Admission to the Graduate School

Admission Requirements

The Graduate School of Colorado School of Mines is open to bachelor level and above graduates from recognized colleges or universities. Admission to all graduate programs is competitive, based on an evaluation of prior academic performance, test scores, and references. The academic background of each applicant is evaluated according to the requirements of each department outlined later in this section of the Catalog.

To earn a post-baccalaureate certificate, a graduate certificate, or a graduate degree, students must have completed an appropriate undergraduate degree program. Colorado School of Mines undergraduate students in the Combined Degree Program may, however, work toward completion of graduate degree requirements prior to completing undergraduate degree requirements. See the Combined Undergraduate/Graduate Degree section of the Graduate Catalog for details of this program.

Categories of Admission

There are four categories of admission to graduate studies at Colorado School of Mines: regular, provisional, graduate non-degree, and foreign exchange.

Regular Degree Students

Applicants who meet all the necessary qualifications as determined by the program to which they have applied are admitted as regular graduate students.

Provisional Degree Students

Applicants who are not qualified to enter the regular degree program directly may be admitted as provisional degree students for a trial period not longer than 12 months. During this period students must demonstrate their ability to work for an advanced degree as specified by the admitting degree program. After the first semester, the student may request that the department review his or her progress and make a decision concerning full degree status. With department approval, the credits earned under the provisional status can be applied towards the advanced degree.

Non-degree Students

Practicing professionals may wish to update their professional knowledge or broaden their areas of competence without committing themselves to a degree program. They may enroll for regular courses as non-degree students. Inquiries and applications should be made to the following:

Office of Admissions
grad-dmissions@mines.edu (grad-app@mines.edu)
Phone: 303-273-3247

A person admitted as a non-degree student who subsequently decides to pursue a regular degree program must apply and gain admission to the Graduate School.

• All graduate-level credits earned as a non-degree graduate student may be used towards the regular graduate degree if the credits are not prerequisites or deficiencies and the student’s graduate committee and department head approve. Graduate non-degree credits count towards the student’s graduate cumulative G.P.A. and could impact student’s academic standing as a degree seeking graduate student.
• Graduate credits earned as a non-degree undergraduate student may be transferred into the regular graduate degree program if the credits are 400 level or higher (graduate students are limited to 9 credits of 400 level coursework), the credits do not exceed the transfer limits, the transfer credits must not have been used as credit toward a Bachelor's degree (students will be required to obtain proof from the bachelor’s degree institution), the transfer credits are not prerequisites or deficiency credits and the student’s graduate committee and department head approve. Graduate credits taken while an undergraduate non-degree seeking student count towards the student's undergraduate G.P.A.

Foreign Exchange Students

Graduate level students living outside of the U.S. may wish to take courses at Colorado School of Mines as foreign exchange students. They may enroll for regular courses as foreign exchange students. Inquiries and applications should be made to:

Mines International Office
Golden, CO 80401-0028
Phone: 303-384-2121

A person admitted as a foreign exchange student who subsequently decides to pursue a regular degree program must apply and gain admission to the Graduate School.

• All graduate-level credits earned as a graduate foreign exchange student may be used towards the regular graduate degree if the credits are not prerequisites or deficiencies and the student’s graduate committee and department head approve. Graduate exchange credits count towards the student’s cumulative GPA and could impact academic standing as a degree seeking student.
• Graduate credits earned as an exchange undergraduate student may be transferred into the regular graduate degree program if the credits are 400 level or higher (graduate students are limited to 9 credits of 400 level coursework), the credits do not exceed the transfer limits, the transfer credits were not used toward a bachelor's degree (students will be required to obtain proof from the bachelor degree institution), transfer credits are not prerequisites or deficiency credits and the student’s committee and department head approve. Graduate non-degree credits count towards the student’s cumulative GPA and could impact student's academic standing as a degree seeking student.

Combined Undergraduate/Graduate Programs

Several degree programs offer Mines undergraduate students the opportunity to begin work on a Graduate Degree while completing the requirements of their Bachelor Degree. These programs can give students a head start on graduate education. An overview of these combined programs and description of the admission process and requirements are found in the Graduate Degrees and Requirements (catalog.mines.edu/graduate/programs/) section of this Catalog.

Admission into a Combined Undergraduate/Graduate degree program is available only to current Mines undergraduate students. Mines alumni are not eligible for Combined degree program enrollment.

Combined students whose graduate degree programs allow double counting of credits, may only double count if the student has
uninterrupted registration from the undergraduate degree to the graduate degree. If a student takes a semester off, or more, between degrees (summer excluded), the student is no longer eligible to double count credits.

**Admission Procedure**

### Applying for Admission

Both US resident and international students may apply electronically for admission. The graduate admissions web address is: https://www.mines.edu/graduate-admissions/

To apply follow the procedure outlined below.

1. **Application:** Go to the online application form at https://www.mines.edu/graduate-admissions/apply (https://www.mines.edu/graduate-admissions/apply). Students wishing to apply for graduate school should complete applications by the following dates:
   - **for Fall admission**
     - December 15 - Priority consideration for financial support
     - March 1 - International student deadline
     - July 1 - Domestic student deadline
   - **for Spring admission**
     - October 1
   
   * Some programs have different application deadlines. Please refer to https://www.mines.edu/graduate-admissions/deadlines/ for current deadline information for specific programs. Students wishing to submit applications beyond the final deadline should contact the appropriate academic department/program.

2. **Transcripts:** The Office of Admissions recommends uploading electronic copies of transcripts (.pdf format) in the Applicant Portal from each school previously attended. Electronic copies of transcripts can also be sent, via email, to grad-credentials@mines.edu. International students' transcripts must be in English or have an official English translation attached. Transcripts are not considered official unless they are sent directly by the institution attended and are complete, with no courses in progress.
   
   a. All new students who have taken courses during college outside of the U.S. must submit their official college transcripts in the original language as well as a certified English translation and credential evaluation and designate Mines as a copy recipient of your evaluation. The preferred translation agencies are Educational Credential Evaluators, (ECE) or World Education Services (WES). Other National Association of Credential Evaluation Services (NACES) will be considered on a case-by-case basis.

3. **Letters of Recommendation:** Three (3) letters of recommendation are required for most programs. Individuals who know your personal qualities and scholastic or professional abilities can use the online application system to submit letters of recommendation on your behalf. Letters can also be mailed or emailed directly to the Office of Admissions by the recommenders.

4. **Graduate Record Examination (GRE):** Most departments require the General test of the Graduate Record Examination for applicants seeking admission to their programs. Refer to the section Graduate Degree Programs and Courses by Department or the individual degree program website to find out if you must take the GRE examination. For information about the test, write to the following: GRE-ETS
   
   PO Box 6000

5. **English Language Requirements:** Student applicants whose native language is not English (see list of approved exemption countries within the application) must prove proficiency. The requirement applies to students currently studying in the U.S. and for students outside the country. Tests must have been taken within the past two years to be accepted. Applications that do not have valid scores are considered incomplete and will not be released to the department for review. Language examination results must be sent to the Office of Admissions as part of the admission process. The institution has minimum English proficiency requirements - learn more at: https://www.mines.edu/graduate-admissions/international-applicants/.

6. **Additional instructions for admission to graduate school specific to individual degree programs are contained in the application for admission.**

### RESEARCH OR TEACHING ASSISTANTSHIP

To be considered for a Research or Teaching Assistantship, select ‘Yes’ for that question under the Educational Information section of the online graduate application.

### Application Review Process

After all application materials are received by the Office of Admissions, the application is complete and is released to the desired degree program for review. The review is conducted according to the process developed and approved by the faculty of that degree program. The degree program transmits its decision back to the Office of Admissions, which then releases the official decision letter and notifies the applicant. All admission decisions are final, with one exception.

If your admission to the Colorado School of Mines is denied based on information you provided regarding your criminal history, pending criminal charges, or disciplinary history at another academic institution, you have the right to an appeal. Appeals must be in writing and should be submitted to the Associate Provost for Enrollment Management at admissions@mines.edu within 14 days of receipt of the admissions decisions. Appeals should include all relevant information you would like the Associate Provost to consider. You will be notified of the outcome of your appeal within 14 days of receipt.

### Health Record and Additional Steps

When students first enroll at Mines, they must complete the student health record form which is sent to them when they are accepted for enrollment. Students must submit the student health record, including
health history, medical examination, and record of immunization, in order to complete registration.

Questions can be addressed to the following:
The Coulter Student Health Center
1770 Elm Street
Golden, CO 80401-1869

The Health Center can be reached by telephone 303-273-3381 or by email at shc@mines.edu.

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 credit hours, and graduate students must register for and maintain 9.0 credit hours 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 3/4 time, 1/2 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 Veterans 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 credit hours to meet the physical education undergraduate degree requirement at Mines. Additionally, veterans may request substitution of a technical elective for the institution's core EPICS course requirement in all undergraduate degree programs.

For more information, please visit the Veterans Services (https://www.mines.edu/veterans/) webpage.