

## 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!