

Admission to the Graduate School

Graduate Admissions

Admission to all graduate programs is competitive and the academic background of each applicant is evaluated according to the individual program requirements.

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 below for details about this program.

Refer to Graduate Admissions web page for more information about requirements and deadlines.

CATEGORIES OF ADMISSION

There are four categories of admission to graduate programs at Colorado School of Mines: regular, provisional, graduate non-degree, and 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 their progress and make a decision concerning full degree status. With department approval, the credits earned under the provisional status can be applied toward 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 can do this by submitting a graduate non-degree application whereby they can enroll in regular courses as non-degree students. Registration in the requested courses is based on availability (after all current students have registered for their courses), completion of the non-degree application, and proof of prerequisites, through the submission of official transcripts.

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.

- Credits earned as a non-degree graduate student may be used toward the regular graduate degree program if the credits are not prerequisites or deficiencies and the student's graduate committee and department head approve. No more than 3 credits may be used

toward a post-baccalaureate or graduate certificate. No more than 9 credits may be used toward a master's or doctoral degree. Graduate non-degree credits count toward the student's graduate cumulative grade-point average (GPA) and could impact a 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 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 toward the student's undergraduate GPA.

Refer to the Graduate Admissions Requirements webpage for more information about the non-degree application process and deadlines.

Exchange Students

Graduate-level students living outside the U.S. may wish to take courses at Colorado School of Mines as exchange students. They may enroll in regular courses as exchange students.

A person admitted as an exchange student who subsequently decides to pursue a regular degree program must apply and gain admission to a graduate program.

- All graduate-level credits earned as a graduate foreign exchange student may be used toward 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 toward 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 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's degree institution), transfer credits are not prerequisites or deficiency credits and the student's graduate committee and department head approve.

Refer to the Office of Global Education Incoming Exchange Students webpage for more information.

Mines Online Students

Mines offers online graduate degree programs (certificate, master's or PhD) with courses running on an eight-week semester. Admission dates for online programs are posted and may change over time, so check the dates for the program(s) you are interested in applying. You can begin course work as a non-degree-seeking student before being accepted into the program, based on the availability of entry courses. Refer to the Non-Degree Student section under Admission to the Graduate School of this catalog for information on how many credits can be earned prior to admission to a degree program. (p. 1)

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's Degree. These programs can give students a head start on graduate education. An overview

of these combined programs and a description of the admission process and requirements are found in the Graduate Degrees and Requirements 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 and the student is concurrently enrolled in both the undergraduate and graduate programs for at least one semester (fall or spring). If a student takes a semester or more off between degrees (summer excluded), the student is no longer eligible to double count credits.

Refer to the Combined Program webpage for more information about combined program options, timelines and requirements.

ADMISSION PROCEDURES

Both U.S. residents and international students must apply electronically for admission. Visit the graduate admissions website for more information about admissions procedures.

To apply follow the procedure outlined below.

Application

Go to the online application at <https://www.mines.edu/graduate-admissions/apply/> to apply. Since application deadlines vary by program, please refer to our application deadlines webpage for more information.

Admissions Requirements

Transcripts, GRE scores, letters of recommendation and other supporting application documents will vary. Please refer to the Graduate Admissions Requirements webpage for more information and details.

English Language Requirements

Applicants who are not U.S. citizens or permanent residents and whose native language is not English must prove English proficiency as part of the application process except when applying for a university-approved online program and will be studying outside of the U.S. Applications that do not have valid proof of English proficiency are considered incomplete and will not be released to the department for review. Please refer to the Graduate Admissions Requirement webpage for more information.

VETERANS

Thank you for your service to our nation. 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 credits and graduate students must register for and maintain 9 credits of graduate work in any semester to be certified as full-time students for full-time benefits. Any hours taken under the full-time category will decrease the benefits to $\frac{3}{4}$ time, $\frac{1}{2}$ 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 their 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 EPICS course requirement in all undergraduate degree programs.

Learn more about veteran services and benefits.

Health Requirements

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.

Refer to the Health Center website for current information on health requirements.

Statement of Application Fraud

It is your responsibility to ensure that your application information and all supporting documentation are truthful, complete and correct.

Colorado School of Mines reserves the right to verify any information provided as part of your application for admission. It is an act of serious academic misconduct to provide any false or misleading information (either by omission or commission).

If it is proven, or if the University has reasonable grounds to conclude that any information in your application, or in any of the material submitted in support of your application is determined to be false or misleading, or written by a third party, your application may be invalidated.

This could result in immediate rejection of your application, or the revocation of an offer of admission, or the termination of your registration at Colorado School of Mines.

Admissions Decisions

Mines is committed to facilitating a safe environment conducive to academic learning and to compliance with the new legal limitations on inquiries about an applicant's criminal and disciplinary history pursuant to Colorado Senate Bill 19-170 (the Ensuring Access to Higher Education Act), as codified in C.R.S. § 23-5-106.5. Mines will inquire only about the following conduct on the application for student admission:

- An applicant's prior convictions for stalking, sexual assault or domestic violence.
- An applicant's prior convictions, within five years before submitting the application, for assault, kidnapping, voluntary manslaughter or murder.
- An applicant's prior disciplinary history at another academic institution for stalking, sexual assault or domestic violence.
- Any criminal charges pending against the applicant.
- An applicant's education records related to academic performance.

Notice to Applicants

In compliance with C.R.S. § 23-5-106.5(2)(b), Mines will notify applicants on the application that they are not required to disclose any information contained in sealed records and have the right to appeal, pursuant to

the below procedures, a denial decision made based on any information required to be disclosed. After admission, Mines will inquire into an admitted applicant's conduct history when obtaining information pertaining to participation in campus life.

Obligation to Update Responses

Applicants have an obligation to report any updates or changes to their criminal and disciplinary response if they are arrested and charged with any crime after completing their application for admission. Applicants are required to disclose any and all such information in writing to the executive director of Admissions at Mines or, once enrolled, to the dean of students. Failure to report changes that should have been disclosed may result in an allegation of a violation of the Mines Code of Conduct.

Right to Appeal

All admissions decisions are final, with one exception. If your admission to Mines is denied based on the information you provided on your application regarding 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 admission decision. 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.

An offer of admission to Mines may be rescinded for, but is not limited to, the following reasons:

- An admitted student is found to have presented misleading or fraudulent information during the application process.
- An admitted student fails to uphold the standards of conduct outlined in Mines Code of Conduct.
- An admitted student has accepted admission both to the Colorado School of Mines and to another graduate program for the same period of enrollment. (Applies only to graduate students.)

Please refer to the Graduate Admissions website for more information.