Policies and Procedures

Standards, Codes of Conduct

Students can access campus rules and regulations, including the student code of conduct, alcohol policy, public safety and parking policies, the distribution of literature and free speech policy, and a variety of others by visiting the School's policy website (https://inside.mines.edu/POGO-Policies-Governance). We encourage all students to review the website and expect that students know and understand the campus policies, rules and regulations as well as their rights as a student. Questions and comments regarding the above mentioned policies can be directed to the Dean of Students located in the Student Life Office in the Ben Parker Student Center.

For emphasis, the following policies are included or identified in this section:

• Student Honor Code
• Policy on Academic Integrity/Misconduct
• Policy Prohibiting Sexual Harassment, Sexual Violence, and Interpersonal Violence
• Unlawful Discrimination Policy
• Alcohol and Other Drugs Education and Prevention Policy
• Electronic Communications (E-mail) Policy
• Student Complaint Process
• Access to Student Records
• Posthumous Degree Awards
• Equal Opportunity, Equal Access, and Affirmative Action
  • Title IX @ Mines (http://inside.mines.edu/POGO-Title-IX)
  • SpeakUP@Mines

Please note: Any policy or procedure updates during the term will be reflected in the Mines Policy Library (http://inside.mines.edu/POGO-Policies) and those versions shall control.

Student Honor Code

1.0 PREAMBLE

The students of Colorado School of Mines have adopted the following Student Honor Code in order to establish a high standard of student behavior at Mines. The Code may only be amended through a student referendum supported by a majority vote of the Mines student body. Mines students shall be involved in the enforcement of the Code through their participation in the Student Conduct Appeals Board.

2.0 CODE

Mines students believe it is our responsibility to promote and maintain high ethical standards in order to ensure our safety, welfare, and enjoyment of a successful learning environment. Each of us, under this Code, shall assume responsibility for our behavior in the area of academic integrity. As a Mines student, I am expected to adhere to the highest standards of academic excellence and personal integrity regarding my schoolwork, exams, academic projects, and research endeavors. I will act honestly, responsibly, and above all, with honor and integrity in all aspects of my academic endeavors at Mines. I will not misrepresent the work of others as my own, nor will I give or receive unauthorized assistance in the performance of academic coursework.

I will conduct myself in an ethical manner in my use of the library, computing center, and all other school facilities and resources. By practicing these principles, I will strive to uphold the principles of integrity and academic excellence at Mines. I will not participate in or tolerate any form of discrimination or mistreatment of another individual.

Policy on Academic Integrity/Misconduct

1.0 ACADEMIC INTEGRITY

The Colorado School of Mines affirms the principle that all individuals associated with the Mines academic community have a responsibility for establishing, maintaining and fostering an understanding and appreciation for academic integrity. In broad terms, this implies protecting the environment of mutual trust within which scholarly exchange occurs, supporting the ability of the faculty to fairly and effectively evaluate every student’s academic achievements, and giving credence to the university’s educational mission, its scholarly objectives and the substance of the degrees it awards. The protection of academic integrity requires there to be clear and consistent standards, as well as confrontation and sanctions when individuals violate those standards. The Colorado School of Mines desires an environment free of any and all forms of academic misconduct and expects students to act with integrity at all times.

2.0 POLICY ON ACADEMIC MISCONDUCT

Academic misconduct is the intentional act of fraud, in which an individual seeks to claim credit for the work and efforts of another without authorization, or uses unauthorized materials or fabricated information in any academic exercise. Student Academic Misconduct arises when a student violates the principle of academic integrity. Such behavior erodes mutual trust, distorts the fair evaluation of academic achievements, violates the ethical code of behavior upon which education and scholarship rest, and undermines the credibility of the university. Because of the serious institutional and individual ramifications, student misconduct arising from violations of academic integrity is not tolerated at Mines. If a student is found to have engaged in such misconduct sanctions such as change of a grade, loss of institutional privileges, or academic suspension or dismissal may be imposed. As a guide, some of the more common forms of academic misconduct are noted below.

This list is not intended to be all inclusive, but rather to be illustrative of practices the Mines faculty have deemed inappropriate:

1. Dishonest Conduct - general conduct unbecoming a scholar. Examples include issuing misleading statements; withholding pertinent information; not fulfilling, in a timely fashion, previously agreed to projects or activities; and verifying as true, things that are known to the student not to be true or verifiable.

2. Plagiarism - presenting the work of another as one’s own. This is usually accomplished through the failure to acknowledge the borrowing of ideas, data, or the words of others. Examples include submitting as one’s own work the work of another student, a ghost writer, or a commercial writing service; quoting, either directly or paraphrased, a source without appropriate acknowledgment; and using figures, charts, graphs or facts without appropriate acknowledgment. Inadvertent or unintentional misuse or appropriation of another’s work is nevertheless plagiarism.
3. **Falsification/Fabrication** - inventing or altering information. Examples include inventing or manipulating data or research procedures to report, suggest, or imply that particular results were achieved from procedures when such procedures were not actually undertaken or when such results were not actually supported by the pertinent data; false citation of source materials; reporting false information about practical, laboratory, or clinical experiences; submitting false excuses for absence, tardiness, or missed deadlines; and, altering previously submitted examinations.

4. **Tampering** - interfering with, forging, altering or attempting to alter university records, grades, assignments, or other documents without authorization. Examples include using a computer or a false-written document to change a recorded grade; altering, deleting, or manufacturing any academic record; and, gaining unauthorized access to a university record by any means.

5. **Cheating** - using or attempting to use unauthorized materials or aid with the intent of demonstrating academic performance through fraudulent means. Examples include copying from another student’s paper or receiving unauthorized assistance on a homework assignment, quiz, test or examination; using books, notes or other devices such as calculators, PDAs and cell phones, unless explicitly authorized; acquiring without authorization a copy of the examination before the scheduled examination; and copying reports, laboratory work or computer files from other students. Authorized materials are those generally regarded as being appropriate in an academic setting, unless specific exceptions have been articulated by the instructor.

6. **Impeding** - negatively impacting the ability of other students to successfully complete course or degree requirements. Examples include removing pages from books and removing materials that are placed on reserve in the Library for general use; failing to provide team members necessary materials or assistance; and, knowingly disseminating false information about the nature of a test or examination.

7. **Sharing Work** - giving or attempting to give unauthorized materials or aid to another student. Examples include allowing another student to copy your work; giving unauthorized assistance on a homework assignment, quiz, test or examination; providing, without authorization, copies of examinations before the scheduled examination; posting work on a website for others to see; and sharing reports, laboratory work or computer files with other students.

### 3.0 PROCEDURES FOR ADDRESSING ACADEMIC MISCONDUCT

Faculty members and thesis committees have discretion to address and resolve misconduct matters in a manner that is commensurate with the infraction and consistent with the values of the Institution. This includes imposition of appropriate academic sanctions for students involved in academic misconduct. However, there needs to be a certain amount of consistency when handling such issues, so if a member of the Mines community has grounds for suspecting that a student or students have engaged in academic misconduct, they have an obligation to act on this suspicion in an appropriate fashion. The following procedure will be followed:

- The faculty member or thesis committee informs the student(s) of the allegations and charge of academic misconduct within 10 business days. This involves verbal communication with the student(s). The faculty member/thesis committee must have a meeting with the student(s) regarding the incident. This meeting allows the student the opportunity to give his/her perspective prior to an official decision being made. It also allows the faculty member to have a conversation with the student(s) to educate him/her on appropriate behavior.

- The circumstances of the academic misconduct dictate the process to be followed:
  - In the case of an allegation of academic misconduct associated with regular coursework, if after talking with the student(s), the faculty member feels the student is responsible for academic misconduct the faculty member should:
    - Assign a grade of "F" in the course to the student(s) that committed academic misconduct. A faculty member may impose a lesser penalty if the circumstances warrant, however the typical sanction is a grade of "F".
    - Contact the Dean of Students and his/her Department Head/Division Director to officially report the violation in writing within 5 business days of the charge of academic misconduct. The Dean of Students will communicate the final resolution in writing to the student, the faculty member, the Office of Academic Affairs, the Office of Graduate Studies and the student’s advisor. The Dean of Students will also keep official records on all students with academic misconduct violations.
    - Prescribed disciplinary action for misconduct associated with regular coursework:
      - 1st Offense: A grade of "F" in the course.
      - 2nd Offense: A grade of "F" in the course, one-year academic suspension, and permanent notation of Academic Misconduct on the student's transcript.
  - In the case of an allegation of academic misconduct associated with activities not a part of regular coursework (e.g. an allegation of cheating on a comprehensive examination), if after talking with the student, faculty member(s) feel the student is responsible for misconduct, the faculty should:
    - Assign an outcome to the activity that constitutes failure. If appropriate, the student's advisor may also assign a grade of "PRU" (unsatisfactory progress) for research credits in which the student is enrolled. Regular institutional procedures resulting from either of these outcomes are then followed. Faculty members may impose a lesser penalty if the circumstances warrant, however, the typical sanction is failure.
    - Contact the Dean of Students, Graduate Dean and the student's Department Head/Division Director to officially report the violation in writing within 5 business days of the charge of misconduct. The Dean of Students will communicate the final resolution in writing to the student, the faculty member, the Office of Graduate Studies, and the student's advisor. The Dean of Students will also keep official records on all students with academic misconduct violations.
  - In the case of an allegation of academic misconduct associated with research activities, investigation and resolution of the misconduct is governed by the Institution's Research Integrity Policy. The Research Integrity Policy is available as section 10.3 of the Faculty Handbook. If, after talking with the student, the faculty member feels the student is responsible for misconduct of this type, the faculty member should proceed as indicated in the Research Integrity Policy. If appropriate, the student's advisor may also assign a grade of "PRU" for research credits in which the student is enrolled. Regular institutional procedures resulting from this grade assignment are then followed.
• Students who suspect other students of academic misconduct should report the matter to the appropriate faculty member, the appropriate Department Head/Division/Program Director, the Dean of Undergraduate Students, the Dean of Graduate Students, or the Dean of Students. The information is then provided to the faculty member concerned.

4.0 APPEAL PROCESS FOR STUDENT ACADEMIC MISCONDUCT

For the most up-to-date version of this procedure and appeal request forms, please see the student section of the policy website (https://inside.mines.edu/POGO-Policies-Governance).

Policy Prohibiting Sexual Harassment, Sexual Violence, and Interpersonal Violence

1.0 BACKGROUND AND PURPOSE

The Board of Trustees of the Colorado School of Mines (“Mines”) promulgates this policy pursuant to the authority conferred by §23-41-104(1), C.R.S., Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106; Title VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000c and 42 U.S.C. §§ 2000e) and relevant sections of the Violence Against Women Reauthorization Act of 2013 (42 U.S.C. §§ 14043e et seq.). This policy shall govern if any other Mines policy conflicts with this policy’s provisions. This policy does not preclude application or enforcement of other Mines policies. This Policy shall be interpreted in a manner consistent with academic freedom and free speech so long as those activities do not violate this Policy.

2.0 POLICY

Mines does not discriminate against any person on the basis of sex. Mines will not tolerate any form of sexual harassment, sexual violence, or interpersonal violence (including domestic violence, dating violence and stalking) within the Mines campus community. This policy applies to any form of sexual harassment (including hostile environment sexual harassment), sexual violence, or interpersonal violence committed by or against Mines’ students, faculty, or staff that occurs in the context of employment with Mines or a Mines’ educational program or activity.

To enforce and support this policy, Mines will:

• Respond to reports of sexual harassment, sexual violence, and interpersonal violence that fall within the jurisdiction of this Policy;
• Develop, administer, maintain, and update procedures for investigating and resolving complaints that fall within the jurisdiction of this Policy;
• Educate Mines’ students, faculty, and staff regarding policies and procedures related to prevention, reporting, and investigation of sexual harassment, sexual violence, and interpersonal violence;
• Encourage Mines’ community members to appropriately report actual or suspected incidents of sexual harassment, sexual violence, and interpersonal violence that fall within the jurisdiction of this Policy;
• Take reasonable action to prevent incidents (or the recurrence of incidents) of sexual harassment, sexual violence, and interpersonal violence that deny or limit the ability of Mines’ students, faculty or staff to participate in or benefit from Mines’ educational and employment programs or activities;
• Provide supportive measures for Mines’ students, faculty and staff who have been impacted by sexual harassment, sexual violence, and interpersonal violence that fall within the jurisdiction of this Policy.

3.0 COORDINATION WITH OTHER MINES POLICIES

Mines’ Unlawful Discrimination policy shall apply to all other forms of harassment or discrimination alleged to have occurred within the Mines campus community. In cases where other Mines policies may have been violated in addition to this policy, this policy and its procedures will govern the investigation and adjudication of the incident(s).

For a detailed discussion of the terms referenced in this Policy, please refer to the definitions set forth in the procedures utilized to implement the Policy (as identified below).

4.0 MANDATORY REPORTING FOR EMPLOYEES

Mines has designated all its employees and certain categories of student employees as mandatory reporters for issues involving sexual harassment, sexual violence, and interpersonal violence. Mandatory reporters are required to contact the Title IX Coordinator and report instances of sexual harassment, sexual violence, and interpersonal violence immediately. Please see the procedures referenced below for more information regarding employee mandatory reporting obligations.

5.0 PROHIBITION AGAINST RETALIATION

This policy prohibits retaliation against any individual for reporting an allegation of sexual harassment, sexual violence, or interpersonal violence; for cooperating or participating in an investigation or another proceeding related to such allegations; or for engaging in activities to oppose sexual harassment, sexual violence, or interpersonal violence. Complaints or incidents of retaliation shall be addressed as separate violations of this policy.

6.0 SANCTIONS FOR VIOLATIONS

A violation of this policy may result in the imposition of sanctions. Sanctions imposed by Mines may include, but are not limited to, the following: mandatory attendance at relevant awareness and prevention training or other educational programs; oral reprimand and warning; written reprimand and warning; student probation, suspension, employment disciplinary action up to and including termination; expulsion; educational sanctions; restitution; and prohibition of entering the Mines campus or attending Mines’ sponsored events. Sanctions will be based on the severity of the infraction.

7.0 IMPLEMENTATION

Mines’ Board of Trustees directs the President or the President’s delegates to develop, administer, and maintain the appropriate administrative policies, procedures and guidelines to implement this policy. The Board further directs the President or the President’s delegates to develop, administer, and maintain robust sexual harassment, sexual violence, and interpersonal violence prevention programs, including appropriate training for students, faculty, and administrative staff.

8.0 RESOURCES

Title IX Coordinator:

Camille A. Torres, Executive Director of Title IX Programs and Title IX Coordinator; Telephone: 303.384.2124; Email: titleix@mines.edu
Policies and Procedures for Complaints regarding Student Behavior:

- Colorado School of Mines Notice of Nondiscrimination
- Procedure for Resolving Complaints of Sexual Harassment, Sexual Violence, and Interpersonal Violence Against Students
- Procedure for Resolving Complaints of Sexual Harassment, Sexual Violence, and Interpersonal Violence Against Employees or Third-Parties

Other Relevant Policies:

- Unlawful Discrimination policy
- Workplace Violence policy
- Amorous Relationships policy
- Amnesty Policy for Students

For a complete policy statement and the most up-to-date procedures, definitions and resources as well as reporting forms, please refer to the Policy Library Student policies (https://inside.mines.edu/POGO-Student).

Promulgated by the Colorado School of Mines Board of Trustees on March 13, 1992. Amended by the Colorado School of Mines Board of Trustees on March 26, 1998. Amended by the Colorado School of Mines Board of Trustees on June 10, 1999. Amended by the Colorado School of Mines Board of Trustees on June 22, 2000. Amended by the Colorado School of Mines Board of Trustees on June 7, 2003. Amended by the Colorado School of Mines Board of Trustees on December 15, 2011. Amended by the Colorado School of Mines Board of Trustees on August 29, 2014. Amended by the Colorado School of Mines Board of Trustees on February 8, 2019.

Unlawful Discrimination Policy and Complaint Procedure

1.0. BACKGROUND AND PURPOSE

This policy is promulgated by the Board of Trustees of the Colorado School of Mines ("Mines") pursuant to the authority conferred upon it by CRS §23-41-104(1) in order to set forth a policy prohibiting unlawful discrimination at Mines.

2.0 POLICY

Mines is committed to inclusivity and access for all persons and strives to create learning and workplace environments that exclude all forms of unlawful discrimination, harassment and retaliation. Mines’ commitment to non-discrimination, affirmative action, equal opportunity, and equal access is reflected in the administration of its policies, procedures, programs, and activities, as well as its efforts to achieve a diverse student body and workforce.

Discrimination on the basis of age, ancestry, creed, marital status, race, ethnicity, religion, national origin, sex, gender, gender identity, gender expression, disability, sexual orientation, genetic information, veteran status, or military service is unlawful and therefore prohibited. This prohibition applies to all students, faculty, staff, contractors, administrators, trustees, visitors, and volunteers.

This policy and its related procedures apply to Mines employees and pertain to any situation involving unlawful discrimination on the basis of age, ancestry, creed, marital status, race, ethnicity, religion, national origin, sex, gender, gender identity, gender expression, disability, sexual orientation, genetic information, veteran status, or military service. Please refer to the Unlawful Discrimination Policy Procedures for more information on the procedures utilized for resolving complaints filed under this policy.

Mines will not tolerate retaliation against Mines community members for filing complaints regarding or implicating any of these protected statuses, or otherwise participating in investigations regarding such complaints.

It is a violation of this Policy to intentionally submit a false complaint or file a complaint that is not made in good faith or to provide false or misleading information during an investigation.

3.0 PROCEDURES FOR IMPLEMENTATION AND COMPLAINTS

The Board of Trustees directs the President, or the President’s delegates, to develop, manage, and maintain appropriate procedures and resources to implement this policy. Violators of this policy will be subject to disciplinary action, up to and including termination of employment, expulsion, and termination of contractual relationships with Mines. No one filing a complaint under this policy shall be permitted to simultaneously file a grievance under the State of Colorado Personnel Board Rules or the Colorado School of Mines Faculty Handbook against the same individual and arising out of the same event(s).

4.0 HISTORY & REVIEW CYCLE

For a complete policy statement and the most up-to-date procedures, please see the policy website (https://inside.mines.edu/POGO-Policies-Governance). Promulgated by the Mines Board of Trustees on March 13, 1992. Amended by the Mines Board of Trustees on June 10, 1999; June 22, 2000; June 7, 2003; August 14, 2007; August 29, 2014 and February 8, 2019.

Alcohol and Other Drugs Education and Prevention Policy

In compliance with the federal government’s Drug Free Schools & Communities Act, there are community standards and potential consequences at the Colorado School of Mines pertaining to the illegal use of alcohol or drugs. The unlawful possession, use, or distribution of illicit drugs and the unlawful or unauthorized use of alcohol by employees and students at Mines will result in disciplinary action consistent with School policies, and local, state, and federal laws.

While Colorado’s Constitution allows for specific legal use, possession, and growing of marijuana under certain circumstances, because of Mines’ status as a federal contractor and grant recipient and because marijuana use is still prohibited under federal law, the use, possession, and growing of marijuana on campus is prohibited. Student use of alcohol and other drugs (including marijuana) that results in an impaired ability to perform academically, or behavior that violates the Code of Conduct constitutes a violation of this policy.

For more information, or for further policy details, please see the Alcohol and Other Drugs Education and Prevention Policy and the Colorado Drug Law Summary in the Policy Library, student section (http://inside.mines.edu/POGO-Student). Also see the Residence Life Policies (http://inside.mines.edu/%5Creslifepolicies) and the Annual Campus Security and Fire Safety Report (http://publicsafety.mines.edu) for more on programming and requirements.

Electronic Communications (E-mail) Policy

1.0 BACKGROUND AND PURPOSE

Communication to students at the Colorado School of Mines (Mines) is an important element of the official business of the university. It is vital
that Mines have an efficient and workable means of getting important and timely information to students. Examples of communications that require timely distribution include information from Fiscal Services, the Registrar's Office, or other offices on campus that need to deliver official and time-sensitive information to students. (Please note that emergency communications may occur in various forms based on the specific circumstances).

Electronic communication through email and Trailhead Portal announcements provides a rapid, efficient, and effective form of communication. Reliance on electronic communication has become the accepted norm within the Mines community. Additionally, utilizing electronic communications is consistent with encouraging a more environmentally-conscious means of doing business and encouraging continued stewardship of scarce resources. Because of the wide-spread use and acceptance of electronic communication, Mines is adopting the following policy regarding electronic communications with students.

2.0 POLICY

It is the policy of the Colorado School of Mines that official university-related communications with students will be sent via Mines' internal email system or via campus or targeted Trailhead announcements. All students will be assigned a Mines email address and are expected to periodically check their Mines assigned email as well as their Trailhead portal page. It is also expected that email sent to students will be read in a timely manner. Communications sent via email to students will be considered to have been received and read by the intended recipients.

For a complete policy statement and associated procedures please see the policy website (https://inside.mines.edu/POGO-Policies-Governance), information technology section. The policy website shall be considered the official & controlling Mines’ policy. Nothing in the procedures should be construed as prohibiting university-related communications being sent via traditional means. Use of paper-based communication may be necessary under certain circumstances or may be more appropriate to certain circumstances. Examples of such communications could include, but not be limited to disciplinary notices, fiscal services communications, graduation information and so forth.

Questions about this policy may be directed to either of the following: Registrar's Office (http://inside.mines.edu/Registrars_Office) @ 303-273-3200 or registrar@mines.edu; or Computing, Communications & Information Technologies (http://ccit.mines.edu) (CCIT) @ 303-273-3431 or complete a request form at the Mines Help Center (http://helpdesk.mines.edu).

Student Complaint Process

Students are consumers of services offered as part of their academic and co-curricular experience at the Colorado School of Mines. If a student needs to make a complaint, specific or general, about their experience at Mines, he or she should contact the Office of the Dean of Students at 303-273-3288. If the issue is related to discrimination, sexual harassment, or sexual violence, there are specific procedures that will be followed (these are noted and linked in this section or contact the Director, Title IX & Equity, 303-273-2558. Additional contacts listed in the Title IX section below.) For all other concerns, the student should begin with the Dean's Office if interested in making any complaint. All complaints, as well as the interests of all involved parties, will be considered with fairness, impartiality, and promptness while a complaint is being researched and/or investigated by the School.

Access to Student Records

Students at the Colorado School of Mines are protected by the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Copies of local policy can be found in the Registrar's Office. Contact information for FERPA complaints:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D. C. 20202-4605

Directory Information. The School maintains lists of information which may be considered directory information as defined by the regulations. This information includes name, current and permanent addresses and phone numbers, date of birth, major field of study, dates of attendance, part or full-time status, degrees awarded, last school attended, participation in officially recognized activities and sports, class, academic honors, university email address, and photo including student ID picture. Students who desire that this information not be printed or released must so inform the Registrar before the end of the first two weeks of the fall semester for which the student is registered. Information will be withheld for the entire academic year unless the student changes this request. The student’s signature is required to make any changes for the current academic year. The request must be renewed each fall term for the upcoming year. The following student records are maintained by Colorado School of Mines at the various offices listed below:

1. General Records: Registrar and Graduate Dean
2. Transcript of Grades: Registrar
3. Computer Grade Lists: Registrar
4. Encumbrance List: Controller and Registrar
5. Academic Probation/Suspension List: Graduate Dean
6. Advisor File: Academic Advisor
7. Option/Advisor/Enrolled/Minority/Foreign List: Registrar, Dean of Students, and Graduate Dean
8. Externally Generated SAT/GRE Score Lists: Graduate Dean
10. Medical History File: School Physician (closed records)

Student Access to Records. The graduate student wishing access to his or her educational records will make a written request to the Graduate Dean. This request will include the student’s name, date of request and type of record to be reviewed. It will be the responsibility of the Dean to arrange a mutually satisfactory time for review. This time will be as soon as practical but is not to be later than 30 business days from receipt of the request. The record will be reviewed in the presence of the Dean or designated representative. If the record involves a list including other students, steps will be taken to preclude the viewing of the other student name and information.

Challenge of the Record. If the student wishes to challenge any part of the record, the Dean will be so notified in writing. The Dean may then
1. remove and destroy the disputed document, or
2. inform the student that it is his decision that the document represents a necessary part of the record; and, if the student wishes to appeal,
3. convene a meeting of the student and the document originator (if reasonably available) in the presence of the Executive Vice President for Academic Affairs as mediator, whose decision will be final.

**Destruction of Records.** Records may be destroyed at any time by the responsible official if not otherwise precluded by law except that no record may be destroyed between the dates of access request and the viewing of the record. If during the viewing of the record any item is in dispute, it may not be destroyed.

**Access to Records by Other Parties.** Colorado School of Mines will not permit access to student records by persons outside the School except as follows:

1. In the case of open record information as specified in the section under Directory Information.
2. To those people specifically designated by the student. Examples would include request for transcript to be sent to graduate school or prospective employer.
3. Information required by a state or federal agency for the purpose of establishing eligibility for financial aid.
4. Accreditation agencies during their on-campus review.
5. In compliance with a judicial order or lawfully issued subpoena after the student has been notified of the intended compliance.
6. Any institutional information for statistical purposes which is not identifiable with a particular student.
7. In compliance with any applicable statute now in effect or later enacted. Each individual record (general, transcript, advisor, and medical) will include a log of those persons not employed by Colorado School of Mines who have requested or obtained access to the student record and the legitimate interest that the person has in making the request.

The School discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

The requirement that there be a reasonable expectation of degree completion should be interpreted liberally and weight should be given to the judgment of the departmental representative(s) supporting the petition.

In the event that the degree being sought is a Posthumous BS, MS, or PhD, the petition should include evidence that the student conducted himself or herself in the best tradition of a Mines’ graduate and is therefore deserving of that honor.

**Equal Opportunity, Equal Access, and Affirmative Action**

The institution’s Statement of Equal Opportunity and Equal Access to Educational Programs, and associated staff contacts, can be found in the Welcome Section of this Catalog as well as the on the policy website (https://inside.mines.edu/POGO-Policies-Governance). Colorado School of Mines maintains an affirmative action plan, which is available at the Arthur Lakes Library, the Dean of Students’ Office, and the Office of Human Resources.

**Title IX @ Mines**

Camille Torres, Executive Director - Title IX Programs + Title IX Coordinator
Title IX Office, 1706 Illinois Street, Golden, CO 80401
303.384.2214 | ktorres@mines.edu

**Deputy Title IX Coordinators:**

Katie Schmalzel, Director - Title IX Programs + Senior Deputy Title IX Coordinator
Consumer Information - Your Right to Know

As a prospective or continuing student at Colorado School of Mines, you have a right to certain information that the university is required by law to provide. Much of that information is safety related or financial in nature, but other broad categories are included such as graduation rates, athletics, and the various costs associated with attending Mines.

Current federal regulations require that institutions of higher education disclose such information and make it readily available to current and prospective students. A new provision in the Higher Education Amendments of 1998 requires institutions to provide a list of the information to which students are entitled with instructions on how they may obtain it. A paper copy of all of the information can be found in the Compliance and Policy Office in Guggenheim Hall.