Graduate Students in Undergraduate Courses

Students may apply toward graduate degree requirements a maximum of nine (9.0) semester hours of department-approved 400-level course work not taken to remove deficiencies and not taken as a degree requirement for a bachelor's degree upon the recommendation of the graduate committee and the approval of the Graduate Dean.

Students may apply toward graduate degree requirements 300-level courses only in those programs which have been recommended by the department, are not taken to remove deficiencies, are not taken as a degree requirement for a bachelor's degree and have been approved by the Graduate Council before the student enrolls in the course. In that case, a maximum of nine (9.0) total hours of 300- and 400-level courses will be accepted for graduate credit towards a master's or PhD or a maximum of three (3.0) total hours of 300 and 400-level courses will be accepted for a graduate certificate.

Withdrawing from School

To officially withdraw from Mines, a graduate student must submit a Withdrawal from Graduate School form to the Office of Graduate Studies. If the form is submitted by census day, the student will be dropped from all credits and receive a full refund. If the form is submitted after Census Day, the student will receive grades of W in courses in progress and will be charged the amount due at the time of withdrawal (see the Payment and Refund section). If the student does not officially withdraw, the course grades are recorded as F's and the student will be responsible for the tuition and fees due. Leaving school without having paid tuition and fees will result in the encumbrance of the transcript. Federal aid recipients should check with the financial aid office to determine what impact a withdrawal may have on current or future aid.

Students who leave school without submitting a Withdrawal from Graduate School form, but decide to return at a later date, will need to apply for admission and be re-admitted.

PhD students planning to voluntarily withdraw from their doctoral program may potentially depart Mines with an earned Master's Degree. Approval is subject to review of student academic performance, including earned credit for coursework and/or research. For more information on this potential pathway, students should speak with their Faculty Advisor or the Dean of Graduate Studies. The Office of the Graduate Dean is responsible for oversight and administration of this pathway. While the Graduate Dean ultimately approves the student request, all relevant parties including the Faculty Advisor or departmental leadership will be included. This option is not applicable to those seeking temporarily leave from Mines.