Teaching Policies and Procedures
for English Graduate Teachers

AY 2024-2025 – Graduate Teachers

Beginning of the Semester

Required Training

- All first semester teachers must complete the Discrimination and Harassment training and the FERPA training via Skillsoft (in Buff Portal) within 30 days of the start of the semester.

Know your Responsibilities

- Review the [Professional Rights and Duties of Faculty Members](#) and the [FERPA](#) requirements
- [Academic Policies and Procedures](#) (This document outlines the writing and reading requirements for undergraduate English classes as well as the material that's required to be covered in ENGL 1001, 1210, 1230, 1250, 1270, 1500, 1600, 1800, 3000, and 3060.)

Syllabi

- **You *must* submit an electronic copy of your syllabi** by the second week of classes to English Student Services, ssengl@colorado.edu.
- As you begin each semester, it is vital that you update your syllabi with the [current policy statements](#) (accommodations for disabilities, religious holidays, etc.). Please include the [required syllabus statements](#) posted there, in your syllabus.
    - Refer to the Plagiarism Policies and Procedures section of this document for required departmental syllabus statement, policies & procedures.
    - Refer to the Student Email Policy section under Policy and Support Resources.
- Check the [Academic Calendar](#) for holidays and breaks that will impact your course calendar.
- PhDs are required to have their syllabi approved by the Chair of the Graduate Teacher Training Committee. **All fall syllabi must be submitted for approval via email between August 1-15.**
- MFAs are required to have their syllabi approved by [Marcia Douglas](#). **All fall syllabi from 2nd and 3rd year MFAs must be submitted for approval via email between August 1-15. 1st year MFAs must submit their syllabi for approval by August 28.**
- Use the copier in Muenzinger D120 to make copies. Please post readings to Canvas (do not photocopy them).

Textbooks

- Notify the [CU Bookstore](#) which textbook(s) you'll be using as far in advance as possible so they can be ordered before the semester begins.
- If you do not yet have access to your class in MyCUInfo, you can email your textbook request (via your CU email address) to textbook@cubookstore.com. Please indicate the year, semester, course number(s) and section(s) you will be teaching (e.g. ENGL 3000-004, fall 2023). Be sure to include the appropriate information about the text(s) you wish to order (ISBN, title, author, publisher, and edition [if applicable]).
- The department orders the required textbooks for incoming MFA students who are teaching ENGL 1191. Second and third year MFA students teaching Creative Writing courses ENGL 1191, ENGL 2021, and ENGL 2051 are responsible for ordering textbooks for their students and themselves. PhD students who are teaching as GPTIs are responsible for ordering textbooks for their class section(s). MA students who are working as Teaching Assistants should first check with the faculty instructor leading the course whether they must obtain desk copies of textbooks.
- Course instructors can order free desk-copies of textbooks to be used in their classrooms. Please request a copy of the resource, How to Order Desk Copies of Textbooks, from the Graduate Program Coordinator for more information.

Pedagogical Support

- Center for Teaching and Learning [resources](#)
- For pedagogical consultations related to literature courses, please contact [Laura Winkiel](#), Director of Graduate Studies.

- For pedagogical consultations related to creative writing courses, please contact Marcia Douglas Associate Chair for Creative Writing.
- English CTL Leads are available to consult with all graduate students on ways to improve their teaching and serve as liaisons with the Center for Teaching and Learning. Refer to the contact list at the end of this document for the current Leads' names and contact information.
- The Pedagogy Orientation will be held at the beginning of the fall semester (with separate orientations for literature and creative writing). There will also be Pedagogy Coffee Hour meetings during fall semester for those teaching for the first time at CU. Contact the Lead GPTI or the CTL Leads for more information.

Funding for Class Materials

- Literature GPTIs may request up for $50 per year for class materials, including video streaming and specific supplies required to support instruction. GPTIs must make requests in writing to the Director of Graduate Studies prior to purchasing materials. Approval for materials needs to be forward to the Graduate Program Coordination. Creative Writing TAs and GPTIs should contact the Associate Chair for Creative Writing with requests for funding.

University Resources

Administrative, Research & Technical Resources

- Canvas - A cloud-based learning management system (LMS) that can be used as an additional space for instruction, a communication hub for students, as well as a place to collect, grade and track assignments.
- DocuSign - Allows users to easily upload and send documents for electronic signature. DocuSign is free for all CU Affiliates with an active Identikey log in.
- Office of Information Technology - OIT provides technical support to CU students and instructors. Services include identity and access management and desktop support for personal computing devices.
- Special Collections, Archives & Preservation - Special Collections houses rare works and contemporary artworks that support teaching and research in the arts, humanities, and sciences.
- Teaching and Learning Tools supported by OIT - Canvas, captioning, Qualtrics, etc.
- TurnItIn - A plagiarism prevention resource. GradeMark is a feature of TurnitIn.com that is integrated into the Canvas learning system. If you are using Turnitin.com separately, you can use it for free by completing the pass code request form on the OIT website.
- University Libraries - Provides a wide range of resources to support student, faculty, and staff scholarship
- VPN - Secure connection to campus services from off-campus

Policy & Support Resources

- CU Boulder Policies – a general list of university policy resources
- Counseling and Psychiatric Services - CAPS offers confidential, on-campus mental health and psychiatric services for a variety of concerns such as academics, anxiety, body image, depression, relationships, substance use, and more.
- Disability Services - Providing accommodations for students with disabilities
- FERPA - Information for faculty and staff regarding FERPA and privacy protections for students
- Honor Code - The Honor Code allows all students to have responsibility for, and the ability to attain, appropriate recognition for their academic and personal achievements. Suspected violations of the Honor Code are reviewed by the Office of Student Conduct and Conflict Resolution. For departmental plagiarism policies and guidelines, refer to the "Plagiarism" section below.
- International English Center – The IEC offers students from all parts of the world the opportunity to learn English in a friendly and welcoming atmosphere. The year-round program features five 8-week sessions of intensive English as Second Language (ESL) instruction, combined with orientation to university customs, academic preparation, and an introduction to life in the United States.
- Office of Institutional Equity and Compliance – The university is committed to preventing and addressing discrimination and harassment based on race, color, national origin, pregnancy, sex, age,

disability, creed, religion, sexual orientation, gender identity, gender expression, veteran (military service) status, political affiliation, or political philosophy.

- Office of Student Conduct and Conflict Resolution - OSCCR supports community safety, student growth and success by helping students reflect on decisions; be accountable for their actions; and make decisions in congruence with community standard of conduct. Among other things, the OCCR facilitates the Honor Code policies and procedures for the CU Boulder campus.
- Office of Victim Assistance - OVA offers free and confidential information, consultation, support, advocacy, and short-term counseling for CU students, faculty, and staff who have experienced a traumatic, disturbing or life disruptive events.
- Student Classroom and Course Related Behavior - Details university policy and possible sanctions related to classroom "disruption."
- Student Support and Case Management & the Student of Concern Team - SSCM/SOCT, provides support and referrals for students who may be in distress, or experiencing challenging or difficult life circumstances. If you are unsure how to advise a student in need of support, call them at 303-492-7348 for help and referrals.
- Student Email Policy - E-mail is an official means of communication within CU Boulder. Faculty, TAs and GPTIs may expect that students are regularly checking their official email. However, it is highly recommended that if faculty have expectations about how regularly they expect students to check email and respond, they should specify these expectations in their syllabus.
- The Writing Center - Offers writers from all academic disciplines and skill levels the opportunity to work one-on-one with professionally trained writing consultants. These services are free to CU students, faculty, staff and alumni.
- CU Boulder Police Department - Offers active harmer training sessions, as well as information about preventing violence on campus. Active harmer trainings are available online and in person and are free for CU students, faculty, and staff to attend.

During the Semester

Enrollment Policies and Procedures

Administrative Drop Policy and Request Procedures
- If an enrolled student misses the first full week of classes (the first three days for M/W/F courses or the first two days for T/TH courses) the instructor may request an administrative drop to open seats up for the students on the waitlist. This is only encouraged if your course is waitlisted.
- Administrative drops can only be processed on Thursday and Friday of the first week of classes. It is best practice to submit requests directly after class concludes on Thursday for T/TH classes and on Friday for M/W/F classes.
  - All requests must be submitted to the Graduate Program Coordinator at gsengl@colorado.edu no later than 4pm on the first Friday of the semester.
  - Drop requests must include the full course number (e.g. ENGL 1234-001) and the student's first initial, last name and student ID# (e.g. J. Doe, 123456789).
  - The instructor is responsible for notifying the student that they will be administratively dropped.

Administrative Add Policy
- If a student adds a course by the "Add" deadline, *they cannot be penalized for missed classes or work prior to enrolling in the class*. It is important that we honor students' right to add without penalty. University Drop/Add deadlines can be found in the Registrar's Academic Calendar for that semester.
- Exceeding enrollment capacity is discouraged due to the instructor's increased workload. Regularly overriding enrollment capacities also undermines our ability to protect enrollment capacity minimums in the future.
- **GPTIs and TAs must first obtain consent from their Associate Chair** (Laura Winkiel for literature classes; Marcia Douglas for creative writing classes) to enroll additional students beyond the standard capacity. Overrides must be in compliance with the assigned classroom's fire code capacity.

- If you receive permission to enroll additional students in a class you are teaching, you must submit a formal enrollment request following the Administrative Add Request Protocol described below.
- Standard fall and spring enrollment capacities for Graduate taught classes:
  - GPTI taught (all) = 28
  - ENGL 1191 = 18
  - ENGL 2021 and 2051 = 19
  - MA TA lead recitations = 22
- If you are teaching for another school, department or program (e.g. the Program for Writing and Rhetoric; the School of Continuing Education), your courses may be subject to alternative policies and procedures, which you are expected to adhere to. Contact the corresponding coordinator for details.

- **All administrative add requests must be submitted following the procedures detailed below:**
- Approximately 10 days into the semester, waitlisted students will no longer be automatically enrolled from the waitlist. Approximately 3 weeks into the semester, waitlists are purged, and all waitlisted students will lose access to class materials in Canvas. These and other important university enrollment deadlines are detailed in the [Academic Calendar](#).

Administrative Add Request Procedure

Please adhere to the following procedures when requesting enrollment support from English Department staff:

- If this enrollment will exceed your set enrollment capacity, begin by forwarding your Associate Chair's consent to exceed the enrollment capacity to the Graduate Program Coordinator at [gsengl@colorado.edu.](mailto:gsengl@colorado.edu)

- [Submit a completed Enrollment Request Form: Administrative ADD](#) to the Graduate Program Coordinator.
  - Both the student and instructor must sign this form. The form may be signed electronically.

Drop & Late Drop Policy and Procedures

- Drop/Add timelines for each semester are detailed in the corresponding [Academic Calendar.](#) Deadlines, policies, and related impacts are subject to change from semester to semester. Please review these timelines before the start of each semester.
- ***Students considering a late drop should always be directed to consult with their assigned academic advisor for guidance before dropping.*** The implications of dropping a course can be complicated and far reaching. The student's academic advisor is best equipped to advise them on the specific impacts that a late drop will have on their particular career. The advisor can also answer related questions and direct them to the appropriate contacts and procedures for their college.
- Though most drop activity takes place in the first few weeks of the semester, students may [drop courses (via Buff Portal)](#) without permission through the Friday of the tenth week of classes (the common drop deadline).
- If a student is on the verge of failing your class, it is beneficial to check in with them to ensure that they understand their grade status and any related performance issues or class policies. This conversation is particularly pertinent ahead of the university's common drop deadline. Students have no obligation to drop a class in which they are performing poorly. Some students may wish to consider dropping if their grade is beyond recovery, but other students may opt to remain enrolled, as late drops can have serious implications for visa status and financial aid eligibility, among other things.
- After the tenth week of classes, students are subject to the late drop and withdrawal policies and procedures (if there are any) put in place by the CU Boulder college from which they are seeking their degree (e.g. Arts & Sciences, Engineering, Business, etc.). The English Department is not involved in the late drop process.
  - For example, students in the College of Arts and Sciences must petition the college for permission to drop any class after the deadline to late drop a class in Buff Portal has passed.

- The A&S Late Drop Petition form and corresponding information and deadlines can be found on the [College of Arts & Sciences Academic Advising Resource Center website](#) under "Late Drop Petition."
- The processing and outcome of a late drop procedures is entirely the purview of the student's college, it is not within the control of the instructor or the department. The A&S Late Drop Petition does require that the instructor provide some pertinent information, and the instructor must sign off to verify that the information is true, but the instructor does not need to indicate whether or not they support the action.

Navigating Student Needs & Challenges

Providing Accommodations

- [Roles and Responsibilities](#) (from Disability Services)
- Accessibility information and approved accommodations are integrated into your MyCUInfo under Teaching Tools in your faculty toolkit for each of your course assignments.
- Disability Services at CU Boulder uses [Accommodate](#) to manage student accommodation requests. This system helps ensure that students with disabilities receive reasonable accommodations and services. Students, faculty, and staff can access Accommodate to manage accommodations, obtain accommodation letters, and check the status of other service requests such as note-taking, alternative material formats, and exam scheduling.
- Although it is recommended that you consider accessibility throughout your course design (see [Universal Design for Learning](#)), you are not required to implement the specific accommodations indicated in your toolkit until a student provides you with their Accommodation Letter.
- Accommodation Letters explain the reasonable accommodations to be provided to that student. They are provided by Disability Services to students who have been approved for specific academic accommodations. Instructors must be contacted and informed with reasonable notice in order to put accommodations in place.
- Accommodations can include alternate formats, captioning and interpretation services, note-taking, service animals, and extended testing time.
- For specific guidance or questions, contact Disability Services at (303) 492-8671 or dsinfo@colorado.edu.

Teaching Issues in Literature Courses

- **For issues with plagiarism, grade disputes, student complaints, etc., contact the following**:
  - [Emily Harrington](#) (Associate Chair for Undergraduate Studies) and copy the Undergraduate Program Coordinator ([Bobby Balke](#)).
  - Your corresponding Associate Chair ([Laura Winkiel](#) for literature classes; [Marcia Douglas](#) for creative writing classes)
- **For general teaching questions and advice**, contact Lead GPTI [Brooks Mitchell](#).

Teaching Issues in Creative Writing Courses

- For concerns relating to with policy, plagiarism, grade disputes, student complaints, etc., contact the Associate Chair for Creative Writing, Marcia Douglas, and copy the Undergraduate Program Coordinator (Bobby Balke at ssengl@colorado.edu).
- For general teaching questions and advice, contact CTL Lead, [Hannah Olsson](#), and/or the Associate Chair for Creative Writing, Marcia Douglas.

Cancelling Class

- If cancelling a class for any reason, you are required to email all students about the cancellation. You must also email the department before your class is scheduled to begin at engldept@colorado.edu.
- If you cancel three or more classes for any reason, you MUST find a substitute (another English graduate student). Cancelling more than three classes is highly discouraged and could impact your eligibility for future teaching assignments.

- Sick Leave: Student employees will accrue at a rate of 0.034 sick hours for each hour worked. Accrual hours are calculated as part of the payroll process and become available once payroll has processed the pay period. Submit usage through the [Sick Usage Form](#).

Undergraduate Student Request for Review
- If an undergraduate student believes that a grade (either for a paper or for a course) has been unjustly assigned, or if a student seeks to file a grievance while the course is in session for any other reason, the student may file a Request a Review with the department. Students may obtain the Request for Review form and procedural information from the Undergraduate Program Coordinator electronically by writing to [ssengl@colorado.edu.](mailto:ssengl@colorado.edu)
- Any request for review of a course grade must be made within 45 days of the end of the academic term in which the course was taken. Any request for review of a paper grade must be made at least one week before the final exam. If a student seeks to contest the grade on a paper that is turned in during the final exam period, then the student will have 45 days to request a review.

Classroom Policies and Procedures

Class Related Room Requests
- Centrally controlled classrooms cannot be reserved during the first three weeks of a semester. During finals week, centrally controlled rooms can only be scheduled within the [standard finals schedule](#).
- If you would like to reserve a classroom for a *class related meeting* outside of your regularly scheduled class time (such as an extended exam accommodation or film viewing), you must send a request to ssengl@colorado.edu that includes the following:
  - Course(s) and section number(s) associated with request
  - Date(s), please include day of the week
  - Beginning and end times for use. After 5pm, options are relatively flexible. Before 5pm scheduling is tighter, so it is beneficial to schedule your viewings within the [standard class meeting patterns](#).
  - Number of people the room must accommodate
  - Any special features you require (or prefer, if available)
- Room requests must be submitted at least 5 business days ahead of the reservation day. Even then, room availability cannot be guaranteed.
- All other room requests (for special events and requests for rooms in the UMC) should be sent to engldept@colorado.edu.

Classroom Use
Classrooms are shared resources and should be treated as such. Please do your best to leave the classroom in the same condition you found it in, or better. The following guidelines are especially pertinent at the beginning of the semester.
- **Room Changes:** Classroom space is extremely limited between 9am and 5pm Monday-Friday. Unfortunately, this means that we are generally unable to relocate your class to an alternative classroom because there are simply no available options.
- **Room Capacity:** The Campus Fire Marshall sets the room capacity for each classroom based on the International Building Code. Courses are matched with rooms that have the proper capacity to accommodate them.
- **Classroom Capacity:** If the number of seats in your classroom is fewer than the capacity posted on the wall of the classroom, please contact the [building proctor](#) to let them know. Though they may not be able to resolve the situation immediately, they will do their best to correct the issue as quickly as possible.
- **Seating & Waitlisted Students**: Seating is particularly problematic during the first two weeks of class when waitlisted students are attending class. Unfortunately, we cannot provide additional chairs or

tables beyond what the classroom capacity allows, even if that means there are not enough chairs for waitlisted students during the drop/add period.

- **Chairs and Tables:** Facilities Management asks that **chairs and tables not be removed from or added to classrooms for *any* reason.** If instructors, staff, or students must temporarily move a desk, chair, or table within the classroom or into the hallway, they must also return the item to its original placement immediately after they are done.

Classroom Technology

- All CU Boulder classrooms are centrally controlled and equipped with digital projectors.
- Projection inputs vary between classrooms. Visit your classroom(s) yourself to confirm the available inputs. Most rooms have either HDMI or VGA inputs; a few have both HDMI and VGA.
- If you need an adaptor to connect your computer or tablet to the projector in your classroom(s), you are encouraged to purchase your own.
- Adaptors can be checked out for short-term use from the English Department front desk during regular business hours. However, we cannot guarantee that the specific adaptor you need will be available.
- Adaptors must be returned to the front desk within 24 hours of checkout.

Plagiarism Policies and Procedures

The following policy must be included in all undergraduate course syllabi:

Plagiarism: the most common violation of the CU Honor Code in English classes comes from plagiarism, which is using the words or ideas of another person but presenting them as your own. Plagiarism can range from simple mistakes in citing sources to more deliberate forms of copying. Consequences for deliberate plagiarism may include failure for an assignment, failure for the course, and/or reporting the incident to the Office of Student Conduct and Conflict Resolution.

Instructing Students about Plagiarism

As undergraduate students might not fully understand what plagiarism is or how to avoid it, all GPTIs and TAs should offer clear guidance on these matters, often repeating the information. It should be assumed that students who make errors in citational practices are usually not trying to get away with plagiarism, but instead are often simply learning paper-writing practices which are often not taught in high school.

- Students need to know how to cite websites as well as books and articles. A few related resources:
  - [Request a Library Research Seminar](#)
  - [CU Boulder Writing Center](#)
  - [CU Boulder Student Honor Code](#)
  - [Purdue Owl](#)
  - [Understanding and Preventing Plagiarism](#)
- Small errors in citation practice (such as failing to cite one source, or citing it incorrectly) should be considered part of learning and should not be punished, but they should be addressed through direct conversation and instruction.

Using TurnitIn.com

- [TurnItIn](#) - A plagiarism prevention resource. [GradeMark](#) is a feature of TurnItIn.com that is integrated into the Canvas learning system. If you are using Turnitin.com separately, you can use it for free by completing the [pass code request form](#) on the OIT website.
- GradeMark is a feature of TurnitIn.com that is integrated into Canvas learning systems. Please refer closely to [OIT's GradeMark user guide](#) as you design your Canvas page(s).
- OIT provides some basic [instructional resources for interpreting TurnItIn.com results](#).

Responding to Suspected Plagiarism

- If a student has clearly lifted, or only slightly altered, entire passages from online sources, books, or articles and has not cited the source, the student should be spoken to directly about this issue.
- If the student simply did not know how to cite, or had not yet understood that this was necessary, they should be given extra instruction on correct practices.
- The paper or assignment in question should be given a lesser, but not failing grade.

- **If the student repeats the offense,** then the issue needs to be reported to Emily Harrington (for *literature* classes) or Marcia Douglas (for *creative writing* classes). At that point, the student, instructor, and Professor Harrington/Professor Douglas will need to meet.
- **If it is clear during that meeting that the student willingly plagiarized,** then the offense should be reported to the [Office of Student Conduct and Conflict Resolution (OSCCR) as a suspected violation of the Honor Code](#) and the student should receive a failing grade on the assignment. That failing grade should be factored into the overall grade for the course.
- **A third offense** will result in failing the class altogether and should also be reported to the [OSCCR as a suspected violation of the Honor Code](#).
- **Any paper that has been fully lifted from the internet, or only slightly altered**, should immediately be given a failing grade and reported to the [OSCCR as a suspected violation of the Honor Code](#). A student guilty of plagiarizing an entire paper should receive a failing grade on that paper and a firm warning that any further plagiarism will result in a failing grade for the class.

Reporting Suspected Plagiarism

- Suspected violations of the university's Honor Code are reported to and reviewed by the [Office of Student Conduct and Conflict Resolution.](#)
- Begin by reviewing the university's [Honor Code website](#) and the *Honor Code and Procedures* document posted there. Specific questions about Honor Code proceedings can be directed to the Office of Student Conduct and Conflict Resolution using the contact information provided on the Honor Code website.
- Incidents can be reported electronically using the "Report an Incident" link on the Honor Code website. Reporting faculty are responsible for providing any documentation of alleged honor code violations a student may have committed. The hearing officer investigating may reach out to reporting faculty for more information if deemed necessary.
- An Honor Code hearing *will not* result in Academic Sanctions; those are applied exclusively by faculty/instructors. The Office of Student Conduct & Conflict Resolution does not have jurisdiction over academic sanctions. Academic Sanctions may include, but are not limited to, assignment grades, assigning course grades, and/or requiring additional assignments.
- Non-Academic Sanctions are issued by the assigned hearing officer, in consultation with the Advisory Board upon the finding of an Honor Code violation. Information about possible non-academic sanctions can be found on the [Honor Code website](#), under Honor Code and Procedures.
- The Office of Student Conduct and Conflict Resolution (OSCCR) will only accept reports of suspected Honor Code violations **made within 40 calendar days from the date of discovery** of the suspected violation.
- Instructors are expected to notify students regarding suspected Honor Code violations.

Plagiarism in Creative Writing Courses

- Creative writing syllabi must include the same plagiarism policy as literature syllabi since plagiarism in creative writing is still presenting another's words and ideas as one's own. However, since great writers through the ages have borrowed, echoed, and even quoted without attribution, what exactly constitutes plagiarism in creative writing is a more complex and nuanced issue. Creative writing instructors are encouraged to discuss these complexities with their students, and the difference between borrowing from or "sampling" another writer's work as opposed to claiming authorship of it.

End of the Semester

Faculty Course Questionnaires (FCQs)

- This final questionnaire is given to students a week or two before finals week. It is administered online but you must still provide time during a class period of the designated week for students to complete their FCQs. You will receive an email with instructions from the FCQ office and the English Department before FCQs are scheduled to be held.
- Historical FCQ results can be queried following guidelines [here on the Office of Data Analytics website](#).
- FCQ questions and requests should be directed the Department of English via email to ssengl@colorado.edu.

Final Exams

- All faculty, instructors & TAs expected to adhere to the [university's Final Examination Policy](#)
- Final exam assignments are standardized based on the course's regular meeting pattern. For details on how final exams will be scheduled for a given semester, please review the [university's final exam schedule](#) for that semester.
- Final exam days and times will be posed in Buff Portal (students) and MyCUInfo (faculty). After final exam classroom assignments are made by the Registrar (approximately halfway through the semester), they are also posted in Buff Portal/MyCUInfo.
- Students who have three or more final exams scheduled on the same day are entitled to arrange an alternate exam time for the last exam or exams scheduled on that day. Students who have two final exams scheduled to meet at the same time are entitled to arrange an alternate exam time for the later class offered that day or week.
- Such arrangements must be made by the posted deadline to drop a class without your dean and instructor's permission in the tenth week of the semester. Students should make arrangements with the instructor of the affected class and are expected to provide evidence of these situations to qualify for exceptions.
- Please contact the corresponding Associate Chair with any questions about final exam policy.

Final Exam Related Room Requests

- Room availability and use is highly limited during finals week. Requests for room reservations that occur during finals can only be made *after* finals classrooms have been assigned.
- Once final exam classrooms have been assigned, you can request classrooms for final exam disability accommodations or final exam review sessions by emailing ssengl@colorado.edu with the following information:
    - Course(s) and section number(s) associated with request
    - Preferred date(s)
    - Beginning and end times for use*
    - Number of people room must accommodate
    - Any special features you require (or prefer, if available)

*Please note that requests for rooms for review sessions that are held on final exams days will need to follow the same standard meeting patterns as final exams (at least the start time), i.e., 10:30-1:00pm or 7:30-10:00pm, etc.

Student Submitted Work/Projects

- Do not instruct your classes to submit or pick up final work via the English office (MUEN D110). Such arrangements have a significant impact on the staff, especially at this extremely busy time of year.
- Grade information is protected under FERPA and graded work should not be left where it can be viewed by someone other than the student.
- If you plan to collect or return student work outside of scheduled class time, you should make arrangements to be available at a pre-determined time and location, for example your office or your assigned final exam classroom during your assigned final exam time.

Posting Final Grades

- [Posting Grades](#) (Step-by-step instructions & videos for grading with Canvas)
- Final grades MUST be posted by your assigned deadline, as listed on the [Registrar's Grade Processing Calendar](#). Grade submission deadlines are based on your assigned final exam date (see link above). Late grade submissions cause significant hardship for students, especially graduating students, students who receive financial aid, and international students.
- TAs who are not the instructor of record can upload grades but cannot post final grades. Check with the faculty member teaching the class to see how they want you to handle grading.

Changing Posted Grades

- If you find you've made a grading error after you have posted final grades, or if a student issued an incomplete grade has completed their outstanding work, grades can be revised using the university's Grade-Change Workflow.
- The form requires the instructor to provide the student's full name, 9-digit student ID number, student college, full course information, and the instructor's signature. All required student information can be found in your class roster in MyCUInfo.
- Processing and entry of grade changes can take up to two weeks. Students should follow up with the instructor who made the revision if the revised grade is not reflected in their record after two full weeks, or if they feel the revised grade is incorrect.

Issuing Incomplete Grades

- The department recommends the following standards for instructors considering issuing an incomplete grade for a student enrolled in their course:
  - An Associate Chair must cosign any incomplete agreement issued by a GPTI or TA.
  - The student should have completed ~75% of the course work and must be in good standing in the course (in terms of grades).
  - Ideally, the mitigating circumstances should be documented/verifiable and should not have been foreseen at the time of the final drop deadline in the tenth week of classes (see the Office of the Registrar's Academic Calendar for semester specific deadlines)
  - Before agreeing to assign an incomplete in a *literature* course, please consult with the Associate Chair for Undergraduate Studies (harrington@colorado.edu) and/or the Undergraduate Program Coordinator (ssengl@colorado.edu).
  - Before agreeing to assign an incomplete in a *creative writing* course, please consult with the Associate Chair for Creative Writing (Marcia.Douglas@colorado.edu) and/or the Undergraduate Program Coordinator (ssengl@colorado.edu).

- Once an informal agreement has been made, the instructor and student must complete and sign an incomplete contract. An electronic version of the form can be found here on our website.
- Although sometimes it is impossible given the circumstances, a good faith effort should be made to complete and sign the contract *before* the "I" grade is entered in the web grading system ("I" grades are entered at the same time that you enter the grades for the rest of the students in your class).
- Once the contract is completed and signed, **it must be submitted by the instructor (electronically or in hard copy) to the Undergraduate Program Coordinator for final approval by the Associate Chair for Undergraduate Studies.**
- Though incomplete grades remain in place for up to one year from the date the "I" grade was entered, we strongly recommend instructors set a completion deadline for the earliest reasonable date, as dictated by the remaining work and the circumstances that warranted granting the incomplete.
- Once the work is completed and the final grade is determined, instructors must submit a revised grade reflecting completion of incomplete work. Incomplete grades can be revised using the university's electronic grade change process. See Changing Grades above for more information about this process.
- Grade changes can take up to two weeks to be processed and posted to the student's record. If the "I" grade has not been changed to a letter grade within one year of when the "I" grade was originally entered, the "I" will automatically expire and be converted to an "F".
- In order to ensure that the revised final grade is entered before the automatic "I" to "F" conversion, grade changes for incomplete grades should be submitted at least two weeks before the grading deadline of the semester in which the "I" grade will expire.

English Department Contact List		
Name	**Contact Info**	**When to Contact**
Laura Winkiel Associate Chair for Graduate Studies	303-735-1745 Laura.winkiel@colorado.edu MUEN D148E	• Permission to exceed enrollment limit for undergraduate *literature* classes • Secondary contact for issues in undergraduate *literature* classes related to plagiarism, student conduct, grade disputes and other student grievances, etc. • Cosigner on Incomplete Grade Form for Grades of Incomplete issued to undergraduate students in *literature* classes
Emily Harrington Associate Chair for Undergraduate Studies	303-492-1768 harrison@colorado.edu MUEN D148E	• Secondary contact for issues in undergraduate classes related to plagiarism, student conduct, grade disputes and other student grievances, etc. • Approval of undergraduate incomplete contracts
Marcia Douglas Associate Chair for Creative Writing	marcia.douglas@colorado.edu Stadium 262D (Gate 11)	All topics related to *creative writing* classes, including: • General curricular, teaching & classroom support for MFA TAs and GPTIs • Permission to exceed enrollment limit in undergraduate *creative writing* classes • Primary contact for issues related to plagiarism, student conduct, grade disputes and other undergraduate student grievances, etc. • Cosigner on Incomplete Grade Form for Grades of Incomplete issued to undergraduate students in *creative writing* classes • Syllabus questions & approval
Hannah Olsson CTL Lead for MFA Program	Hannah.olsson@colorado.edu	• General teaching and classroom support (MFA) • Center for Teaching & Learning (CTL) liaison • Support for MFAs completing GTP Certificate(s)
Katie Henze CTL Lead for Lit Programs	katherine.henze@colorado.edu	• Support for MAs and PhDs completing GTP Certificate(s) • Center for Teaching & Learning (CTL) liaison
Brooks Mitchell Lead GPTI	brooks.mitchell@colorado.edu	• General teaching and classroom support (MA and PhD)
English Department Main Office	303-492-7381 engldept@colorado.edu	• Notification that you are cancelling a class • Short-term check out of AV adapters • Office appliance access & support • If you're unsure who to contact
Bobby Balke Undergraduate Program Coordinator	303-492-6434 ssengl@colorado.edu	• Copy on departmental communications related to plagiarism, student conduct, grade disputes and other student grievances for all undergraduate *literature* & *creative writing* classes • Posting & changing final grades • Classroom requests • Grades of Incomplete • Backup for Graduate Program Assistant • Faculty Course Questionnaires
Rachel Canning Graduate Program Coordinator	303-492-6594 gsengl@colorado.edu	• Administrative drop & add requests • Difficulty finding a substitute if you are cancelling three or more classes • Course preferences for future teaching assignments • Backup for Undergraduate Program Coordinator

Amanda Rybin Koob Literature and Humanities Librarian	303-735-8284 amanda.rybinkoob@colorado.edu	• Research consultations • Library questions • Book purchase requests • Class research seminars