500-Level Course Enrollment

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Undergraduate senior-level students have the option to register for Graduate-level courses without being a registered Graduate student. (Please see the Class Standing page for more
information on the requirements for senior-level standing.) At least a 2.5 GPA is required. The 500-Level form for attending these courses is submitted to the Registrar’s Office along with all approval to registrar@mines.edu.

In obtaining approval signatures, the normal sequence is to obtain the instructor signature first, then the advisor signature, and finally the signature of the Graduate Studies Office representative. However, if the student needs additional information regarding the transcript options, the Graduate Studies Office can be consulted (and approval obtained) before the advisor signature is obtained.

Credits earned in 500-level courses may be applied toward a graduate degree at Mines only if:

1. The student gains admission to the Graduate School. If the student is enrolled in a Combined Bachelors/Masters program, he or she must be accepted to the program before census day of the semester in which he or she takes the course/s to have the courses displayed on the graduate transcript rather than the undergraduate transcript.

2. The student’s graduate committee agrees that these credits are a reasonable part of his or her graduate program.

3. The student provides proof that the course/s in question was not counted towards those required for the Bachelor’s degree unless the course is part of the 6.0 credit hours that can be double counted towards both the Bachelor and Masters degrees.

4. Graduate courses applied to a graduate degree may not count toward eligibility for undergraduate financial aid. This may only be done if a student has been admitted to a Combined BS/MS program and has received the appropriate prior approvals.

Undergraduate students may not enroll in 600- or 700-level
To enroll in a graduate course as an undergraduate student, you must meet the following requirements:

1. Senior-level academic standing (see Student Classification for more information).
2. Minimum 2.5 GPA

The necessary forms for attending these courses are available in the Registrar’s Office. The signatures required should be obtained in order:

1. Instructor’s signature
2. Advisor’s signature
3. Graduate Studies Office representative’s signature

However, if the student needs additional information regarding the transcript options, the Graduate Studies Office can be consulted (and approval obtained) before the advisor signature is obtained.

Credits earned in 500-level courses may be applied toward a Graduate degree at Mines only if all below conditions are met:

1. The student is accepted and gains admission to the Graduate School. If the student is enrolled in a Combined Bachelor’s/Master’s program, he or she must be accepted to the program before census day of the semester in which he or she takes the course/s to have the courses displayed on the graduate transcript rather
than the undergraduate transcript.

2. The student’s graduate committee agrees that these credits are a reasonable part of his or her graduate program.

3. The student provides proof that the course/s in question was not counted towards those required for the Bachelor’s degree unless the course is part of the 6.0 credit hours that can be double counted towards both the Bachelor and Masters degrees.

4. Graduate courses applied to a graduate degree may not count toward eligibility for undergraduate financial aid. This may only be done if a student has been admitted to a Combined BS/MS program and has received the appropriate prior approvals.

Undergraduate students may not enroll in 600- or 700-level courses.

Contact
Registrar’s Office
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303-273-3200
FAX: 303-384-2253

Hours:
Mon-Fri, 8 am-5 pm
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