating the direct evaluative relationship. To accomplish this resolution, if the amorous relationship exists in a faculty member/student direct evaluative relationship, the relationship must be disclosed to the faculty member's unit head (department chair or head of the primary unit). If the amorous relationship exists in a supervisor/supervisee direct evaluative relationship, it must be disclosed to the supervisor's unit head. In either case, the primary responsibility to disclose rests with the person in the evaluative position. The individual to whom the disclosure is made is primarily responsible for requiring that actions be taken to resolve the conflict by terminating the evaluative relationship. If such actions are outside that individual's authority, the matter shall be referred to the individual with the authority to take such actions. A report of the action taken to resolve the conflict shall be made to the chancellor or the chancellor's designee. If the chancellor or the chancellor's designee should find that the actions do not adequately resolve the conflict, the chancellor or the chancellor's designee may require other or additional action. For System Administration (including the Office of the Secretary of the Board of Regents and Internal Audit), the report shall be made to the President or the President's designee.

In situations involving spouses, the University's Administrative Policy Statement, "Conflict of Interest and Nepotism" applies.

GRIEVANCES

DEPARTMENTAL GRIEVANCE POLICY

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

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

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

GRADUATE SCHOOL ACADEMIC GRIEVANCE POLICY

A. Statement of Procedures for the Disposition of Academic Grievance Cases

The designation academic grievance covers those problems related to academic issues. Such issues are distinguished from academic ethics cases and disciplinary cases for which separate procedures exist. Included within academic grievance cases are faculty, departmental, college or Graduate School policies affecting individual student prerogatives, deviations from stated grading procedures (but not individual grade challenges), unfair treatment and related issues. Allegations of discrimination must be filed with the Department of Equal Opportunity and sexual harassment claims must be filed with the Office of Sexual Harassment Policy.

B. Procedures

1. Departmental Resolution

The student must first attempt to resolve a grievance with the faculty and/or staff member(s) involved. If this proves unsatisfactory, the grievance must be directed to the chair or director of the unit for departmental review.

2. Graduate School Appeal and Grievance Procedure

If the student is dissatisfied with the departmental review and if all other departmental or administrative procedures have been exhausted, he/she may file a written grievance with the Vice Chancellor for Graduate Studies. The student must submit the written grievance to the Graduate School within 30 days of the receipt of the response from the department chair or unit director following the departmental review process. Upon receipt of the grievance the Vice Chancellor for Graduate Studies will ask the student's department for a response to the grievance and form a Committee of Academic Grievance of the Graduate School ("Committee") to hear the case. This Committee is composed of five members and a chair. The five members include four members of the graduate faculty from outside the student's department, and a student representative of the United Government of Graduate Students who must also be from outside the student's department. (The student representative may not be the member of United Government of Graduate Students who serves on the Executive Advisory Council of the Graduate School.) The chair is the Vice Chancellor for Graduate Studies and is a non-voting member.

C. Hearing

Upon receipt of the grievance, the Vice Chancellor for Graduate Studies will set up a time and place for a hearing. All members of the Committee and all parties to the grievance will receive a copy of the grievance. All parties may present evidence. Committee members may question anyone presenting evidence during the hearing. Only evidence presented at the hearing will be considered in the adjudication of the grievance. The hearing before the Committee will be tape-recorded. The Committee reserves the right to transcribe the tape if it believes such a transcript is necessary to its deliberations.

Hearing Procedure

1. The Committee controls the hearing.
2. The student shall present his/her case before the Committee. He/she may present witnesses. The student may have one advisor present. The advisor will play an advisory role only and shall not present or participate in the presentation of the student's case at the hearing.
3. Each party may question the other party or their witnesses.
4. The department or appropriate academic unit shall present its case before the Committee.
5. The student and the department or appropriate academic unit shall each have the right to rebuttal.
6. After each party has presented its case, the parties will be dismissed and the Committee will begin its deliberations. Additional meetings may be required for deliberation. The Committee will present its decision to the Associate Dean within fifteen days of its final deliberation. The Associate Dean will notify the student regarding the decision and action to be taken within ten days of the receipt of the Committee decision.

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. It was approved for the campus in Spring 2004.

The University seeks to provide and sustain an environment conducive to sharing, extending, and critically examining knowledge and values, and to furthering understanding. Effective performance of this mission requires that University graduate students be free within their respective fields of competence to learn, research, and teach in accordance with appropriate standards of scholarly inquiry. Graduate student rights and responsibilities rest on their unique role as students, researchers, and teachers.

Graduate students play an integral part in the ability of the Boulder campus to provide the breadth and quality of educational experience expected of an American Association of Universities (AAU) public university. Graduate students supplement and complement the teaching and research activities of the tenure-track faculty, and in so doing they allow the tenure-track faculty to engage more students in individualized instructional opportunities. They also provide the institution with an ability to more rapidly adjust the educational opportunities to meet student needs and preferences than can be accommodated for by the tenure-track faculty alone. It is important that the campus community recognize and support the important role played by graduate students in enabling the campus to address both its research and its teaching missions.

The following principles serve as guidelines and minimum standards of behavior and conduct for graduate students and departments in their mutual relations. The intent of the principles is to encourage dialog between graduate students, faculty, staff, and administrators and to bring stability to graduate students' programs of study. In recognizing the multiple and integral roles that graduate students play as learners, researchers, and teachers, both as students and as employees of the University, the guidelines will help preserve the highest standards of teaching, research and scholarship; protect intellectual freedom; and advance the mission of the University as an institution of higher learning. Grievance and dispute resolution mechanisms will be maintained at the Graduate School and at the departmental/program levels to resolve the situations that this document is not able to prevent.

I. Graduate students are, first and foremost, students.

a. Graduate students deserve an excellent education and the best possible preparation for their future careers. Degree requirements should be clearly communicated at the outset of a student's graduate program, and any changes also must be clearly communicated in a timely manner. Timelines and average progress towards a degree should be made public. Advertised courses should be available on a regular basis. Graduate students should have the ability to enroll in classes offered by any other relevant graduate program, provided space is available and they meet the prerequisites.

b. Departments should offer appropriate training for both academic and non-academic careers without differentiating between students on career focus in evaluations, availability of resources, references, or on other bases. Seminars should be offered to inform graduate students on submitting articles for publication, on professional associations and conferences, and effective job searches and interview techniques.

c. The United Government of Graduate Students (UGGS) is currently the recognized student government organization for graduate and professional students at the Boulder campus level. The actions and recommendations of the UGGS should inform departments, schools and colleges, as appropriate. It is also recognized that there are also graduate student government organizations at the program, department, school and college levels that should be consulted in matters specifically concerning them, as necessary.

d. Regular, substantive feedback should be offered to all graduate students by their advisors. Programs should publish specific and concrete requirements for achieving an advanced degree and graduate students can expect to have their progress toward achieving an advanced degree evaluated in an objective manner. Communication between graduate students, faculty, and advisors, and program coordinators and should be conducted in a timely manner.

e. Like all students of the University, graduate students have the right to an educational experience and employment free from discrimination based on race, color, creed, religion, national origin, sexual orientation, veteran status, age, sex, or disability. In addition, the educational and employment opportunities available to graduate students should not be limited based on their family status, political beliefs, or country of citizenship.

II. Graduate students are important members of the campus instructional and research teams.

a. Graduate students deserve fair and equitable working conditions and benefits. Terms and conditions of employment will be clearly communicated at the outset of the employment agreement. Appointments are to be made in compliance with the 20-hour rule. Adequate resources will be supplied to support teaching and research work.

b. Departments should incorporate their graduate students into their decision-making on issues directly or indirectly affecting academic policies.

III. Graduate students are valuable junior colleagues.

a. Graduate students deserve co-authorship in publications to which they have contributed significant content or research, consistent with the generally accepted standards of their fields of study.

b. Graduate students should be treated with respect, as junior colleagues and potential future peers upon gaining admission to their program of study.

c. Graduate students can expect that their vulnerability in having a lesser status or lesser experience will not be exploited. Further, they have a right to refuse to perform tasks that are not related to, or are in conflict with, their academic or professional development, or tasks in excess of their obligations as students and employees.

IV. Graduate students have a number of important responsibilities, both as students and as employees.

a. Graduate students are expected to behave in a professional manner, respecting their fellow graduate students, as well as undergraduate students, faculty, staff and administrators, and in general conduct themselves in a manner befitting an ethical and honest academic colleague. In their studies they will devote

a devote a sufficient amount of time and energy towards achieving their advanced degree, communicating with their professors and advisors in a timely manner, and taking the initiative in asking questions about academic requirements and financial particulars. They will also strive to contribute to the public service aspects of the mission of this public university, at a level appropriate to their ability and graduate program.

b. Graduate employees are expected to fulfill their teaching and research obligations to the best of their knowledge, training, and ability; to carry out their job responsibilities in a conscientious and timely manner; and to perform their duties in accordance with all relevant University, state government, and federal government rules and regulations. In particular they will accurately report their hours worked and level of effort whenever requested or required to do so; work or be available to work on the days and at the times outlined in their appointment letter or contract, or at times explicitly discussed and agreed upon with their faculty advisor or supervisor; and recognize that failure to perform their job responsibilities in a satisfactory manner may constitute cause for disciplinary action or dismissal.

V. The following definitions will be applied uniformly across the campus.

Students: Include any person currently taking coursework and/or thesis and dissertation credits, as well as any persons officially on time out from a graduate program or otherwise not in residence at the university for official reasons, including but not limited to conducting extended field research or on an exchange program with another university.

Employees: Include any person who is a student and is either on an appointment or is otherwise employed by the university, or any related program, project, laboratory, library, gallery, museum, center, or institute, as a teaching assistant, instructor, lecturer, GPTI, adjunct, graduate assistant, research assistant, researcher, or any other form of faculty or staff member, on a regular basis.

20-Hour Rule: The percentage of appointment must be equated to the number of hours the graduate student is expected to work. For example, a student who is appointed for 50% can be expected to work no more than 20 hours per week. These 20 hours must include all duties necessary for the completion of the student's teaching assignment (i.e., office hours, in-class time, grading, and preparation time) and/or research assignment (i.e. research meetings, literature searches, preparation time, data collection, data analysis, and report preparation). Research that directly contributes to the timely completion of a graduate student's thesis or dissertation does not fall under this rule. Any appointments that exceed 50% during the academic year must be approved, in advance of the beginning date of the appointment, by the Vice Chancellor for Graduate Studies. [3]

Rights: These are valid and valued standards and expectations that individual graduate students have of their program, their faculty, staff, and all levels of the university administration.

Responsibilities: These are valid and valued standards and expectations that the faculty, staff, administrators, and other graduate students have of individual graduate students.

VI. Departments will develop and maintain policies consistent with these guidelines and minimum standards and provide grievance and dispute resolution mechanisms.

a. These guiding principles will form the university level policy with regard to graduate student and department relations. This document will augment existing university policies regarding professional conduct, including but not limited to the University Code of Conduct, the Honor Code, and the Sexual Harassment policy. Appropriate grievance and dispute resolution mechanisms will exist at the department and Graduate School level to enforce these policies.

b. Appendix A of this document is a detailed set of recommended guidelines and recommended minimum standards for the development of department level graduate student policies. The detailed department level policy recommendations will be maintained by the UGGS, the Graduate School, and the university administration.

c. Any amendments to the campus policy statement need to be approved by the United Government of Graduate Students, the Graduate School, the Boulder Faculty Assembly, and the Provost.

d. Any amendments to the guidelines and minimum standards for the development of department level

graduate student policy need to be approved by the United Government of Graduate Students, the Graduate School, and the Provost.