

Academic Regulations & Standards

Curriculum & Catalog Changes

In accordance with the statement on Curriculum Changes, the Colorado School of Mines makes improvements in its curriculum from time to time. To confirm that they are progressing according to the requirements of the curriculum, students should consult their academic advisors on a regular basis, reference the online degree evaluation, and carefully consult any Catalog Addenda that may be published.

It is assumed that each student will graduate under the requirements of the catalog in effect at the time of most recent admission. However, it is possible to change to any subsequent catalog in effect while the student is enrolled in a regular semester.

To change catalogs, a form obtained from the Registrar's Office is presented for approval to the head of the student's option department. Upon receipt of approval, the form must be returned to the Registrar's Office.

Previous Catalog/Bulletins

<https://www.mines.edu/registrar/bulletins/>

Catalog Addendum

<https://catalog.mines.edu/catalogaddendum/>

Advanced Placement & International Baccalaureate

Course work completed for select subjects under the Advanced Placement program in a high school may be accepted for college credit provided that the Advanced Placement program test grade is either a 5, 4, or 3 depending on the exam. For specific information, please visit the AP, IB, Challenge Exam and Military Credit website.

Course work completed for select subjects under the International Baccalaureate program in high school may be accepted for college credit provided that the International Baccalaureate program exam grade in a 4, 5, 6, or 7 on selected standard and higher level exams. In some cases, departmental approval is required before credit is granted. More information on which subjects are accepted can be found on the AP, IB, Challenge Exam and Military Credit website.

Challenge Exams

Qualified students may complete challenge exams to test out of and receive credit for the following foundational core courses at Mines. Faculty in each department determine a student's eligibility for sitting for the exams and communicate eligibility requirements to the registrar for the purposes of communication with the new incoming eligible students.

CBEN110	FUNDAMENTALS OF BIOLOGY I	4.0
CHGN121	PRINCIPLES OF CHEMISTRY I	4.0
CSCI128	COMPUTER SCIENCE FOR STEM	3.0
PHGN100	PHYSICS I - MECHANICS	4.0

PHGN200	PHYSICS II-ELECTROMAGNETISM AND OPTICS	4.0
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Incoming students in their first two semesters at Mines may be eligible for challenge exams based on AP scores or other factors as determined by the department offering the exam. Other classes/subjects may be considered on a case-by-case basis.

Challenge exams are provided at the department's option and discretion. Departments are not required to provide exams for all introductory and foundational core courses.

Students must pass the challenge exam with the equivalent of a C grade or better as determined by the department in order to earn credit for the course. Passed exams are recorded as Mines credit with a grade of EX.

Challenge exams do not affect the student's grade-point average at Mines.

Departments provide information about students who have passed exams to the Registrar's Office prior to Census Day in order to make necessary adjustments to the student's schedule.

Challenge exam credit may not be awarded if it is a repeat of already earned college-level credit.

Students will not be charged tuition for the exam, but Mines reserves the right to charge an administrative fee to take an exam. No fees are required at this time.

Additional details about these exams can be found on the relevant department's website.

Prerequisites

It is the responsibility of each student to make certain that the proper prerequisites for all courses have been met. Registration in a course without the necessary prerequisite may result in dismissal from the class or a grade of F (failed) in the course.

Deficiencies

The curricula at Colorado School of Mines have been specially designed so that the coursework flows naturally from course to course and year to year. Thus, it is important that deficiencies in lower-numbered courses be scheduled in preference to more advanced work.

Course Substitutions

To substitute credit for one course in place of another course required as part of the approved curricula in the catalog, a student must receive the approval of the Registrar, the heads of departments of the two courses, the head of the student's option department. There will be a periodic review by the Office of the Executive Vice President for Academic Affairs. Forms for this purpose are available in the Registrar's Office.

Seniors in Graduate Courses

With the consent of the student's department/division and the dean of graduate studies, a qualified senior may enroll in 500-level courses without being an admitted graduate student. The student must have completed 90-credit hours at the time of attendance with a cumulative 2.5 GPA or higher. Any undergraduate taking graduate-level credit must receive approval and agree to the specific terms selected.

- Students requesting the credits as undergraduate credits or those who do not qualify to have the credits listed on the graduate transcript must register for the course as UG (undergraduate credit).# The credits will be listed on the undergraduate transcript and the credits will impact the undergraduate GPA.
- Students who request the credits as graduate-level credits and meet the qualifications to have the credits listed on the graduate transcript must register for the course as GR (graduate credit).# The credits will be listed on the graduate transcript and the credits will impact the graduate level GPA.
- Once registered as UG or GR, the level cannot be changed after Census Day of the semester in which the course is taken.
- Students may apply up to six (6) credits of unused graduate-level coursework, while enrolled as a full-time undergraduate student, toward a Mines graduate degree.# For students in a combined program, these credits are in addition to the 6 credits being counted toward both the undergraduate and graduate degrees as double counted courses.# Combined students may petition the Office of Graduate Studies for an exception to this policy.
- Financial aid may be impacted.# Email inaid@mines.edu for more information on financial aid impacts.

Veterans

Colorado School of Mines is approved by the Colorado State Approving Agency for Veteran Benefits under chapters 30, 31, 32, 33, 35, 1606, and 1607. Undergraduate students must register for and maintain 12.0 credits, and graduate students must register for and maintain 9.0 credits of graduate work in any semester to be certified as a full-time student for full-time benefits. Any hours taken under the full-time category will decrease the benefits to ¾ time, ½ time, or tuition payment only.

All changes in hours, program, addresses, marital status, or dependents are to be reported to the Veterans Certifying Officer as soon as possible so that overpayment or underpayment may be avoided. Veterans must see the Veteran's Certifying Officer each semester to be certified for any benefits for which they may be eligible. In order for veterans to continue to receive benefits, they must make satisfactory progress as defined by Colorado School of Mines.

An honorably or generally discharged military veteran providing a copy of his/her DD214 is awarded two credits to meet the physical education undergraduate degree requirement at Mines. Additionally, veterans may request substitution of a technical elective for the institution's core EDNS course requirement in all undergraduate degree programs.

Students who have served or are currently serving in the military are eligible for priority registration beginning summer/fall 2018. Proof of service needs to be provided to the Registrar's Office and may include (but is not limited) to a DD-214 for veterans and for active-duty personnel current orders or other documents showing active-duty status.

For more information, please visit the Veterans Services web page.

Military Credit Policy

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this

evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

Colorado School of Mines reviews the Joint Service Transcript and other military documents for transfer credit on behalf of our newly admitted and first semester active-duty military and veteran students. Academic coursework is considered for undergraduate credit from all branches of the military services including the United States Army, Navy, Air Force, Marines, and Coast Guard.

Credit is considered based on the submission of a Joint Services Transcript, a Community College of the Air Force transcript, and/or the military form DD214 by the student as part of the student's admissions application submission. Consideration of credit is guided by the standards set forth in the American Council on Education (ACE) recommendations with final transferability and applicability determined by Colorado School of Mines.

Only those courses that carry an academic designation will receive consideration for credit. Applicability of credit to a specific degree is determined based on the requirements of that degree. Most approved military credits will be free elective credits and will not be direct equivalents of courses offered at Colorado School of Mines. Be aware that if elective requirements are complete, this may limit the options for course selections during your program. This can be an issue for students who need to keep a full-time course load for VA benefits usage. Each student is encouraged to speak with the VA and Military Specialist in the Registrar's Office for further information about the regulations surrounding using VA benefits.

Courses Older Than 10 Years

For returning students who wish to use courses completed more than 10 years prior, contact the Registrar's Office. These courses will not apply to current degrees without special approval from the degree-granting department, and the department in which the course is taught.

Absenteeism

Introduction

Mines students are expected to fulfill their academic requirements through attendance and/or participation. Class attendance is required of all students unless the student has an excused absence granted by the school or the student's professor. Excused absences may be granted for five general reasons:

1. Student is unable to attend class due to unexpected and immediate physical or mental wellbeing concerns (illness, surgery, injury, mental health, or hospitalization). In this regard, the student is reasonably unable to attend class, or it is in the best interest of the student's health and/or the health of the Mines community for the student to be excused.
2. Student has a documented personal reason for the absence (e.g., jury duty, death in the immediate family, religious holiday or observance, etc.) or unforeseen, unavoidable, and anomalous conflict subject to review and approval.
3. Student is a sanctioned athlete and representing Mines in a sanctioned athletics activity per the Athletics Department.
4. Student is representing Mines in an authorized activity related to a club or academic endeavor such as: academic competitions, student professional society conferences, department-sponsored trip,

authorized research opportunity or request, club sport competition, program-sponsored competitions, etc. Regularly scheduled and/or recurring commitments may not qualify.

5. Student is granted an excused absence through a sanctioned office because of protected, unexpected, sensitive, or time-sensitive circumstance(s). Sanctioned offices are Office for Institutional Equity (i.e., Title IX), SOS, DSS, Dean of Students Office/VP SA.

It is recognized that excused absences will occasionally occur, and faculty are expected to establish and clearly communicate the Excused Absence Policy and course-specific guidance or expectations in their course Syllabus.

Faculty may grant an excused absence for their own course upon request by a student.

Student requests for an excused absence does not guarantee approval. Students may be asked to provide documentation and the excused absence request is subject to approval by Student Life. Approval may consider all aspects of the request, including the duration of the request and nature of the request.

Opportunistic or habitual abuse of the excused absence policy violates the Mines Code of Conduct. Any patterns of absences that specifically result in missing exams/tests/quizzes may be investigated.

Once an Excused Absence is Granted:

The University expects each student to be responsible for learning material missed because of an excused absence.

If the student missed an in-class graded activity because of their excused absence, the faculty have the following options:

1. Require that the activity be made up within a reasonable time frame based on the situation as determined by the faculty member.
2. Require that an alternative activity be completed within a reasonable time frame based on the situation as determined by the faculty member.
 - a. If it is deemed necessary by the faculty to use an alternative activity, it should be comparable in terms of rigor and time of completion to the original activity in such a way that having missed the original activity will not penalize the student.
 - b. The alternative activity should also align with the same learning objectives as the original graded activity.
3. Remove the graded activity from the student's overall grade calculation: If the faculty determines certain graded activities have pedagogical value which cannot be reasonably replicated, they will instead remove those graded activities from the student's overall grade calculation.
 - a. This will be separate from any grading adjustment(s) - including but not limited to dropping the lowest grade(s) - available to the rest of the class.

Any out-of-class graded activities that are due on the day of an excused absence may be accommodated. The details can be established by faculty based on the student situation or more generally in their course syllabus.

Excessive Absences

A student can jeopardize their opportunity to gain and demonstrate course mastery with excessive absences.

Further, a student can jeopardize their academic status with an unreasonable number of removed graded activities. If the number of removed graded activities (defined as #3 from "Once an Excused Absence is Granted") surpasses a reasonable threshold set by the faculty in the course Syllabus, then additional missed graded activities may not be removed, and the student may be advised to withdraw from the course or receive the subsequent and appropriate grade, which may include failure of the course.

Students should review the Incomplete and Complete Hardship or Medical Withdrawal Policies if they believe that these procedures may apply in their situation given excessive absences. Additional information on withdrawals can be found here and information on incompletes can be found here.

Any student with chronic absences may be required to meet with Student Life to discuss resources available to them to reduce future absences.

Unexcused Absences

All absences that are not documented as excused absences are considered unexcused absences. Faculty members may deny a student the opportunity to make up some or all work missed due to an unexcused absence(s). However, faculty members have discretion to grant a student permission to make up any missed academic work for an unexcused absence. The faculty member may consider the student's class performance and attendance in the decision.

Important Note: Faculty will seek to honor all documented excused absences according to this policy and the course Syllabus. However, class attendance is essential to understand the material and for learning to take place. Excessive or opportunistic absences regardless of the reason may result in a reduced or failing grade in the course based on course content and delivery. As content and delivery differ among faculty and classes, it is important for a student missing class to discuss the absences, excused or unexcused, with his/her/their faculty member(s) to determine what will be considered excessive.

Remediation

The Colorado Department of Higher Education specifies a remedial programs policy in which any first-time freshman admitted to public institutions of higher education in Colorado with ACT (or equivalent) scores of less than 18 in reading or English, or less than 19 in mathematics, are required to participate in remedial studies. At the Colorado School of Mines, these remedial studies will be conducted through required tutoring in Nature and Human Values for reading and writing, and Calculus for Scientists and Engineers I for mathematics in which students must receive the consequent achievement of a grade of C or better.

Course Withdrawals, Additions, and Drops

Students may add or drop some, but not all credits, through web registration without paying a fee during the add/drop period listed on the Academic Calendar. Undergraduate students who wish to drop all credits during the fall or spring term must submit either the Leave of Absence or Withdrawal request.

Students may withdraw from any course from the add/drop period through the published withdrawal date on the Academic Calendar for any reason with a grade of W. After that, no withdrawals are permitted except in cases of complete withdrawal from school or for extenuating

circumstances (medical or legal hardship) under the auspices of the Dean of Students Office. In the case when a student completely withdraws after the stated deadline for course withdrawals, they may jeopardize their ability to immediately return to Mines the following semester (see *Withdrawal from School*, Mines Catalog). A grade of F will be given in courses which are withdrawn from after the deadline without approval.

If a student receives financial aid or Veteran's benefits, consult the Financial Aid Office and/or the VA representatives in the Registrar's Office prior to withdrawing from a course. Refer to the Academic Calendar for dates of specific deadlines.

Multiple Withdrawal Policy

The total number of withdrawn course credits (e.g., courses resulting in a W grade) over a student's academic career are tracked and counted at the end of each academic semester (fall and spring terms). When the following credit limits have been met or surpassed, the associated academic standing provisions will result.

When a student has accumulated 20 or more withdrawn credits, the student will receive support including possible admission to the Bounce Back program and individual academic coaching and assistance.

When a student has accumulated 30 or more withdrawn credits, the student will receive a first (or greater) suspension for failing to meet academic performance standards. The student must meet with the Readmissions Committee and secure a majority vote in favor of their return.

When a student has accumulated 45 or more withdrawn credits, the student will receive a second (or greater) suspension for failing to meet academic performance standards. To return, the student must meet with the Readmissions Committee and secure a majority vote in favor of their return.

When a student has accumulated 60 or more withdrawn credits, the student will receive a third suspension resulting in dismissal or terminal dismissal for failing to meet academic performance standards.

Withdrawn credits resulting from a hardship or medical withdrawal will not count toward the total number of withdrawn credits for the purposes of this policy.

For further information, please contact the Office of the Dean of Students.

Withdrawal from School

A student may officially withdraw from Mines – temporarily or permanently – by contacting the Dean of Students Office and completing the *Complete Withdrawal Request form*.

Complete withdrawal requests may be submitted until close of business on the last day of scheduled classes for the term (Review Day is not a scheduled class day), and will result in Ws assigned to all courses in progress.

Students may request a hardship withdrawal. Hardship withdrawals may include medical matters but will also more appropriately account for withdrawals associated with natural disasters, financial hardship, family priorities, or anomalous documented considerations (i.e., significant personal circumstances). Hardship withdrawals may be verified by corroborating documentation. Hardship withdrawals will not be considered as part of the Maximum Withdrawal Policy calculations.

Guaranteed re-entry to Mines for the term immediately following a complete withdrawal (standard withdrawal or hardship withdrawal) is only possible if a student completely withdraws by the course withdrawal deadline – approximately 13 weeks into the term (as noted on the Mines Academic Calendar).

If a student wishes to return to Mines for the immediate term following a complete withdrawal requested after the course withdrawal deadline (e.g., fall to spring, spring to summer, summer to fall), a student must submit a complete petition to the Dean of Students Office prior to the first scheduled class day of the immediate next academic term (noted as Class Start on the Mines Academic Calendar). Petition instructions and form are available via the Student Life website or Dean of Students Office.

A return petition will be reviewed by the Dean of Students Office (or designated representative). Approvals or denials of a student's petition may be decided by the dean of students. Students who wish to appeal a denial may do so with the VP of Student Life (or designated representative). Appeals are made by way of an email which asks for reconsideration of the denial and must be requested within five business days of the denial.

A return petition may necessitate appropriate documentation which clearly supports a student's intention to return. When relevant, Mines will engage the institution's chosen clinician (medical or mental health) to help evaluate the student's readiness to return, in consultation with the Dean of Students Office, including reviewing any non-Mines clinician documentation provided.

Failure to officially withdraw will result in the grades of courses as earned, which may include a notation of "F". Leaving the School without having paid tuition and fees will result in a hold being placed against the transcript. Additionally, students may be sent to collections for failing to reconcile all outstanding debt to the institution. Either of these actions would make future enrollment at Mines or another college more difficult. Read more about withdrawing from Mines here.

Independent Study

For each semester, credit awarded for independent study a student is expected to invest approximately 25 hours of effort in the educational activity involved. To register for independent study, a student should get from the Registrar's Office the form provided for that purpose, have it completed by the instructor involved and the appropriate department head, and return it to the Registrar's Office.