General Information

2018-2019

Academic Calendar

The academic year is based on the early semester system. The first semester begins in late August and closes in mid-December; the second semester begins in early January and closes in mid-May.

Classification of Students

Degree seeking undergraduates are classified as follows according to semester credit hours earned:

<table>
<thead>
<tr>
<th>Undergraduate Year</th>
<th>Semester Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 to 29.9 semester credit hours</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30 to 59.9 semester credit hours</td>
</tr>
<tr>
<td>Junior</td>
<td>60 to 89.9 semester credit hours</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or more semester credit hours</td>
</tr>
</tbody>
</table>

Course Numbering & Subject Codes

Numbering of Courses

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

<table>
<thead>
<tr>
<th>Material</th>
<th>Level</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-199</td>
<td>Freshman Level</td>
<td>Lower Division</td>
</tr>
<tr>
<td>200-299</td>
<td>Sophomore Level</td>
<td>Lower Division</td>
</tr>
<tr>
<td>300-399</td>
<td>Junior Level</td>
<td>Upper Division</td>
</tr>
<tr>
<td>400-499</td>
<td>Senior Level</td>
<td>Upper Division</td>
</tr>
<tr>
<td>500-599</td>
<td>Master's Level</td>
<td></td>
</tr>
<tr>
<td>600-699</td>
<td>Doctoral Level</td>
<td></td>
</tr>
<tr>
<td>Over 700</td>
<td>Graduate Research or Thesis Level</td>
<td></td>
</tr>
</tbody>
</table>

Subject Codes:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBEN</td>
<td>Chemical &amp; Biological Engineering</td>
</tr>
<tr>
<td>CEEN</td>
<td>Civil &amp; Environmental Engineering</td>
</tr>
<tr>
<td>CHGC</td>
<td>Geochemistry</td>
</tr>
<tr>
<td>CHGN</td>
<td>Chemistry</td>
</tr>
<tr>
<td>CSCI</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CSM</td>
<td>General Studies; Skills Courses</td>
</tr>
<tr>
<td>EBGN</td>
<td>Economics &amp; Business</td>
</tr>
<tr>
<td>EENG</td>
<td>Electrical Engineering &amp; Computer Sciences</td>
</tr>
<tr>
<td>EGGN</td>
<td>Engineering - General</td>
</tr>
<tr>
<td>ENGY</td>
<td>Energy</td>
</tr>
<tr>
<td>EPIC</td>
<td>EPICs</td>
</tr>
<tr>
<td>ESGN</td>
<td>Environmental Science &amp; Engineering</td>
</tr>
<tr>
<td>GEGN</td>
<td>Geological Engineering</td>
</tr>
<tr>
<td>GEGX</td>
<td>Geochemical Exploration (Geology)</td>
</tr>
<tr>
<td>GEOC</td>
<td>Oceanography (Geology)</td>
</tr>
<tr>
<td>GEOL</td>
<td>Geology</td>
</tr>
<tr>
<td>GOGN</td>
<td>Geo-Engineering (Mining)</td>
</tr>
<tr>
<td>GPGN</td>
<td>Geophysical Engineering</td>
</tr>
<tr>
<td>HNRS</td>
<td>Honors Program</td>
</tr>
<tr>
<td>LAIS</td>
<td>Liberal Arts &amp; International Studies</td>
</tr>
<tr>
<td>LICM</td>
<td>Communication</td>
</tr>
<tr>
<td>LIFL</td>
<td>Foreign Languages</td>
</tr>
<tr>
<td>LIMU</td>
<td>Band; Choir</td>
</tr>
<tr>
<td>MATH</td>
<td>Mathematics</td>
</tr>
<tr>
<td>MEGN</td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>MNGN</td>
<td>Mining Engineering</td>
</tr>
<tr>
<td>MSGN</td>
<td>Military Science</td>
</tr>
<tr>
<td>MLGN</td>
<td>Materials Science</td>
</tr>
<tr>
<td>MTGN</td>
<td>Metallurgical &amp; Materials Engineering</td>
</tr>
<tr>
<td>NUGN</td>
<td>Nuclear Engineering</td>
</tr>
<tr>
<td>PAGN</td>
<td>Physical Education &amp; Athletics</td>
</tr>
<tr>
<td>PEGN</td>
<td>Petroleum Engineering</td>
</tr>
<tr>
<td>PHGN</td>
<td>Physics</td>
</tr>
<tr>
<td>SYGN</td>
<td>Core Sequence in Systems</td>
</tr>
</tbody>
</table>

Curriculum Changes

In accordance with the statement on Curriculum Changes, the Colorado School of Mines makes improvements in its curriculum from time to time. To confirm that they are progressing according to the requirements of the curriculum, students should consult their academic advisors on a regular basis, reference the online degree evaluation, and carefully consult any Catalog Addenda that may be published.

Part-Time Degree Students

A part-time degree student may enroll in any course for which he or she has the prerequisites or the permission of the department. Part-time degree students will be subject to all rules and regulations of Colorado School of Mines, but they may not:

1. Live in student housing;
2. Receive financial help in the form of School-sponsored scholarships or grants;
3. Participate in any School-recognized activity unless fees are paid;
4. Take advantage of activities provided by student fees unless such fees are paid.

Course work completed by a part-time degree student who subsequently changes to full-time status will be accepted as meeting degree requirements.

Seniors in Graduate Courses

With the consent of the student’s department/division and the Dean of Graduate Studies, a qualified senior may enroll in 500-level courses without being a registered graduate student. At least a 2.5 GPA is required. The necessary forms for attending these courses are available in the Registrar’s Office (http://inside.mines.edu/500-Level-Course-Enrollment). Seniors may not enroll in 600-level courses. Credits in 500-level courses earned by seniors may be applied toward an advanced degree at CSM only if:

1. The student gains admission to the Graduate School.
2. The student’s graduate committee agrees that these credits are a reasonable part of his graduate program.
3. The student provides proof that the courses in question were not
counted toward those required for the Bachelor's Degree.
4. Graduate courses applied to a graduate degree may not count toward
eligibility for undergraduate financial aid. This may only be done if a
student has been admitted to a Combined BS/MS degree program
and has received the appropriate prior approvals.

Undergraduate students enrolled in graduate-level courses (500-
level) are graded using the graduate grading system. See the CSM
Graduate C (catalog.mines.edu/graduate/generalregulations/
graduategradingsystem/catalog) for a description of the grading system
used in graduate-level courses.

Course Substitution

To substitute credit for one course in place of another course required as
part of the approved curricula in the catalog, a student must receive the
approval of the Registrar, the heads of departments of the two courses,
the head of the student's option department. There will be a periodic
review by the Office of the Executive Vice President for Academic Affairs.
Forms for this purpose are available in the Registrar's Office (http://
inside.mines.edu/Bulletin-Change).

Change of Catalog

It is assumed that each student will graduate under the requirements of
the catalog in effect at the time of most recent admission. However, it is
possible to change to any subsequent catalog in effect while the student
is enrolled in a regular semester.

To change catalogs, a form obtained from the Registrar's Office is
presented for approval to the head of the student's option department.
Upon receipt of approval, the form must be returned to the Registrar's

Students' Use of English

All Mines students are expected to show professional facility in the use of
the English language.

English skills are emphasized, but not taught exclusively, in most of the
humanities and social sciences courses and EPICS as well as in option
courses in junior and senior years. Students are required to write reports,
make oral presentations, and generally demonstrate their facility in the
English language while enrolled in their courses.

The LAIS Writing Center (http://inside.mines.edu/LAIS-Writing-Center) is
available to assist students with their writing. For additional information,
contact the LAIS Division, Stratton 301: 303-273-3750.

Summer Sessions

The summer term is divided into two independent units. Summer
Session I is a 6-week period beginning on Monday following Spring
Commencement. Summer Session II is a 6-week session which
immediately follows Summer Session I.

Dead Day

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 Dead 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 EXAMINATIONS POLICY

This policy covers out-of-class exams for all undergraduate and
graduate level 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 from 7:30 pm to 9:00
pm. Exams are limited to these 90 minutes.
- No course may request more than 4 evening common exam periods
in a single semester. (Final exams are not included as part of this
limitation.)
- 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. Specific classes that are exempted from this
policy are graduate courses that meet the following criteria: Graduate
courses that are numbered 6XX or Graduate courses that have
fewer than 20 registered students. For these courses, outside of
normal class time exams should be specifically scheduled in the
course syllabi that are provided to the students at the beginning of
the semester. If the exam is not scheduled in the syllabus, it should
be scheduled a minimum of three weeks in advance and be at a
time that does not significantly inconvenience any of the students
registered in the class.

Any graduate course that is co-taught with an undergraduate course
and schedules examinations for both the undergraduate and graduate
versions of the course at the same time is not exempted from this policy.

Course conflicts

Regularly scheduled evening courses that meet partially or completely
during this time of 7:30pm – 9:00pm, 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.

For the complete Common Exam policy, please refer
to: https://inside.mines.edu/UserFiles/File/registrar/

Final Examinations 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.)

Full-time Enrollment

Full-time enrollment for certification for Veterans Benefits, athletics, loans, most financial aid, etc. is 12.0 credit hours per semester for the fall and spring semesters. Full-time enrollment for Summer Session I and Summer Session II combined is 12.0 credit hours.