

# 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 Campus Living Suite in Elm Hall.

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

- **Student Honor Code**
- **Policy on Academic Integrity/Misconduct**
- **Policy Prohibiting Gender-Based Discrimination, Sexual Harassment and Sexual 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 Gender-Based Discrimination, Sexual Harassment and Sexual Violence

### 1.0 BACKGROUND AND PURPOSE

The Board of Trustees of the Colorado School of Mines ("the School" or "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 IV and 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 supersedes the Board of Trustee's Policy Prohibiting Sexual Harassment and 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. Nothing in this policy shall be construed to abridge academic freedom and inquiry, principles of free speech or Mines' educational purpose.

### 2.0 POLICY

Mines prohibits gender-based discrimination, sexual harassment or any form of sexual violence among the Mines campus community. Mines does not discriminate against any person because of gender, gender identity or gender expression. Mines will not tolerate any form of sexual harassment or sexual violence within the Mines campus community. Mines will not tolerate any form of retaliation against a community member for reporting complaints, or opposing gender-based discrimination, sexual harassment or sexual violence. Accordingly, the Board of Trustees adopts this policy prohibiting gender-based discrimination, sexual harassment and sexual violence.

In order to prevent incidents of gender-based discrimination, sexual harassment and sexual violence, Mines will: (1) develop, administer, maintain and update procedures to implement and resources to support this policy; (2) educate community members regarding policies and procedures related to prevention, reporting and investigation of gender-based discrimination, sexual harassment and sexual violence; (3) encourage community members to report actual and potential incidents of gender-based discrimination, sexual harassment and sexual violence; (4) take actions to prevent incidents of gender-based discrimination, sexual harassment and sexual violence from denying or limiting a community member's ability to participate in or benefit from Mines' educational and work programs; (5) make available timely services and resources for those who have been affected by gender-based discrimination, sexual

harassment and sexual violence; (6) take actions to remedy any harm from incidents of gender-based discrimination, sexual harassment and sexual violence; and (7) take actions to prevent the recurrence of gender-based discrimination, sexual harassment and sexual violence.

Mines' Unlawful Discrimination policy shall govern all other forms of harassment or discrimination. No complainant shall be permitted to file a complaint under the Policy Prohibiting Gender-Based Discrimination, Sexual Harassment and Sexual Violence and any other Mines' complaint or grievance policy or procedure when the complaint or grievance arises out of an identical sets of facts.

### 3.0 DEFINITIONS

**Gender-based discrimination** involves treating a Mines community member unfavorably because of that person's gender, gender identity or gender expression. All allegations involving gender-based discrimination will be governed by this policy and its implementing procedures.

**Sexual harassment** is a form of gender discrimination. Sexual harassment, without regard to the gender of individuals involved, consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) either explicitly or implicitly, submission to such conduct is made a term or condition of an individual's employment or educational endeavors; (2) submission to or rejection of such conduct is used as the basis for employment or educational decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or educational environment. All allegations involving sexual harassment will be governed by this policy and its implementing procedures.

**Sexual violence** includes rape, sexual assault, sexual battery, sexual abuse and sexual coercion. In some cases, domestic violence, dating violence and stalking may also be forms of sexual violence. All allegations involving sexual violence will be governed by this policy and its implementing procedures.

For a more detailed discussion of the terms defined above, please see the Gender-Based Harassment, Sexual Harassment and Sexual Violence Complaint, Investigation, Resolution and Adjudication Procedure for Complaints Involving Student Behavior and the Gender-Based Harassment, Sexual Harassment and Sexual Violence Complaint, Investigation, Resolution and Adjudication Procedure for Complaints Involving Employee or Third-Party Behavior.

### 4.0 PROHIBITION AGAINST RETALIATION

This policy prohibits retaliation against any individual for raising an allegations of gender-based discrimination, sexual harassment or sexual violence, for cooperating in an investigation or another proceeding related to such allegations, or for opposing gender-based discrimination, sexual harassment or sexual violence. Complaints or instances of retaliation shall be addressed as separate potential violations of this policy.

### 5.0 SANCTIONS FOR VIOLATIONS

A violation of this policy may result in the imposition of sanctions. Sanctions may include, but are not limited to, the following: mandatory attendance at gender-based discrimination, sexual harassment and/or sexual violence awareness and prevention seminars; mandatory attendance at other training programs; oral reprimand and warning; written reprimand and warning; student probation, suspension, or

expulsion; educational sanctions; restitution; suspension without pay; or termination of employment or appointment.

## 6.0 ENCOURAGEMENT OF REPORTING

Mines considers the health and safety of its community members to be of paramount importance. Therefore, Mines encourages community members to report all concerns regarding gender-based discrimination, sexual harassment and/or sexual violence in accordance with this policy and its procedures. There may be circumstances where community members are hesitant to report prohibited conduct because they fear it may result in other policy violations being discovered (such as drug use or underage alcohol consumption). Community members should always consider the health and safety of themselves and other Mines community members to be of primary concern and Mines shall review, if necessary, any other policy violations separately from allegations raised under this policy.

### Contact for Complaints about Student, Employee, or Third-Party Behavior,

**Karin Ranta-Curran** (krcurran@mines.edu), **Associate Vice President of Organizational Strategy/Title IX Coordinator, 303-273-2558 | krcurran@mines.edu**

Additional contacts listed in the Title IX section below.

*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>). This policy was 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 August 29, 2014.*

## Unlawful Discrimination Policy and Complaint Procedure

### 1.0. BACKGROUND AND PURPOSE

This policy is promulgated by the Board of Trustees pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (1999) in order to set forth a policy concerning unlawful discrimination at Mines. This policy shall supersede any previously promulgated Mines policy that is in conflict herewith.

### 2.0 UNLAWFUL DISCRIMINATION POLICY

Attendance and employment at Mines are based solely on merit and fairness. Discrimination on the basis of age, gender, race, ethnicity, religion, national origin, disability, sexual orientation, and military veteran status is prohibited. No discrimination in admission, application of academic standards, financial aid, scholastic awards, or any terms or conditions of employment shall be permitted. No discrimination in admission, application of academic standards, financial aid, scholastic awards, or any terms or conditions of employment shall be permitted. If a complaint of discrimination on the basis of gender arises, it shall be governed under Mines' Policy Prohibiting Gender-Based Discrimination, Sexual Harassment and Sexual Violence.

### 3.0 PERSONS WHO MAY FILE AN UNLAWFUL DISCRIMINATION COMPLAINT

An unlawful discrimination complaint may be filed by an individual described in one of the categories below:

- A. Any member of the Mines campus community, including classified staff, exempt employees, and students as well as any applicant for employment or admission, who believes that he or she has been discriminated against by Mines, a branch of Mines, or another member of the Mines community on account of age, race, ethnicity, religion, national origin, disability, sexual orientation, or military veteran status;
- B. Any person who believes that he or she has been threatened with or subjected to duress or retaliation by Mines, a branch of Mines, or a member of the Mines community as a result of (1) opposing any unlawful discriminatory practice; (2) filing a complaint hereunder; (3) representing a complainant hereunder; or (4) testifying, assisting, or participating in any manner in an investigation, proceeding, hearing, or lawsuit involving unlawful discrimination; or
- C. The Associate Vice President for Human Resources or an attorney from the Office of Legal Services, if any of these individuals deem it to be in the best interest of Mines to do so.

### 4.0 CHOICE OF REMEDIES

No complainant shall be permitted to file an unlawful discrimination claim under the Mines Unlawful Discrimination Policy any other complaint or grievance policy or procedures when the complaint or grievance arises out of an identical set of facts. In such a situation, a complainant shall be entitled to file his or her claim under the policy or procedure of his or her choice.

*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; Amended by the Mines Board of Trustees on June 22, 2000; Amended by the Mines Board of Trustees, June 7, 2003; Amended by the Mines Board of Trustees August 14, 2007; Amended by the Mines Board of Trustees August 29, 2014.*

## 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/%5Cresidencelife.mines.edu/RSL-Policies>) 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](http://inside.mines.edu/Registrars_Office)) @ 303-273-3200 or [registrar@mines.edu](mailto: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
9. Financial Aid File: Financial Aid (closed records)
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.

See also FERPA (<https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2018/04/FERPA-Policy-2018-1.pdf>) at Mines in the Registrar's pages.

## Posthumous Degree Awards

The faculty may recognize the accomplishments of students who have died while pursuing their educational goals. If it is reasonable to expect that the student would have completed his or her degree requirements, the faculty may award a Baccalaureate or Graduate Degree that is in all ways identical to the degree the student was pursuing. Alternatively, the faculty may award a Posthumous BS, MS, or PhD to commemorate students who distinguished themselves while at Mines by bringing honor to the School and its traditions.

Consideration for either of these degrees begins with a petition to the Faculty Senate from an academic department or degree granting unit. The petition should identify the degree sought. In the event that the degree-granting unit is seeking a conventional degree award, the petition should include evidence of the reasonable expectations that the student would have completed his or her degree requirements. For a Baccalaureate, such evidence could consist of, but is not limited to:

- The student was a senior in the final semester of coursework,
- The student was enrolled in courses that would have completed the degree requirements at the time of death
- The student would have passed the courses with an acceptable grade, and would likely have fulfilled the requirements of the degree.

For a Graduate Degree:

- For graduate degrees not requiring a research product, the student was enrolled in courses that would have completed the degree requirements at the time of death, would have passed the courses with an acceptable grade, and would likely have fulfilled the requirements of the degree.
- For graduate degrees requiring a research product, the student had completed all course and mastery requirements pursuant to the degree and was near completion of the dissertation or thesis, and the student's committee found the work to be substantial and worthy of the degree.

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

**Karin Ranta-Curran**, Associate Vice President - Organizational Strategy/  
Title IX Coordinator  
Guggenheim Hall, Room 210, 1500 Illinois Street, Golden, CO 80401  
303.384.2558 | [krcurran@mines.edu](mailto:krcurran@mines.edu)

### **Deputy Title IX Coordinators:**

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Wellness Center, Golden, CO 80401  
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## SpeakUP@ Mines

Students and employees have an additional anonymous channel for reporting concerns through the Whistleblower Policy and the SpeakUP@Mines (<http://speakup.mines.edu>) program.

## 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.

More information can be found on the Financial Aid website (<http://inside.mines.edu/UserFiles/File/studentLife/financialAid/Consumer%20Information.pdf>).