



**COLORADO**SCHOOLOF**MINES**

*2012-13 Federal Compliance Report prepared for Higher Learning  
Commission.*

*Higher Learning Commission  
Federal Compliance Report  
March 22, 2013*

## **ASSIGNMENT OF CREDITS, PROGRAM LENGTH, AND TUITION**

Colorado School of Mines courses offered for credit are based on semester hours. Fall and spring semesters are 17 weeks long, including one week for final exams. Two summer sessions are offered and are six weeks long. The academic school [calendar](#) is available on the Mines website. As stated in the [Undergraduate](#) and [Graduate](#) Bulletins, the number of times a class meets during the week (for lecture, recitation, or laboratory) determines the number of semester hours assigned to that course. Class sessions are normally 50 minutes long and represent one hour of credit for each hour meeting per week. Two to four hours of laboratory work per week is equivalent to one semester hour of credit. This is consistent with the Department of Higher Education (DHE) [guidelines](#).

Colorado School of Mines has the highest admissions standards of any public university in Colorado and among the highest of any public university in the nation. We offer Bachelor of Science (BS), Master's of Science (MS), Master's of Engineering (ME), Professional Master's (MP), Doctor of Philosophy (PhD), and Doctor of Philosophy Inter-disciplinary (PHI) degrees.

Academic Affairs invites external Visiting Committees to campus to act as advisory bodies charged by the President to assess and facilitate programmatic and operational developments within academic units and to report findings to the President. The purpose and procedures of the visiting committees are outlined in the [Academic Affairs Procedures Manual](#). A schedule of recent and upcoming visits from these committees is available. In addition to the oversight of Visiting Committees, eight of our 13 degree programs are ABET accredited and the Department of Higher Education reviews and approves degree programs as they relate to the school's mission.

Students receive a copy of their respective course bulletin at the time of orientation and it is available on the school's website. The bulletin includes degree requirements including length, credit hour details and descriptions of the courses. Academic departments propose changes to the courses and degree requirements to undergraduate and graduate councils of the Faculty Senate. If approved by the respective councils, the Faculty Senate makes recommendations to the Provost for final approval. The Mines Board of Trustees reserves the right to change any course of study or any part of the curriculum to respond to educational and scientific developments.

Tuition and fees are established by the Board of Trustees of the Colorado School of Mines following an annual budget process and action by the General Assembly and Governor. The [approved budget, tuition rates, fees and other charges](#) are available on Mines' website. Tuition and fees are assessed to cover the cost of instruction and other student services common to a university setting. Students enrolling in 15 or more hours of undergraduate courses or 9 or more hours of graduate courses for the fall and spring semesters are considered full time for tuition purposes and assessed the same tuition. Non-resident tuition rates apply to those who do not meet the specific requirements for establishing [residency](#) for tuition classification, as are prescribed by state law (Colorado Revised Statutes § 23-7-101, *et seq.*).

## **INSTITUTIONAL RECORDS OF STUDENT COMPLAINTS**

There are a number of policies and procedures that allow students to air a variety of grievances (for example, the general Student Complaint Process; the Sexual Harassment Complaint Process; the Unlaw-ful Discrimination Complaint Procedure). Electronic listings of these policies are located on the [Student Policy](#) website. Students are educated about these policies through various communications from the managing departments, [Undergraduate Bulletin](#), [Graduate Bulletin](#), [Faculty Handbook](#) and [Student Handbook](#). All students, however, are encouraged to begin with the Dean of Student's Office if interested in making a complaint (<http://inside.mines.edu/Student-Complaint-Process>). The Dean of Students assists students in determining what type of complaint they have and through which policy the complaint will move forward.

In the past three years, estimates of 25-30 complaints per year have been reported to the Dean of Students. Past complaints received have focused on food service, parking, faculty performance, hours of operation, holiday breaks, room reservations, Registrar's policies, withdraw process, child care, events with alcohol, pedestrian crosswalks, and financial support.

In response to complaints, the school has made changes to policies and procedures. Examples include:

- Extending the hours of the Slate Café and Food Court
- Changing the complete withdraw process for undergraduates
- Updating alcohol request processes

Additionally, several issues have been forwarded on to the Student Government Associations for follow-up.

With respect to sexual harassment complaints specifically, in 2011, in response to a complaint about the sexual harassment complaint resolution process, as well as in response to the April 4, 2011 "Dear Colleague Letter" from the Office of Civil Rights, the School revised its Sexual Harassment Policy and Complaint Procedure, which went into effect in May, 2012. One of the outcomes of the revision is that complaints are now tracked centrally by the Title IX Coordinator as of last summer. Since July 2012, there have been approximately 10 sexual harassment complaints involving students, which were resolved through the specified informal or formal complaint process. The Associate Dean of Students who handles the investigation of these complaints reports that prior to this year, he handled approximately five sexual harassment complaints per year. An improved training and education program related to sexual harassment and sexual assault began this academic year in compliance with the OCR Dear Colleague Letter. It is likely that better training and creating more awareness of what constitutes sexual harassment is in turn leading to an increase in complaints.

## **PUBLICATION OF TRANSFER POLICIES**

As stated in the [Undergraduate Bulletin](#), the Colorado School of Mines is a signatory to the Colorado Statewide Engineering Articulation Agreement, which can be viewed at <http://www.state.co.us/cche>. Beginning with admissions in 2003–2004, this agreement determines transferability of coursework for engineering students in the State of Colorado. All students transferring into Mines under the terms of the statewide agreement are strongly encouraged to be advised by the Mines Admissions Office on their planned course of study. Credits earned more than 10 years prior will not transfer. Additionally, as also defined in the Mines Bulletin, the Colorado School of Mines has formal transfer agreements with Red Rocks Community College (RRCC), Front Range Community College (FRCC), Community College of Denver (CCD), and Community College of Aurora (CCA).

The Bulletin states that “upon matriculation, a transfer student will receive the prescribed academic credit for courses taken at another institution if these courses are listed in a current articulation agreement and transfer guide between Mines and that institution. Credits earned more than 10 years in advance of admission will not transfer. When an articulation agreement does not exist with another institution, the transfer student may receive credit for a course taken at another institution, subject to review by the appropriate Mines department head or designate to ensure course equivalency.”

The [Undergraduate Transfer](#) website informs students that “courses with grades of C or better may be eligible for transfer credit. Please keep all course work (syllabus, graded quizzes and exams, homework assignments) from all math and science courses. Prior to awarding transfer credit, department advisers will likely request the materials to review. This is especially the case with calculus, advanced math, chemistry, physics, biology, computer science and any other engineering or applied science course work.” The student is notified by the Admissions Office regarding what courses will need additional review.

If a student is interested in applying to the Colorado School of Mines as a transfer student, the [transfer admission website](#) is a helpful, publicly available, resource. It describes the admissions requirements, recommended courses to take at either a 2 or 4-year college, and links to our transfer agreement programs.

## **PRACTICES FOR VERIFICATION OF STUDENT IDENTITY**

The Colorado School of Mines does not offer courses or programs through distance and correspondence education.

## **TITLE IV PROGRAM RESPONSIBILITIES**

### **General Program Responsibilities**

Colorado School of Mines is in good standing with its Title IV programs and has not had any sanctions or contingencies placed on awarding and/or disbursements of financial aid. There have also been no material weaknesses identified in the A-133 financial statements.

### **Financial Responsibility Requirements**

The Department of Education has not conducted a program review of financial aid in the last three years; however, the institution’s required annual audits (including the A-133, noted above) have identified no issues in the last three years.

### **Default Rates**

The student default rates are reported below. The 2011 3-year number will be available on March 25, 2013 and we would like to update that figure when it is available.

- 2009 2YR Official = 2.3%
- 2009 3YR Official = 3.2%
- 2010 2YR Official = 2.7%
- 2010 3YR Official = 3.2%
- 2011 2YR Official = 1.8%
- 2011 3YR Official = to be released March 25, 2013

Colorado School of Mines currently has a default rate comparable to other public 4-year schools in the state. The school is well below the threshold the Department allows and therefore submission of a corrective plan to the Department for default prevention has been unnecessary. In an effort to at least maintain, and preferably decrease, the current default rate, the school has become more proactive with those students who become delinquent upon graduation. Currently,

in-person Exit Counseling is provided for those students who wish to attend and is required for those students with over \$30,000 in student loans.

Private Lender Information – Mines does not have a preferred lender list for the private/alternative loan lenders. The Financial Aid Office continues to search for “open” websites to provide a link that would contain information for all of the lenders in one place. Families generally have identified preferred lenders based on the experience of siblings or parents who have used them in the past. The Financial Aid Office certifies any private loan that the family would like to use regardless of whether they are part of the Education Loan Management (ELM) system. The Financial Aid Office is prepared to handle paper applications, paper certifications and paper checks if the family chooses a lender that is not part of ELM.

Institutional loans - The Colorado School of Mines Foundation holds the accounts of five institutional loans which can be offered to students (i.e. Parsons, Combined, Foundation Board, Welch and Lewis). These loans were created by donors to help students towards graduation and are awarded to students with need by the Financial Aid Office. All loans are a fixed 5% (except for the Welch which is 0%) with a six-month grace period. Students must complete a promissory note with a co-signer’s information and signature along with the required self-certification statement. Once that is completed, students will receive the required application and solicitation information and the loan is held for three business days prior to disbursement.

### **Campus Crime Information, Athletic Participation and Financial Aid, and Related Disclosures**

The Department of Public Safety coordinates with law enforcement agencies in ensuring that criminal laws are followed on campus. The office complies with federal requirements for disclosing campus crime information. The Clery Report, or [Annual Campus Security and Fire Safety Report](#), is available to the public.

As required in the Higher Education Opportunity Act (HEOA), Colorado School of Mines reports data through the U.S. Department of Education’s Integrated Postsecondary Education Data System (IPEDS). The Office of Institutional Research reports all portions of the [IPEDS submission](#) on a public website.

Information on the [Family Educational Rights and Privacy Act \(FERPA\)](#) is located on the Registrar’s website.

### **Student Right to Know**

The [Student Right to Know](#) website includes links to the various items listed above.

### **Satisfactory Academic Progress and Attendance Policies**

The Colorado School of Mines has the following policy on Satisfactory Academic Progress: [Keeping Your Financial Aid - Current Students](#) (Office of Financial Aid website). Satisfactory academic progress of [Undergraduate](#) and [Graduate](#) students is also addressed in the Undergraduate Bulletin and Graduate Bulletin. [Unsatisfactory Academic Performance](#) is also addressed in the Graduate Bulletin. [Attendance/absenteeism](#) is addressed in the Undergraduate Bulletin.

### **Contractual Relationships**

Colorado School of Mines does not have contractual relationships as defined by the HLC federal compliance program packet.

### **Consortial Relationships**

Colorado School of Mines does not have consortial relationships as defined by the HLC federal compliance program packet.

## **REQUIRED INFORMATION FOR STUDENTS AND THE PUBLIC**

Mines discloses its accreditation status with the Higher Learning Commission in the Undergraduate and Graduate Bulletins and on the Mines website. Page 7 of both the Undergraduate and Graduate Bulletin includes this statement: "Mines is accredited through the doctoral degree by the Higher Learning Commission (HLC) of the North Central Association, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413 – telephone (312) 263-0456." Information is also available on the school's [accreditation website](#).

Mines updates its [Undergraduate Bulletin](#), [Graduate Bulletin](#), [Student Handbook](#) and [Faculty Handbook](#) on a yearly basis. The Office of Academic Affairs is responsible for the Bulletins and Faculty Handbook. The Office of Student Life oversees the Student Handbook. Other institutional policies not contained in Bulletins or Handbooks are updated on an on-going basis and are posted on the [Policy website](#), which was created in 2009. Printed material and website information are reviewed by appropriate vice presidents to ensure accuracy and up-to-date information.

Since Mines' previous accreditation visit, significant updates have occurred as overseen by the Office of Public Relations. The Mines website re-development project was completed in 2007-2008 with the assistance of an external contractor specializing in marketing and branding. [Public Relations](#) developed an Editorial Style Guide, Graphic Standards Guide, various templates, stock photos, logos, and branding graphics. These efforts demonstrate that Mines attempts to present a consistent, accurate presence for the institution.

Printed materials, Bulletins and the Mines website all serve to assist the various offices on campus with accurate information for prospective students, parents, alumni, and other constituents about our current policies, programs, and location.

## **ADVERTISING AND RECRUITMENT MATERIALS AND OTHER PUBLIC INFORMATION**

The welcome sections of the Undergraduate and Graduate Bulletins include the following statement: "Mines is accredited through the doctoral degree by the Higher Learning Commission (HLC) of the North Central Association, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413 – telephone (312) 263-0456." The accreditation website also includes this information along with the Mark of Affiliation and is located at: <http://inside.mines.edu/Accreditation>.

Prospective and current student materials including the course bulletin, student handbook, [prospective student website](#), [admissions website](#), and printed materials created by undergraduate admissions, graduate school, public relations, departmental units and others all serve to educate students about Mines' programs, locations and policies. These materials are reviewed on an annual basis by the responsible office. The school provides all incoming students with a student handbook, which includes many of the campus policies. The handbook also provides a link to the school's [Student Policy](#) website so students can learn about the rest of the campus policies.

## **REVIEW OF STUDENT OUTCOME DATA**

Undergraduate programs submit an annual assessment report that describes student learning outcomes, the process for assessing outcomes, and actions taken to make improvements. Outcomes are included on each program's website and the list of actions taken are also included in relevant ABET self study reports.

Individual departments and the Core Curriculum Committee coordinate assessment of core outcomes. Documentation of outcomes and improvements are in the ABET self study reports, on the [Core website](#), and in [assessment newsletters](#).

Institutional level objectives and student learning outcomes for both Ph.D. and Master's-level graduate programs have been developed by the Dean of Graduate Studies and approved by the academic community. These are published in the Graduate Bulletin. The Dean has pilot tested various graduate assessment activities and disseminated the results of this testing to the programs and the institutional Assessment Committee. The Dean is working with the Assessment Committee to begin requiring the submission of annual assessment reports and documentation of assessment activities and documentation of program specific objectives and student learning outcomes.

Several offices/areas in Student Life (Residence Life, CSM101, Center for Academic Services and Advising, Greek Life-in progress) have developed learning outcomes and use their assessment results to plan future programming.

### **STANDING WITH STATE AND OTHER ACCREDITING AGENCIES**

Colorado School of Mines maintains the following professional program accreditations and their current status. In the past five years, no sanctions or adverse actions have occurred with any of the agencies listed.

ABET Accredited Degree Programs

<b>Current Degree Program</b>	<b>Accreditation Dates</b>	<b>Date of Next Comprehensive Review</b>
Chemical and Biochemical Engineering	2010-Present	2012-2013
Chemical Engineering	1956-Present	2012-2013
Engineering Physics	1977-Present	2012-2013
Engineering	1983-Present	2012-2013
Geological Engineering	1936-Present	2012-2013
Geophysical Engineering	1953-Present	2012-2013
Metallurgical and Materials Engineering	1936-Present	2012-2013
Mining Engineering	1936-Present	2012-2013
Petroleum Engineering	1936-Present	2012-2013

American Chemical Society Approved Degree Programs

Current Degree Program	Approval Dates	Date of Next Comprehensive Review
Chemistry – BS Applied Chemistry – MS and PhD	June 5, 2012	2015

The Colorado Commission on Higher Education (CCHE) and the Colorado Department of Higher Education (CDHE) has statutory requirements to coordinate with universities regarding statewide policies and goals. As a public university, Colorado School Mines provides information to the state on performance contracts, budgets, admissions, completions, and financial aid on a routine basis as required.

**PUBLIC NOTIFICATION OF OPPORTUNITY TO COMMENT**

The Colorado School of Mines has complied with the stated HLC policy regarding public notification of the upcoming evaluation visit and invitation for third-party comment via the institution’s website, alumni newsletter, and a press release to the community. It also has provided an email notice to campus that was distributed to students, faculty, and staff. The template provided by the Higher Learning Commission’s website was used as a model for all these announcements. The [Third Party Comment news release](#) can be reviewed in the school’s public newsroom.

**INSTITUTIONAL CONTACT FOR FEDERAL COMPLIANCE REPORT**

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**APPENDIX A: ASSIGNMENT OF CREDIT HOURS**

**Part One: Institutional Calendar, Term Length, and Type of Credit**

Terms		Column 1 Term Length: Number of weeks	Column 2 Number of Starts
Semester / Trimester Calendar	Standard Format: 14-17 week term	<u>16 weeks</u>	<u>2 starts – fall term and spring term</u>
	Compressed Formats: 4, 8 or other week terms within the semester calendar <sup>1</sup>	<u>None</u>	
	Summer Term	<u>One term divided into two 6-week sessions</u>	<u>2 starts – mid-May and end in June</u>

**Part Two. Format of Courses and Number of Credits Awarded**

**Term and Length: Fall 2012, 16 week term**

# Credits Awarded	Instructional Time	Course Formats						
		1. FTF Courses	2. Mixed FTF Courses	3. Distance Courses	4. Corresp Courses	5. Independent/Directed Study Courses	6. Weekend College	7. Internship/ Practica Courses
Sample Row: 3 Credits	# of courses	119	24	57	14	2	20	4
	# of meetings	15-45	15-30	15	4-8	3-14	6	6-10
	Meeting length	1-3 hrs.	1-2 hrs.	1 hr.	1-2 hrs.	.5-3 hrs.	4 hrs.	1-4 hrs.
1 Credit	# of courses	78				7		
	# of meetings	15-75				1-15		
	Meeting length	1-3				1-3		
2 Credits	# of courses	24				20		
	# of meetings	15-45				2-30		
	Meeting length	1-3				1-15		
3 Credits	# of courses	380		1		77		
	# of meetings	30-45		3		3-45		
	Meeting length	1-1:30		1-2		1-15		
4 Credits	# of courses	39				3		
	# of meetings	60				4-60		
	Meeting length	1-3				1-15		
5 Credits	# of courses					2		
	# of meetings					5-75		
	Meeting length					1-15		
6 Credits <sup>1</sup>	# of courses					10		
	# of meetings					6-90		
	Meeting length					1-15		
1.5 Credits <sup>1</sup>	# of courses	10				1		
	# of meetings	15				15		
	Meeting length	1:30-3				1:30		
2.5 Credits <sup>1</sup>	# of courses	3						
	# of meetings	45-60						
	Meeting length	1-3						
3.5 Credits <sup>1</sup>	# of courses	4						
	# of meetings	30						
	Meeting length	1:15-3:30						
4.5	# of courses	2						

Credits <sup>1</sup>	# of meetings	60						
	Meeting length	1-2						

<sup>1</sup> Institutions offering courses with **six or more credits awarded** should list those courses in these spaces. Identify the number of credits awarded in the first column. Add additional rows, if needed. **In a separate attachment, identify the course(s) and explain the reasoning behind the credit allocated to those courses.**

Independent Study courses require at least 25 hours of work to earn one semester credit hour, well in excess of the minimum requirement. Some students meet multiple times each week with the professor (especially for research projects and senior design). For other projects the student and professor may meet in person less, but the student completes the required hours of work independently on the project.

**Part Three: Policy on Credit Hours**

The institution has a policy specific to the assignment of credit:

Yes\*                       No

The institution has policies specific to the assignment of credit at the following levels (check all that apply):

Institution-wide                       Delivery format specific  
 Department-specific                       Program specific

*\*Include the institution's credit hour policy in the attachments to this worksheet.*

From the Undergraduate Bulletin 2012-2013

<http://bulletin.mines.edu/undergraduate/undergraduateinformation/undergraduategradingsystem/>

**Semester Hours**

The number of times a class meets during a week (for lecture, recitation, or laboratory) determines the number of semester hours assigned to that course. Class sessions are normally 50 minutes long and represent one hour of credit for each hour meeting. Two to four 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 credit hours 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.

From the Graduate Bulletin 2012-2013

<http://bulletin.mines.edu/graduate/generalregulations/>

### Semester Hours

The number of times a class meets during a week (for lecture, recitation, or laboratory) determines the number of semester hours assigned to that course. Class sessions are normally 50 minutes long and represent one hour of credit for each hour meeting. Two to four 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.

### Part Four: Total Credit Hour Generation

Identify the typical number of credits of a full-time or part-time undergraduate and graduate student takes during a regular term.

A minimum of 12 hours are required for full-time undergraduate status.  
A minimum of 9 hours are required for full-time graduate status.

The average load for a full-time undergraduate is 16 credit hours.  
The average load for a full-time graduate student is 11.69 credit hours

Provide the headcount of students earning more than this load in the most recent fall and spring semesters/trimesters or the equivalent for quarters or non-standard term institutions.

Most Recent Fall Term       (identify the year)

Most Recent Spring Term       (identify the year)

### Part Five: Clock Hours

Answer YES to the statement below **only if your institution offers any programs in clock hours OR that must be reported to the U.S. Department of Education in clock hours for Title IV purposes even though students may earn credit hours for graduation from these programs.** For example, any program that prepares students for a licensed or professional discipline may need to be reported in clock hours to the Department.  
Check with the institution's financial aid officer to determine if the institution has programs of this nature. Such programs typically include those required to be identified in clock hours for state licensure of the program or where completing clock hours is a requirement for graduates to apply for licensure or authorization to practice the occupation. Such programs might include teacher education, nursing, or other programs in licensed fields.

The institution reports clock hours to the U.S. Department of Education with regard to some programs for Title IV purposes:

Yes       No

## Supporting Materials

The institution should include with this document the following supporting materials:

- Copies of all applicable policies related to the assignment of credit in .pdf format.

From the Undergraduate Bulletin 2012-2013

<http://bulletin.mines.edu/undergraduate/undergraduateinformation/undergraduategradingsystem/>

From the Graduate Bulletin 2012-2013

<http://bulletin.mines.edu/graduate/generalregulations/>

- A copy of the catalog or other document in .pdf format that contains course descriptions and applicable credit hour assignments.

Course descriptions and credit hour assignments are located on the [Course Bulletin](#) website. Course information is located in the departments and programs section of either the undergraduate or graduate bulletin.

- The catalog or other document in which the institution has marked or highlighted any course that is provided by the institution in non-standard terms or compressed format for the term reported. This information can also be provided on a separate list that identifies those courses and how to find them in the course catalog.

No non-standard courses to report.

- The course schedule for the most recent completed fall and most recent completed spring terms with times and meeting dates for all classes at all locations and by delivery format. If the course schedule is not available as a separate document, include a URL to access this information online. If a password is required to access this information, include that password.

Public Link: [https://banner.mines.edu/prod/owa/bwckschd.p\\_disp\\_dyn\\_sched](https://banner.mines.edu/prod/owa/bwckschd.p_disp_dyn_sched)