

# Academics Overview

## CREDITS

The number of times a class meets during a week (for lecture, recitation, or laboratory) determines the number of credits assigned to that course. To meet the Colorado Department of Higher Education (CDHE) mandated 750 contact minutes per Lecture credit hour. The following minimum contact minutes must be scheduled:

Credit Hour(s)	Contact Minutes	Contact Hours
1	750	12.5
2	1500	25
3	2250	37.5
4	3000	50

Lab and Studio courses require three times the number of contact minutes:

Credit Hour(s)	Contact Minutes	Contact Hours
1	2250	37.5
2	4500	75

Part of term courses must meet the same contact minute requirements as full-term courses.

For the average student, each hour of lecture and recitation requires at least two hours of preparation. Undergraduate students may enroll in over 19 credit hours per semester with approval from academic advisor.

## COURSE NUMBERING & SUBJECT CODES

### Numbering of Courses

Course numbering is based on the content of material presented in courses:

Material	Level	Division
100-199	Freshman Level	Lower Division
200-299	Sophomore Level	Lower Division
300-399	Junior Level	Upper Division
400-499	Senior Level	Upper Division
500-599	Graduate Level	
600-699	Advanced Graduate Level	
Over 700	Graduate Research or Thesis Level	

### Subject Codes:

Course Code	Course Title
AFGN	Air Force
AMFG	Advanced Manufacturing
BIOL	Biology
CBEN	Chemical & Biological Engineering
CEEN	Civil & Environmental Engineering
CHGC	Geochemistry
CSCI	Computer Science

CSM	General Studies; Skills Courses
DSCI	Data Science
EBGN	Economics & Business
EDNS	Engineering, Design and Society
EENG	Electrical Engineering
FEGN	Finite Element Analysis
GEGN	Geological Engineering
GEGX	Geochemical Exploration (Geology)
GEOL	Geology
GPGN	Geophysical Engineering
HASS	Humanities, Arts, and Social Sciences
HNRS	Honors Program
LICM	Communication
LIFL	Foreign Languages
LIMU	Music; Band; Choir
MATH	Mathematics
MEGN	Mechanical Engineering
MLGN	Materials Science
MNGN	Mining Engineering
MSGN	Military Science
MTGN	Metallurgical & Materials Engineering
NUGN	Nuclear Engineering
ORWE	Operations Research with Engineering
PAGN	Physical Education & Athletics
PEGN	Petroleum Engineering
PHGN	Physics
ROBO	Robotics
SPRS	Space Resources
SYGN	Core Sequence in Systems

## UNDERGRADUATE GRADING SYSTEM

### GRADES

When a student registers in a course, one of the following grades will appear on his/her academic record. If a student registered as NC (audit) fails to satisfy all conditions, no record of his registration in the course will be made. The assignment of the grade symbol is based on the level of performance and represents the extent of the student's demonstrated mastery of the material listed in the course outline and achievement of the stated course objectives.

Symbol	Interpretation
A	Excellent
A-	
B+	
B	Good
B-	
C+	
C	Satisfactory
C-	
D+	
D	
D-	Lowest passing*
F	Failed

S	Satisfactory, C or better, used at mid-term
U	Unsatisfactory, below C, used at mid-term
PRG	Satisfactory Progress
PRU	Unsatisfactory Progress

\*Departments or programs may require a higher grade for certain courses.

In addition to these performance symbols, the following is a list of registration symbols that may appear on a Mines transcript:

Symbol	Interpretation
WI	Involuntary Withdrawal
W	Withdrew, no penalty
T	Transfer Credit
INC	Incomplete
NC	Not for Credit (Audit)
Z	Grade not yet submitted

## INCOMPLETE GRADE

An Incomplete (INC) is a temporary grade which may be given at the instructor's discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. An INC is restricted to cases in which the student satisfactorily completed a significant amount of the coursework, including attendance and participation.

The student and the instructor should discuss the terms for the incomplete before the end of the term. The instructor may grant up to one year, but the time limit may be less, to complete outstanding coursework. Any outstanding grade of INC will be converted to an F grade if it has not been updated by the instructor after one year. In the event that an INC grade remains on the record at the completion of the degree, the INC will be converted to an F and included in the final GPA.

## TRANSFER CREDIT

Transfer credit earned at another institution will have a T grade assigned, but no grade points will be recorded on the student's permanent record. Calculation of the grade-point average will be made only from the courses completed at Colorado School of Mines.

## GPA HOURS AND QUALITY POINTS

For graduation, a student must successfully complete a certain number of required credits and must maintain grades at a satisfactory level. The system for expressing the quality of a student's work is based on quality points and GPA hours.

The number of quality points earned in any course is the number of credits assigned to that course multiplied by the numerical value of the grade received. To compute an overall or major grade-point average, the number of cumulative GPA hours is divided into the cumulative quality points received. Grades of W, WI, INC, PRG, PRU, or NC are not counted in quality hours.

The numerical value associated with the specific grades are:

Grade	Numerical Value
A	4.000
A-	3.700

B+	3.300
B	3.000
B-	2.700
C+	2.300
C	2.000
C-	1.700
D+	1.300
D	1.000
D-	0.700
F	0.000

## MIDTERM GRADING

Midterm grading is conducted using Satisfactory (S) and Unsatisfactory (U) grades. Certain foundational courses are required to be graded between the sixth and eighth weeks of the term to provide students an early warning with time to recover. If the midterm grade is blank in these specific courses, the grade for the student is Satisfactory (S) by default, or C- or better. Faculty will enter Unsatisfactory (U) grades for those students currently earning grades of D+ or lower.

Courses include: All core curriculum courses with the exception of CAS Mid-Level Cluster and 400-Level. Additionally, the following courses will also be included: CEEN241 (Statics), CEEN311 (Mechanics of Materials), MEGN261 (Thermodynamics 1), CSCI261 (Programming Concepts), CHGN209 (Chemical Thermodynamics), and CBEN210 (Intro to Thermodynamics) as they are key prerequisite courses for many students.

## CREDITS

The number of times a class meets during a week (for lecture, recitation, or laboratory) determines the number of credits assigned to that course. Class sessions are normally 50 minutes long and represent one hour of credit for each hour meeting. A minimum of three hours of laboratory work per week are equivalent to 1-semester hour of credit. For the average student, each hour of lecture and recitation requires at least two hours of preparation. No full-time undergraduate student may enroll for more than 19 credits in one semester. Physical education, advanced ROTC and Honors Program in Public Affairs courses are excepted. However, upon written recommendation of the faculty advisor, the better students may be given permission by the registrar on behalf of Academic Affairs to take additional hours.

## GRADE-POINT AVERAGES

Undergraduate Grade-point averages shall be based on undergraduate coursework and be specified, recorded, reported, and used to three figures following the decimal point for any and all purposes to which said averages may apply. Graduate coursework taken and applied to the undergraduate degree shall not be factored into the GPA calculation.

### Option (Major) Grade-Point Average

The grade-point average calculated for the option (major) is calculated in the same manner as the overall grade-point average. All attempts at major courses completed in the major department are included. However, the major grade-point average includes only the most recent attempt of a repeated course if the most recent attempt of that course.

The minimum major grade-point average required to earn a Mines undergraduate degree is a 2.0. For specifics concerning major GPA, reference the department specific section of the catalog. Courses that

comprise the major GPA are listed at the end of the degree requirement tables.

All records of grades earned, including those excluded from GPA calculations as well as attempts (i.e. Ws) will be recorded on the student's transcript. All withdrawals are still subject to the maximum withdrawal policy.

## GPA Recovery Policy

All attempts at every Mines course will count in the overall grade-point average unless the student qualifies for GPA recovery. GPA recovery will only be possible if the most recent course grade was a D or an F (including plus and/or minus). As grades C or better are satisfactory from a degree attainment perspective, such grades do not qualify for GPA replacement. No classes taken before fall 2020 qualify for GPA Recovery.

If the student takes the course for a second time or third time, the most recent grade will be the only grade used to calculate the grade-point average (even if the previous grade(s) was higher). There will be no option to repeat for GPA recovery beyond a third attempt (i.e., third and/or greater attempts all count toward the GPA).

Courses from other institutions transferred to Colorado School of Mines are not counted in any grade-point average and cannot be used under this repeat policy.

## GRADE CHANGES

After the completion of final grading for a term, only corrections to errors in grading may be processed and they must be for grade improvements only. Corrections to errors in grading for all students will be accepted one year from the original grade entry. With the exception of punitive disciplinary actions, diminution of a grade is not allowed without approval of the provost.

## Good Standing

A student is in good standing at CSM when he or she is enrolled in class(es) and is not on either academic or disciplinary probation, suspension, or dismissal.

## Academic Probation & Suspension

Academic standing is processed at the end of the fall, spring, and summer (if applicable) terms.

### Probation

A student whose cumulative grade-point average falls below the minimum requirement of 2.0 will be placed on academic probation for the following semester. A student on probation is subject to the following restrictions:

1. The student may not register for more than 15 credit hours.
2. The student may be required to withdraw from intercollegiate athletics.
3. The student may not run for, or accept appointment to, any campus office or committee chairmanship. A student who is placed on probation while holding a position involving significant responsibility and commitment may be required to resign after consultation with the Dean of Students Office or the president of Associated Students. A student will be removed from probation when the cumulative grade-point average is brought up to the minimum, as specified in the table below.

## Suspension

A student whose cumulative grade-point average falls below the minimum requirement of 2.0 will be placed on academic probation for the following semester (fall, spring, or summer). A student who satisfies the current term grade period requirement but fails to achieve the required cumulative grade-point average will remain on probation. A student who fails to earn above a 2.0 GPA (current term and cumulative) while on probation will be suspended.

A first-year or transfer student who fails to make a grade-point average of 2.0 in the first grade period will be on academic probation for the following academic term. Additionally, the student will be required to meet with the Center for Academic Services and Advising (CASA) for counsel. Students may not continue their studies until meeting with CASA.

Suspension becomes effective immediately when it is imposed. Readmission after suspension requires written approval from the Readmissions Committee.

No student who is suspended may enroll in any regular academic semester without the written approval of the Readmissions Committee. However, a student on suspension may enroll in a summer session (field camp, academic session, or both) with the written permission of the Dean of Students Office. Students on suspension who have been given written permission to enroll in a summer session course(s) by the dean may not enroll in any subsequent term at CSM without the written permission of the Readmissions Committee. Students who are suspended may not register for a period of at least one term (fall or spring).

A student who intends to appear in person before the Readmissions Committee must contact the Dean of Students Office at least one week prior to the desired appointment. Between regular meetings of the committee, in cases where extensive travel would be required to appear in person, a student may petition in writing to the committee, through the Dean of Students Office. Appearing before the Readmissions Committee virtually or by letter rather than in person will be permitted only in cases of extreme hardship or insurmountable circumstances. Such cases will include travel from a great distance, e.g., overseas, or travel from a distance which requires leaving a permanent job.

The Readmissions Committee meets on six separate occasions throughout the year. Students applying for readmission must appear at those times except under conditions beyond the control of the student. Such conditions include a committee appointment load, delay in producing notice of suspension, or weather conditions closing highways and airports.

All applications for readmission must include a written statement of the case to be made for readmission.

A student who, after being suspended and readmitted twice, again fails to meet the academic standards shall be academic dismissed. The Readmissions Committee will hear a single appeal of automatic dismissal. The appeal will only be heard after demonstration of substantial and significant changes. A period of time sufficient (i.e., one calendar year) to demonstrate such a change usually elapses prior to the student attempting to schedule this hearing. The decision of the committee on that single appeal will be final and no further appeal will be permitted.

Readmission by the committee does not guarantee that there is space available to enroll. A student must process the necessary papers with the Admissions Office prior to seeing the committee.

**Notification**

Academic standing is processed at the end of the fall, spring, and summer (if applicable) terms. Notice of probation, suspension, or dismissal will be mailed or emailed to each student who fails to meet catalog requirements.

**Repeated Failure**

A student who twice fails a required course at Colorado School of Mines and is not subject to academic suspension will automatically be placed on "special hold" status with the registrar, regardless of the student's cumulative or semester GPA. The student must meet with the subject advisor and receive written permission to remove the hold before being allowed to register.

In the case of three or more Fs in the same course, the student must meet with the faculty Readmissions Committee and receive permission to remove the hold before being allowed to register.

Transfer credit from another school will not be accepted for a twice-failed course.

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**Grade Appeal Process**

Mines faculty have the responsibility, and sole authority for, assigning grades. As instructors, this responsibility includes clearly stating the instructional objectives of a course, defining how grades will be assigned in a way that is consistent with these objectives, and then assigning grades. It is the student's responsibility to understand the grading criteria and then maintain the standards of academic performance established for each course in which he or she is enrolled.

If a student believes he or she has been unfairly graded, the student may appeal this decision first to the instructor of the course, and if the appeal is denied, to the Academic Standards Committee of the Faculty Senate.

The Academic Standards Committee is the faculty body authorized to review and modify course grades, in appropriate circumstances. Any decision made by the Academic Standards Committee is final. In evaluating a grade appeal, the Academic Standards Committee will place the burden of proof on the student. For a grade to be revised by the Academic Standards Committee, the student must demonstrate that the grading decision was unfair by documenting that one or more of the following conditions applied:

1. The grading decision was based on something other than course performance, unless the grade was a result of penalty for academic dishonesty.

2. The grading decision was based on standards that were unreasonably different from those applied to other students in the same section of that course.
3. The grading decision was based on standards that differed substantially and unreasonably from those previously articulated by the instructor.

To appeal a grade, the student should proceed as follows:

1. The student should prepare an appeal of the grade received in the course. This appeal must define the basis for the appeal and must present all relevant evidence supporting the student's case.
2. After preparing the appeal, the student should deliver this appeal to the course instructor and attempt to resolve the issue directly with the instructor. Written grade appeals must be delivered to the instructor no later than 10 business days after the start of the regular (fall or spring) semester immediately following the semester in which the contested grade was received. In the event that the course instructor is unavailable because of leave, illness, sabbatical, retirement, or resignation from the university, the course coordinator (first) or the department head (second) shall represent the instructor.
3. If after discussion with the instructor, the student is still dissatisfied, he or she can proceed with the appeal by emailing a copy of the appeal and a copy of a summary of the instructor/student meetings held in connection with the previous step to the Academic Standards Committee. All information must be submitted to the committee no later than 25 business days after the start of the semester immediately following the semester in which the contested grade was received.
4. On the basis of all information deemed pertinent to the grade appeal, the Academic Standards Committee will determine whether the grade should be revised. The decision rendered will be either:
  - a. the original grading decision is upheld, or
  - b. sufficient evidence exists to indicate a grade has been assigned unfairly.

In the latter case, the Academic Standards Committee will assign the student a new grade for the course. The committee's decision is final. The decision and supporting documentation will be delivered to the Faculty Senate, the Office of the Provost, the student, the instructor, and the instructor's department head no later than 25 business days following the Faculty Senate's receipt of the grade appeal.

The schedule, but not the process, outlined above may be modified upon mutual agreement of the student, the course instructor, and the Academic Standards Committee.