

Guidelines for credit qualifications

What to look for when searching for technical courses that have not been pre-approved:

- For the registrar to evaluate a course for transfer credit, there must be a very detailed course description or syllabus. If you can't find a detailed course description for a class, you may need to request a syllabus from the host university.
- At least 85% of the content of the host university's course must be similar to the Mines course you are trying to get credit for

What to look for when searching for HASS classes to take abroad:

- **100/200 level:** If the title says "introduction to..." then it's usually a 100 or 200-level. These lower level classes are usually quite general/broad, a survey course.
 - To distinguish between 100 and 200 evaluate syllabus, and look for a) readings. Are students reading primary texts? Are they reading academic work? Popular magazines? How many pages? b) The assessment/graded work.
 - To earn 200-level credit, a student needs to produce academic research papers, not just "response" papers, which are "how do you feel about...." exercises. Journals are not academic. The 200-level is a more rigorous investigation of the subject, requiring *some* primary texts and a couple of short academic papers.
- **300-level:** Usually has one or more pre-reqs, and is narrower in focus or goes deeper into a discipline. For example, at Mines we have a 200-level Intro to Philosophy class, a 300-level Ethics class, and a 400-level Environmental Philosophy & Policy class. You can see how things get narrower as you increase the level.
 - For a 300-level there should be considerable reading of primary texts (EX: an ethics class reads *about* Aristotle, and then texts that Aristotle wrote). There isn't a specific number of pages required--reading a novel and reading Kant are very different propositions.
 - There should be considerable academic writing--research papers, or at least papers that require citations.
- **400-level:** These are more difficult to get approved as they usually have pre-reqs students haven't taken and are the narrowest in focus.
 - They should be seminars, meaning students need to participate in class discussions.
 - They should use primary texts
 - Must have a "big" paper (minimum 12pp) where the student develops an extended argument using academic sources.
 - Any grad course will meet the 400-level requirement

- **Other important notes:**

- “Skills” classes (e.g., Public Speaking, Music Performance, Accounting) come in as free electives. The H&SS requirement is more theory-based.
- Foreign Languages DO count as HASS credits because they usually have a strong cultural aspect.
- Economics classes DO count as HASS credits
- Business courses DO NOT count as HASS credits
- Students often think they have to find similar/identical classes at Mines to correlate to a class from elsewhere. That's not the case, at all. In fact, if a student is going to Australia for a semester, by all means take the Aboriginal Studies class--you'll never have that at Mines!