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

Guggenheim
1500 Illinois Street
Golden, CO 80401

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
raungst@mines.edu

Phone: 303-273-3247
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.
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.
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

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

* 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.
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.
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
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
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
- Open 8am – 5pm, Monday through Friday
- Located behind the cashier in the Student Center