Academic Regulations

2015-2016

Deficiencies

The curricula at Colorado School of Mines have been especially designed so that the course work 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.

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.

Remediation

The Colorado Department of Higher Education specifies a remedial programs policy in which any first-time freshmen 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, and the consequent achievement of a grade of C or better.

Transfer Credit

In all cases, requests for transfer credit are processed by the Registrar. Credits must be submitted on an official transcript from a regionally accredited institution and be academic in nature. Vocational and theological credit is not accepted. Only courses completed with grades of "C" or better will be accepted.

New Transfer Students

Upon matriculation, a transfer student will receive the prescribed academic credit for courses taken at another institution if these courses are listed in a current articulation agreement and transfer guide between CSM and that institution. Credits earned more than 10 years in advance of admission will not transfer. When an articulation agreement does not exist with another institution, the transfer student may receive credit for a course taken at another institution, subject to review by the appropriate CSM department head or designate to ensure course equivalency.

Continuing Students

Students who are currently enrolled at CSM may transfer credit in required courses only in extenuating circumstances, upon the advance approval of the Registrar, the department head of the appropriate course, and the department head of the student's option/major. Upon return, credit will be received subject to review by the Registrar. Physics courses are subject to post-approval from the department. Forms for this purpose are available in the Registrar's Office (http://inside.mines.edu/Transfer-Credit-Approvals), and the process is reviewed periodically by the Office of the Executive Vice President for Academic Affairs (EVPAA).

Returning Students

Students who have matriculated at CSM, withdrawn, applied for readmission and wish to transfer in credit taken at an institution while they were absent from CSM, must obtain approval, upon return, of the department head of the appropriate course, the department head of the student's option/major, and the Registrar.

Prior Learning Credit - Military and EPICs

Students with experience in the military who have a DD214 showing a general or honorable discharge will receive a total of two credit hours in PAGN101, PAGN102, and PAGN2XX. This will complete the Physical Activity requirements for the undergraduate degree.

Students who have technical experience outside of the classroom may be eligible to substitute a different technical elective course in place of EPIC251. In order to pursue this course of action, the student must provide information and materials describing the experience and how it applies to the program to the EPICs program director. If approved, the student will complete the substitution form and turn it in to the Registrar's Office to be placed in the academic file.

Course Withdrawals, Additions and Drops

Courses may be added or dropped without fee or penalty during the first 11 school days of a regular academic term (first 4 school days of a 6-week field course or the first 6 school days of the 8-week summer term).

Continuing students may withdraw from any course after the eleventh day of classes through the twelfth week for any reason with a grade of W. After the twelfth week, no withdrawals are permitted except in cases of withdrawal from school or for extenuating circumstances under the auspices of the Office of Academic Affairs and the Office of the Registrar. A grade of F will be given in courses which are withdrawn from after the deadline without approval.

Freshmen and transfer students in their first and second semesters are permitted to withdraw from courses through the Friday prior to the last week of classes.

All adds/drops are initiated in the Registrar’s Office. To withdraw from a course (with a “W”) a student must obtain the appropriate form from the Registrar’s office, have it signed by the instructor and signed by the student’s advisor to indicate acknowledgment of the student’s action, and return it to the Registrar’s Office by close of business on the last day that a withdrawal is authorized. Acknowledgment (by signature) by the division/department is required in only 2 cases:

1. when a course is added after the 11th day of the semester and
2. when the Registrar has approved, for extenuating circumstances, a withdrawal after the last date specified (a “late withdrawal”).

Approval of a late withdrawal can be given by the Registrar acting on behalf of the Office of Academic Affairs in accordance with CSM’s refund policy, and in compliance with federal regulations.

A $5.00 fee will be charged for any change in class schedule after the first 11 days of class, except in cases beyond the student’s control or withdrawal from school.

Independent Study

For each semester credit hour awarded for independent study a student is expected to invest approximately 25 hours of effort in the educational
absence will occur prior to Census Day, then the documentation should
be received at least two weeks prior to the absence. Once documentation
has been received and approved, the Associate Dean of Students will
send notice of excused absences to faculty members. The student is
responsible for contacting his/her faculty member(s) prior to the absence
occurring to initiate arrangements for making up any missed work.

Requests for excused absence(s) related to an authorized activity
received after Census Day may be denied or be documented as an
excused/unexcused absence at the discretion of the faculty member.

Personal Reason Absences

The Associate Dean of Students may authorize excused absences upon
receipt of proper documentation of the illness, injury, or other incident.
The student must provide the documentation to the Associate Dean of
Students within one week of returning to class. Once documentation
has been received and approved, the Associate Dean of Students will
send notice of excused absences to faculty members. The student is
responsible for contacting his/her faculty member(s) to initiate
arrangements for making up any missed work.

Important Note: Every effort will be made by the faculty to honor
all excused absences. However, class attendance is essential for
understanding the material and for learning to take place. Excessive
absence, regardless of reason, may result in a reduced or failing grade in
the course based on course content and delivery. As content and delivery
differ among the faculty and with each class, it is important for a student
missing class to discuss the absences, excused or unexcused, with his/
her faculty member(s) to determine what will be considered excessive.

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 of the work missed due to
unexcused absence(s). However, the faculty members do have the
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, as well as their attendance, in the decision.

Withdrawal from School

A student may officially withdraw from CSM by processing a Withdrawal
from School form available through the Center for Academic Services
& Advising (CASA). Completion of the form prior to the last day of
scheduled classes for that term will result in W's being assigned to
courses in progress. Failure to officially withdraw will result in the grades
of courses in progress being recorded as F's. Leaving the School without
having paid tuition and fees will result in a hold being placed against the
transcript. Either of these actions would make future enrollment at CSM
or another college more difficult.