

General Policies & Procedures

Review day policy

No required class meetings, examinations or activities may take place on the Friday immediately preceding final exams for the fall and spring terms. At their own discretion, faculty members may hold additional office hours or give a review session on Review Day provided these activities are strictly optional. This day has been created as a break from regularly scheduled and/or required academic activities to allow students to prepare for their final examinations as they see fit.

common exam policy

7.2 Common Examination Policy < Colorado School of Mines

A unified "common" exam policy fulfills several objectives, providing for equal assessment of all students in several sections across one course, providing exam seating that exceeds normal classroom setup in number of seats, encouraging cross-section coordination in teaching, accommodating competing programmatic needs, reducing temptations for academic dishonesty, providing predictable and transparent guidelines for faculty and administration, and being respectful of the busy and demanding lives of our students.

This policy covers out-of-class midterm exams for all undergraduate courses with the exception of take-home exams, as noted:

- The evening common exam period is Monday through Thursday evenings, with one exam period each evening. The common hour exam start and end time will be determined by the registrar. #Exams are limited to these 90 minutes.
- No course may request more than 3 evening common exam periods in a single semester. (Final exams are not included as part of this limitation.)

Common hour exams will be scheduled for first year (100 level) and sophomore (200 level) courses with multiple sections having a total enrollment of greater than or equal to 125 students. All other undergraduate courses with multiple sections that do not meet the aforementioned criteria will be considered based upon space availability.

- Generally only 100-level courses are allowed to schedule an exam on Wednesday evenings.
- Priority for limited space goes to courses (or courses bundled) with largest enrollment.

Common hour exams must be accompanied by a day off during the scheduled meeting time, ideally right after the exam or as close to the exam as possible to compensate students for their time. The registrar makes the final decision on approving requests.

STUDENT CONSIDERATIONS

Given the numerous scenarios and arguable disadvantages inherent to evening exams that include: (a) schedule conflicts with evening courses,

(b) student commitments to important non-academic opportunities such as intramural and intercollegiate sports and student programs, and (c) the increasing prominence of student financial and family evening responsibilities (e.g., working on- or off-campus to subsidize the cost of education), faculty are kindly asked to judge the rationale for an evening exam against the aforementioned challenges.

TESTING CENTER PROTOCOLS

Mines Testing Center will prioritize faculty requested times for tests administered through the Testing Center. At times, such requests are not possible due to student schedule conflicts and Testing Center operations (e.g. occupancy or availability of private testing rooms). In such instances, the Testing Center is authorized to schedule the accommodated exam after the regularly scheduled exam as soon as possible.

COURSE CONFLICTS

Regularly scheduled evening courses that meet partially or completely during the time of the common exam, Monday through Thursday, have priority over evening exams covered by this policy. # Any course that schedules an out-of-class exam during the evening exam times assumes all responsibility for arranging make-up exams for students who have conflicts with regularly scheduled classes including courses that are part of the McBride Honors Program.

EXAM CONFLICTS

If a student is scheduled in two exams on the same evening, the course or bundle of courses with the lower total enrollment will be required to provide the make-ups for affected students. The Registrar's Office will provide a list of the students with two exams in one time slot to the professor of the course with the lower enrollment with the reminder that make-up exams are the responsibility of that professor.

FINAL SCHEDULE AND HARD DEADLINES

The initial schedule will be posted after all of the requests have been slotted or time slots are full. #All requests must be submitted by the deadline as stated in the call for exams from the registrar's office.

Under no circumstance will requests be granted to use the evening common exam period for an out-of-class exam if requested after 5:00pm on the day before the first day of class (for the semester being scheduled). There are two reasons for this policy. First, faculty need to make the appropriate exam arrangements with the Registrar's Office before the beginning of the semester. Second, syllabi for courses that utilize the evening common exam period need to include the common exam times as part of the syllabus. This is the only way to ensure students are aware of such non-standard class meeting times so they can make appropriate arrangements. Mid-semester decisions to administer exams outside of the regularly-scheduled class time are unfair to students, and not permitted, even if all students appear to approve of the change in schedule.

The final schedule of all out-of-class exams included under this policy will be published in the first week of the semester. # No additional out-of-class exam requests will be considered after the above stated deadline. # Faculty may not administer exams outside of regular class periods (with the exception of take-home exams) if the exam was not listed on the final schedule.

All out-of-class exams must be noted on this final list, even if the exam is being administered in a departmental room or other room not scheduled by the Registrar's Office.

POLICY NOTES

Questions pertaining to policy, processes and administration of common hour exams should be directed to the registrar's office at atregistrar@mines.edu.

Last Revision: July 6, 2023

final exam policy

Final examinations are scheduled by the Registrar. With the exception of courses requiring a common time, all finals will be scheduled on the basis of the day and the hour the course is offered.

In general, all final examinations will be given only during the stated final examination period and are to appear on the Registrar's schedule. Faculty policy adopted in January 1976 provides that no exams (final or otherwise) may be scheduled during the week preceding final examinations week, with the possible exception of laboratory exams. The scheduling by an individual faculty member of a final exam during the week preceding final examinations week is to be avoided because it tends to hinder the students' timely completion of other course work and interfere with the schedules of other instructors. Faculty members should not override this policy, even if the students in the class vote to do so.

Students who have conflicts with the final exam schedule or have more than two exams on the same day should inform their instructors. The instructor of the highest numbered course is required to grant relief (e.g., an alternate time during exam week).

Academic activities that are explicitly disallowed by this policy include:

- Scheduling an in-class examination (final or otherwise, with the possible exception of laboratory exams) for any course during the week preceding final exams
- Scheduling an early make-up final examination - unless the student needs to miss the regularly scheduled final for school related business (athletics, school-related travel, etc...) and requested by the student and approved by the instructor.
- Assigning a take-home final examination for any course that is due during the week preceding final exams – unless the student needs to miss the regularly scheduled final for school related business (athletics, school-related travel, etc...) and requested by the student and approved by the instructor.

Academic activities that are allowable during the week preceding final exams include:

- The introduction of new materials
- Laboratory finals
- Required homework
- Required in-class assignments such as quizzes or worksheets (NO EXAMS)

- Quizzes are shorter exercises which take place on a fairly regular basis (e.g. 15-30 minutes in duration, 6-10 times a semester).
- Exams are major exercises which take place only a few times a semester (e.g. 50-120 minutes in duration, 2-4 times a semester).
- Major course assignments such as Final Presentations or Term Projects provided the assignment was assigned at least 4 weeks in advance or was clearly indicated in the course syllabus (Presentations must not be scheduled in conflict with regularly scheduled courses in departments outside of the one scheduling the presentation.)
- Take home finals (provided they are not due prior to finals week)
- Make-up exams for students who miss a scheduled exam in the prior week due to emergency, illness, athletic event, or other CSM sanctioned activity (provided this absence has been approved by the Dean of Student's Office)

(Note: These policies apply only to undergraduate courses. Students enrolled in graduate courses, are bound by policies outlined in the Graduate Catalogs.)

Health Policy

Visit the Health Center website for current information on health requirements.

Prohibiting Unlawful Discrimination Policy

1.0. BACKGROUND AND PURPOSE

The Colorado School of Mines ("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.

As part of this commitment, the Board of Trustees of the Colorado School of Mines promulgates this policy pursuant to the authority conferred by §23-41-104(1), C.R.S., and in accordance with applicable federal and Colorado civil rights laws.

2.0 POLICY STATEMENT

Mines prohibits discrimination and harassment on the basis of age, ancestry, creed, marital status, race, color, ethnicity, religion, national origin, sex, gender, gender identity, gender expression, disability, sexual orientation, genetic information, veteran status, or military service. This prohibition applies to all students, employees, contractors, visitors, and volunteers.

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 materially false or misleading information during an investigation.

3.0 RESPONSIBILITIES

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.

4.0 COMPLIANCE/ENFORCEMENT

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.

5.0 EXCLUSIONS/DISCLAIMER

No one filing a complaint under this policy will 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).

6.0 RESOURCES OR ATTACHMENTS

- Equal Pay Act of 1963
- Titles IV, VI, and VII of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Rehabilitation Act of 1973 (sections 503 and 504)
- Vietnam Era Veterans Readjustment Assistance Act
- Age Discrimination Act
- Pregnancy Discrimination Act
- Age Discrimination in Employment Act of 1976
- Americans with Disabilities Act (as amended)
- Executive Order 11246
- Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1991
- Uniform Services Employment and Reemployment Act
- Violence Against Women Act of 1994
- Violence Against Women Reauthorization Act of 2013
- Colorado Anti-Discrimination Act

- Statement of Equal Opportunity, Access and Nondiscrimination (<https://www.mines.edu/equal-opportunity/>)

- Title IX Office website:<https://www.mines.edu/title-ix/>

- Human Resources website:<https://www.mines.edu/human-resources/>

KEY WORDS

Discrimination, harassment, age, ancestry, creed, marital status, race, color, ethnicity, religion, national origin, sex, gender, gender identity, gender expression, disability, sexual orientation, genetic information, veteran status, military service

HISTORY & REVIEW CYCLE

For a complete policy statement and the most up-to-date procedures, please see the policy website. 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; February 8, 2019; and August 14, 2020.

Alcohol & Other Drugs Education & 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. Also see the Residence Life Policies and the Annual Campus Security and Fire Safety Report 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, 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 # @ 303-273-3200 o registrar@mines.edu; or Computing, Communications & Information Technologies # (CCIT) @ 303-273-3431 or complete a request form at the Mines Help Center.

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

The Family Educational Rights and Privacy Act (FERPA) gives students who reach the age of 18 or who attend a post-secondary institution the right to inspect, review, and request amendment their own Education Records. At the post-secondary level, parents have no inherent rights to inspect, review, or request amendment to a student's Education Records. # Mines will provide an annual notice of rights under FERPA to students currently attending the University. # Mines may disclose information contained in a student's Education Record as set forth in the Mines Notice of Student Rights Under the Family Educational Rights and

Privacy Act of 1974. # Mines will securely destroy Education Records that are no longer required to be maintained using a method that renders the content irretrievable and illegible.

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: Dean of Students and 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)

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 <https://www.mines.edu/policy-library/ferpa-policy/>.

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, & 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. 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.

Office of Institutional Equity & Title IX

Pursuant to Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, and 34 CFR Part 106, Mines does not discriminate on the basis of sex in any of its education programs or activities, including admissions and employment.# All inquiries about the application of Title IX or Part 106 may be directed to Mines Title IX Coordinator or the Assistant Secretary of Education, U.S. Department of Education, or both:

Mines Title IX Coordinator is Carole Goddard.

Office: Title IX House, 1706 Illinois Street

Email: titleix@mines.edu

Phone: 303.273.3260

Website: <https://www.mines.edu/institutional-equity-title-ix/>

The Policy Prohibiting Sexual Misconduct, Discrimination, and Retaliation can be found here: <https://policylibrary.mines.edu/policy-prohibiting-sexual-misconduct-discrimination-and-retaliation/>

Additionally, student complaints of discrimination, harassment, and retaliation on the basis of a protected class [race, color, religion or creed, sex (including pregnancy, childbirth, related medical conditions, sexual orientation, gender identity, and gender expression), marital status, ethnicity, national origin, age, disability, genetic information, ancestry, and veteran status or military service], are managed through the Office of Equity & Title IX.

SpeakUP@MINES

Students and employees have an additional anonymous channel for reporting concerns through the Whistleblower Policy and the [@SpeakUP@Mines](https://www.mines.edu/speakup) 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 Aidwebsite.