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 the following website for more information about graduate admissions requirements and deadlines - https://www.mines.edu/graduate-admissions/.

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 towards the advanced degree. Our graduate non-degree option is designed for students who are interested in taking courses at Mines but do not plan on pursuing a degree at that time. 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.

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 towards 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 three credits may be used toward a post-baccalaureate or graduate certificate. No more than nine credits may be used toward a master’s or doctoral degree. Graduate non-degree credits count towards the student’s 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 are 400 level or higher (graduate students are limited to nine 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 are taken while an undergraduate non-degree seeking student count towards the student's undergraduate GPA.

Refer to the following website for more information about the non-degree application process and deadlines- https://www.mines.edu/graduate-admissions/admissions-requirements/.

Exchange Students

Graduate-level students living outside of the U.S. may wish to take courses at the 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 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 nine 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 graduate committee and department head approve.

Refer to the Office of Global Education website for up-to-date information on the Mine Exchange Program - https://www.mines.edu/global/study-abroad-student-exchange/incoming-exchange-students/.

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. If a student takes a semester off, or more, between degrees (summer excluded), the student is no longer eligible to double count credits.

Refer to the following page for more information about combined program options, timelines, and requirements - https://www.mines.edu/graduate-admissions/combined-program/.

**ADMISSION PROCEDURES**

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

To apply follow the procedure outlined below.

**Application**

Go to the online application at https://www.mines.edu/graduate-admissions/apply. Since application deadlines vary by program, refer to the following page for information about graduate application deadlines, https://www.mines.edu/graduate-admissions/deadlines/.

**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.admissions@mines.edu (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.

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.

**Letters of Recommendation**

Letters of recommendation are required for most programs. Refer to the program’s application requirements to find out the number of letters required. 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.

Programs may require the General Test of the Graduate Record Examination for applicants seeking admission. Refer to the program’s application requirements to find out if you must take the GRE examination. For information about the test, write to the following: GRE-ETS, PO Box 6000, Princeton, NJ 08541-6000; (Telephone 609-771-7670) or visit online at www.gre.org.

**English Language Requirements**

Applicants who are not US 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.

English proficiency may be proven by providing one or more of the following:

1. Test of English as a Foreign Language (TOEFL)
2. International English Language Testing System (IELTS)
3. Duolingo English Test
4. Pearson Test of English/PTE
5. Completion of a university degree program in an English-speaking country within the last two years.
6. Independent evaluation and approval by the admission-granting department.
7. Additional instructions for admission to graduate school-specific to individual degree programs are contained in the application for admission.

The institution has minimum English proficiency requirements - refer to the following website for more information: https://www.mines.edu/graduate-admissions/international-applicants/.

**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 12.0 credits, and graduate students must register for and maintain 9.0 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 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 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 - https://www.mines.edu/veterans/.
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: https://www.mines.edu/student-health/student-health-center/forms/.

Admissions Decisions

All admission decisions are final, with one exception. If your admission to the Colorado School of Mines is denied based on the 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.

Please refer to our website for current graduate admissions policies, deadlines and processes - https://www.mines.edu/graduate-admissions/.