

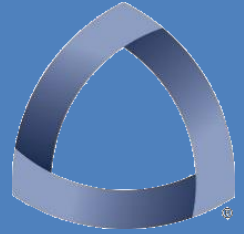
# Combined Undergraduate (BS) and Graduate (MS or PhD) Degree Programs



**COLORADO SCHOOL OF MINES**

EARTH • ENERGY • ENVIRONMENT

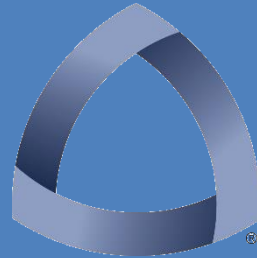
# Graduate Admissions



**Guggenheim**  
**1500 Illinois Street**  
**Golden, CO 80401**

**[grad-app@mines.edu](mailto:grad-app@mines.edu)**  
**P: 303-273-3247**

# Admissions Procedures



1. Contact the academic department offering the graduate portion of the degree or the Graduate Office to determine specific admissions requirements.
  - GRE scores and letters of recommendation may be waived by some departments.
2. Submit a Graduate Admissions Application to the Office of Graduate Studies.
  - Your Application should be submitted during your Junior year.
  - You will need to submit your application for the semester after you graduate
    - EX: Graduation Date: Fall 2016
    - Application Term: Spring 2017
3. Students must be admitted prior to the close of the drop/add period in the last semester of their senior year.
4. Once accepted to a combined program, students must maintain a 3.0 GPA each semester of their program (B.S. and M.S.)



# Graduate Student Services

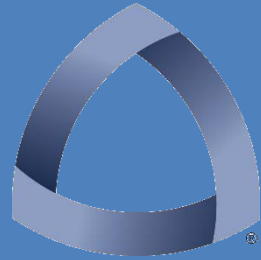


Guggenheim  
1500 Illinois Street  
Golden, CO 80401

[sbeach@mines.edu](mailto:sbeach@mines.edu)  
[raungst@mines.edu](mailto:raungst@mines.edu)

Phone: 303-273-3247

# Registration Rules and Policies



## All coursework used towards a CSM graduate degree must:

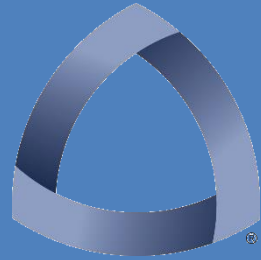
- Meet graduate school requirements
- Must earn C- or better in courses
- Be approved by your advisor
- Be listed on your Admission to Candidacy form

Combined students must register as a graduate student at least one semester prior to receiving their graduate degrees.

Coursework applied to a graduate degree, but taken while an undergraduate may be taken as double count, graduate credit only credit or transfer credit.

All CSM graduate students are limited to using 9 credits of 400-level coursework towards a graduate degree. This is inclusive of every type of credit.

# Registration Rules and Policies

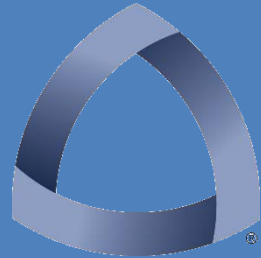


## **Double Count Credit:** (courses taken while an undergraduate)

- Students must be admitted to a combined program.
- Credits count towards both the undergraduate and graduate degree.
  - Complete the 500-Level form & indicate that the courses will be used toward both the UG & GR degrees. Check box 2.
- Only applicable to 36 & 38 credit master's degrees.
- Maximum of six credits may be applied to GR degree.
- Courses remain on undergraduate transcript.
- Courses count towards the undergraduate GPA.
- Eligible for undergraduate financial aid.
- Eligible for COF.



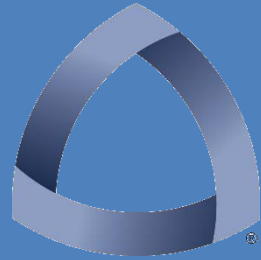
# Registration Rules and Policies



## Graduate Only Credit: (courses taken while an undergraduate)

- Students must be accepted to a combined program by census day of the semester these courses are taken. *If not accepted, the courses will count as transfer credit & are subject to transfer credit limitations.*
- Courses cannot be used to fulfill any undergraduate degree requirements.
- Must complete the 500-Level form & indicate that the courses will be used for Graduate Credit Only. Check box 3.
- No limitation on number of credits.
- Courses count towards graduate GPA.
- Courses will be move to the graduate transcript after UG degree awarded.
- Not eligible for undergraduate financial aid.
- Not eligible for COF.

# Registration Rules and Policies



## Transfer Credits: (courses taken while an undergraduate)

- Transfer credit limitations apply.
- Cannot use courses towards undergraduate degree.
  - For 500-Level courses, complete the 500-Level form & indicate that the courses are to be used for Graduate Credit Only.
    - Check box 4.
  - For 400-level courses, contact the Registrar to tell them not to use the course towards the UG degree.
- Courses remain on undergraduate transcript.
- Courses count towards undergraduate GPA.
- Not eligible for undergraduate financial aid.
- Not eligible for COF.



# TRANSFER CREDITS

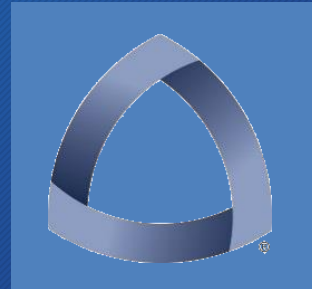
Subject to Advisor/Committee Approval

<i>Degree</i>	<i>Credits Required for Degree Program</i>	<i>Maximum Allowable Double Count Credits</i>	<i>Maximum Allowable Transfer Credits</i>
Combined Student BS/Master's	30	0	9
Combined Student BS/Master's (Non-Thesis)	36 - 38	6	15
Combined Student BS/Master's (Thesis)	36-38	6	9
Combined Student BS/PhD	72 - 90	6	24*
Master's Degree (Thesis & Non-Thesis)	30	0	9
Master's Degree (Non-Thesis)	36 - 38	0	15
Master's Degree (Thesis)	36 - 38	0	9
PhD Degree -transferring in a <u>Thesis based Master's degree</u> from any university other than CSM	72 - 90	0	36*
PhD Degree - transferring in a <u>Non-Thesis based Master's degree</u> from any university other than CSM -or- <u>transferring graduate level courses</u> from any university other than CSM	72 - 90	0	24*

\* PhD's - transfer credits are not cumulative, maximum allowed is either 24 if non-thesis or 36 if thesis (i.e. cannot transfer 2 master's degrees).

Graduate students are limited to a maximum of 9 credit hours of 400-level courses including double counted, transfer and graduate credit only.

# Registrar's Office

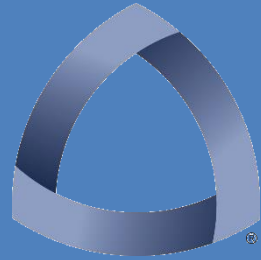


Student Center 018  
1600 Maple Street  
Golden, CO 80401

[registrar@mines.edu](mailto:registrar@mines.edu)

P: 303-273-3200

# Registrar information



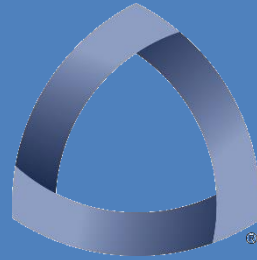
## Overview of 500-level Course Request form

The 500-Level Form serves two distinct purposes:

- Course instructor provides 'level' override so the student can register the student for graduate level courses (process similar to blue Registration Action form);
- And-
- The student and advisor determine how the course will be applied toward graduation requirements: Undergraduate; Graduate; or both degrees.



# Registrar information



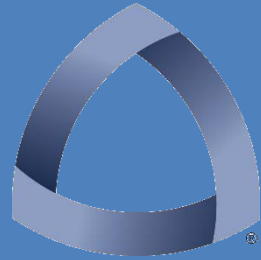
Summary of how Registrar's Office processes the form.  
Four distinct scenarios exist:

## Scenario One:

Undergraduate student requests 500-level course for undergraduate credit

- Override entered
- Student registers
- Copy provided to Financial Aid Office
- COF stipend applied (if COF-eligible Colorado resident)
- Course placed on undergraduate transcript
- Course remains on undergraduate degree audit; applicable to undergraduate requirements and GPA

# Registrar information

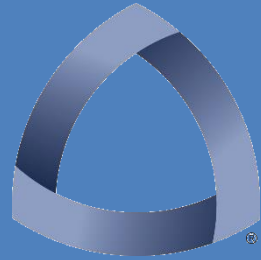


## Scenario Two:

Undergraduate student requests 500-level course for double-counting toward bachelor's and master's degrees

- Override entered
- Student registers
- Copy provided to Financial Aid Office
- COF stipend applied (if COF eligible Colorado resident)
- Course placed on undergraduate transcript; available for transfer
- Course remains on undergraduate degree audit; applicable to undergraduate requirements and GPA

# Registrar information



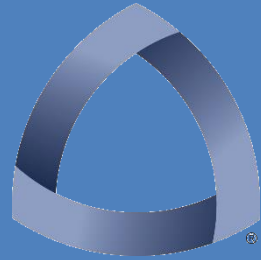
## Scenario Three:

Undergraduate student (approved for combined program) requests 500-level course for graduate credit

- Override entered
- Student registers
- Copy provided to Financial Aid Office
- COF stipend suppressed (or removed if previously applied)
- Course placed on graduate transcript
- Course pushed out of undergraduate degree audit



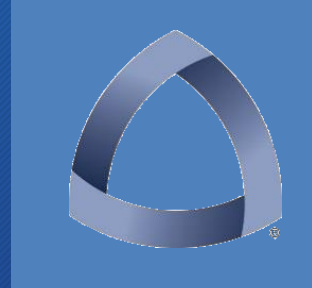
# Registrar information



## Scenario Four:

- Undergraduate student requests 500-level course for graduate credit; not yet in a combined program, but planning for future transfer
  - Override entered
  - Student registers
  - Copy provided to Financial Aid Office
  - COF stipend suppressed (or removed if previously applied)
  - Course placed on undergraduate transcript; available for transfer
  - Course pushed out of undergraduate degree audit; but still used in calculation of undergraduate GPA

# Financial Aid



Financial Aid Office  
1200 16th Street  
Golden CO 80401

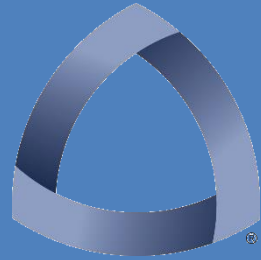
[finaid@mines.edu](mailto:finaid@mines.edu)

P: 303.273.3301

## Dollars and Cents

How Participation in the Combined Degree Program  
Affects the Amount of Aid you Receive

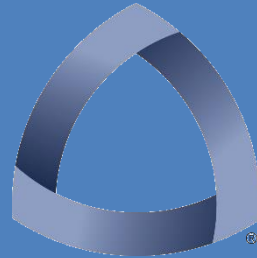
# What types of aid does this affect?



- If you are receiving any of these forms of funding, you are affected:
  - Merit Scholarship
  - Outside Scholarship
  - Federal Grants
  - State Grants
  - CSM Grants
  - Work Study
  - Federal Loans
  - Alternative Loans



# What degree are you pursuing?



- Financial Aid can only pay toward one degree at a time
  - If you have received your undergraduate degree, you are a graduate student.
  - If you have not received your undergraduate degree, you are still an undergraduate student.
- Financial Aid will only pay for the credits for that degree.
  - If you are seeking your undergraduate degree and your 500-level class counts for undergrad only or *both* undergrad and grad, there is no change to your financial aid.
  - If you are seeking your undergraduate degree and your 500-level class counts for grad credit only, it does not count for financial aid.

# + Example 1: 12 total credits, 3 GRAD

## Resident Tuition Charges

- 9 UG Credits:\$4437
- 3 GR Credits:\$2877
- Fees for 12 credits:\$1064.03
- Total:\$8378.03

## Junior-Level Financial Aid

- Merit (\$2500):\$2500
- Sub Loan (\$2250):\$2250
- Unsub Loan (\$1000):\$1000
- Total (\$5750):\$5750.00

## + Example 2: 12 total credits, 9 GRAD

### Resident Tuition Charges

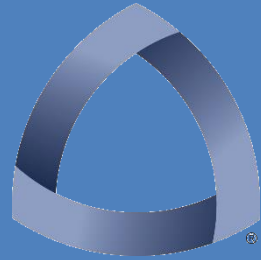
- 3 UG Credits:\$1479
- 9 GR Credits:\$7395
- Fees for 12 credits:\$1064.03
- Total:\$9938.03

### Junior-Level Financial Aid

- Merit (\$2500):\$1479 (*can't be more than UG tuition*)
- Sub Loan (\$2250):\$0
- Unsub Loan (\$1000):\$0
- Total (\$5750):\$1479
- *Existing loans could enter repayment!*

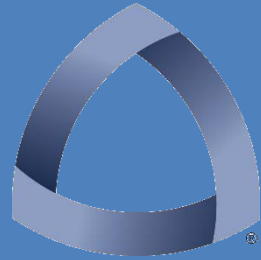


# Example 3: 12 total credits, all GR



- No Merit Scholarships
- No Federal/State/Institutional Scholarships
- No Grants
- No Federal Loans
- All expenses are out of pocket

# What to do?



- Ask Financial Aid BEFORE the semester begins.
- Come to FA with your academic plan to see how it will affect your awards
- [finaid@mines.edu](mailto:finaid@mines.edu)
- Open 8am – 5pm, Monday through Friday
- Located behind the cashier in the Student Center