



Graduate Program of Literatures in English  
Rutgers, The State University of New Jersey  
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TO: Graduate Faculty Teaching Courses in Spring 2008

FROM: Meredith McGill

SUBJECT: Evaluations, rosters, deadlines, and grades

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- (1) **Course evaluations.** The course evaluation forms will be given to one of your students to distribute to your class. Please make arrangements for your students to complete these forms during the last class (if you wish this taken care of before the last class, please notify the student in charge). The student will take all the completed forms to the Graduate Office. We have found that letting students take the forms away with them results in incomplete sets of evaluations. **It is very important that we have complete sets of evaluations for all graduate courses taught in the program.**
  - (2) **Deadlines.** The final deadline for all course-work to be submitted is **Tuesday, May 27, 2008.**

**PLEASE NOTE - ALL FINAL PAPERS ARE TO BE TURNED IN TO THE GRADUATE OFFICE ON MAY 27<sup>th</sup> .**

- (3) It would be a good idea to urge your students to complete their work in most of their courses well before this date. Coursework that is not handed in by the May 27<sup>th</sup> deadline results in a PIN (permanent incomplete) for the course. **Please inform your class of these requirements promptly.**

As far as possible, students from other programs should be held to our deadlines. Comparative Literature students have been informed by their graduate director that they will be expected to observe English deadlines.

- (4) **Rosters and student evaluations.** As soon as we receive the rosters, we will put them in your mailbox. The deadline for submitting grades and student evaluation forms by faculty is **Tuesday, June 10<sup>th</sup>.**