

TRANSFER AGREEMENT

FRONT RANGE COMMUNITY COLLEGE

AND

COLORADO SCHOOL MINES

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## TRANSFER AGREEMENT

Between

Colorado School of Mines and Front Range Community College

### Introduction

This document describes transfer procedures and course equivalences between Colorado School of Mines (Mines) and Front Range Community College (FRCC), and is intended for use by students who wish to transfer from FRCC to CSM prior to, or upon completion of, their AA or AS degree. This document does not apply to current Mines students wishing to fulfill individual Mines course requirements with courses taken at FRCC. This guide contains the following information:

- 1) admission criteria and procedures at CSM
- 2) policies on the transfer of credit,
- 3) program and degree requirements,
- 4) policies on transfer appeals procedures,
- 5) course equivalences between FRCC and Mines

### **I. Admission Criteria and Procedures**

A. Admissions Standards: Minimum admissions standards and requirements for all students who have attended another college or university as follows:

- 1) Students transferring from another college or university must have completed the same high school coursework requirements as entering freshmen, and as specified in the Mines Bulletin in effect at the time of the student's initial Mines enrollment. A transcript of the applicant's final high school record is required. Transfer students are not required to take the SAT of the College Board or the ACT battery.
- 2) Applicants should present college transcripts showing an overall 2.75 grade point average or higher (per the 2010-2011 Undergraduate Bulletin, pg 26). Students presenting a lower GPA will be given careful consideration and acted upon individually.
- 3) An applicant who has attended another college may not disregard any other collegiate record. If the applicant has attended more than one college, records must include official transcripts of record from all colleges attended.
- 4) An applicant who cannot re-enroll at the institution from which he or she wishes to transfer because of his or her scholastic record or for other reasons is ineligible to enter Mines.
- 5) Previously completed college courses that are judged to be equivalent to those required for graduation at Mines may be transferred for credit if the grade earned was not lower than a "C" or its equivalent.

B. Treatment of GPA: The grade point average of the transfer student for admission purposes will be as computed by the Mines Admissions Office and will be performed in accordance with the established procedures outlined in the version of the Mines Bulletin

that is in effect at the time of the student's initial enrollment at Mines. Calculation of the transfer student's Mines grade point average will be determined only from the courses completed at Mines.

- C. Treatment of associate degrees: Associate of Arts or Associate of Science degrees will be evaluated for admission purposes using the course equivalences established between FRCC and Mines, as listed in Appendices A-C. Transfer of other courses in addition to those listed in Appendices A-C will be determined on a case-by-case basis.
- D. Application procedures and deadlines: A transfer student should apply for admission to Mines at the beginning of the final quarter or semester of attendance at his or her present college. The application will be evaluated upon receipt of the completed application form, high school transcript, transcripts covering all work taken from each university or college attended, and a list of courses in progress. All of these materials must be received at Mines no later than 28 days prior to the date of registration for the semester in which the student plans to enroll. Mines Admissions will notify the student about his or her admission status. Admission is subject to satisfactory completion of current courses in progress and submission of a final, complete transcript.

## **II. Transfer of Credit**

- A. Policies for accepting grades in transfer: No course with a final grade less than "C" will be accepted for transfer credit. Transfer credit earned at FRCC will have the grade of "T" assigned on the student's permanent record at Mines, No grade points will be recorded for these courses and they will not affect the Mines grade point average.
- B. Treatment of advanced placement and non-traditional methods of awarding credit: Advanced Placement, International Baccalaureate, graded proficiency exams, and other non-traditional methods of awarding credit will be handled on a case-by-case and course-by-course basis. Equivalences between such courses or credit and existing courses at Mines will be made by the Admissions Office and the relevant academic department(s). No credit is granted for CLEP or vocational courses.
- C. Maximum number of hours accepted in transfer: The total number of hours required to complete a degree program at Mines varies, depending on the degree granting department. Minimum Mines credit hour requirements for residency and upper-division courses are provided in Section II-D below. All courses listed in the Transfer Guide (Appendices A-C) will be transferred in direct substitution for the designated Mines courses. Courses other than those listed in Appendices A-C will be evaluated on a course-by-course basis, and credit granted where the course is judged to be the equivalent of an analogous Mines course or applicable to free elective credit. Certain courses that are granted transfer credit may not be directly applicable for meeting Mines departmental degree requirements. Hours will be awarded based on hours actually completed in the original course.

- D. Residency and upper-division course credit requirements: A minimum of 30 hours of credit in 300 and 400-level technical courses (as defined by the specific degree programs listed in the Mines Bulletin in effect at the time of the student's initial Mines enrollment) must be completed in residence at Mines at least 15 of which are to be taken in the senior year.
- E. Accreditation requirements for transfer of credit: Nine engineering degree programs at Mines are accredited by the Accreditation Board for Engineering and Technology (ABET). Mines has determined that the FRCC courses listed in Appendices A-C are the curricular equivalent of the designated Mines courses. In the case of substitution to this prescribed equivalency agreement, such changes must be made with the full consent of the Office of the Provost at Mines in order to assure compliance with ABET requirements for curricular distribution.
- F. Early Transfer: To avoid loss of credit and other transfer problems, transferring as early as possible is recommended. In some cases, transfer prior to completion of the AA or AS degree is advisable. The curricular structure and content at Mines builds on fundamentals developed during the Mines lower-division core courses; it is to the student's advantage to obtain this background at the earliest possible date.

All students are required to take EPIC 151 – Design I. Students in the nine ABET accredited engineering programs are also required to take EPIC 251 – Design II. The structure and content of these courses stresses the integration of open-ended problem solving, technical communications, engineering graphics, and computing. Due to the somewhat unique nature of these courses, early transfer is advisable.

- G. Treatment of AA and AS degree in awarding credit: No special considerations for recognition of the Associate of Science or Associate of Arts degrees, other than those prescribed for award of transfer credit, are specified. Courses taken at FRCC for completion of an Associate of Arts or Associate of Science degree are awarded transfer credit at Mines in accordance with the procedures outlined in section II-E above.
- H. Maximum age of credit: Courses meeting the guidelines stated above and taken within five years of the student's application for transfer will automatically be granted transfer credit in accordance with the procedures stated here-in. Courses taken between five and ten years prior to application for transfer will be evaluated on a course-by-course basis by the Mines Admissions Office and faculty from the relevant academic department(s). In general, courses taken more than ten years prior to the student's application for admission will not be considered for transfer credit.

### III. Program and Degree Requirements

- A. General education requirements: While there are no specific “general education” requirements at Mines, all graduates must complete all degree requirements, as published in the Mines Bulletin for the year of admission and including all appropriate curricular distribution requirements for the discipline in which a degree is earned.
- B. Institutional graduation requirements: Graduation requirements from Mines include but are not limited to the following:
1. a minimum cumulative grade point average (GPA) of 2.0 for all academic work completed at Mines;
  2. a minimum GPA of 2.0 for courses taken in the student’s major field at Mines;
  3. a minimum of 30 hours credit in 300 and 400-level technical courses (as prescribed by the Mines Bulletin) in residence at Mines, at least 15 of which are to be taken in the senior year;
  4. recommendation of the degree-granting department to the Mines faculty;
  5. certification by the Registrar that all required academic work has been satisfactorily completed;
  6. recommendation of the faculty and approval of the Mines Board of Trustees.
- C. Catalog that governs transfer student’s experience: The version of the Mines Bulletin in effect at the time of enrollment at Mines governs the transfer student’s educational experience. The student is free to switch to a subsequent catalog during which the student is enrolled if he or she chooses and obtains the necessary consent from the relevant academic department head, the Mines Registrar, and the office of the Provost.
- D. Requirements for majors: Mines grants the following undergraduate, Bachelor of Science degrees:

Chemical Engineering  
Chemical and Biochemical Engineering  
Chemistry  
Economics  
Engineering (Civil, Environmental, Electrical and Mechanical Specialties)  
Engineering Physics  
Geological Engineering  
Geophysical Engineering  
Mathematical and Computer Sciences  
Metallurgical and Materials Engineering  
Mining Engineering  
Petroleum Engineering

Specific requirements for each of these degrees are listed in the Mines Bulletin, which is available on-line at <http://inside.mines.edu/Bulletins>.

- E. Course numbering system and credit hour conversion: Courses at Mines are numbered sequentially from the freshman year through graduate school. Courses at the 100, 200, 300, and 400-levels are for freshman, sophomores, juniors, and seniors respectively. Courses at the 500, 600, and 700-level are primarily for graduate students, although 500-level courses may be taken by undergraduate students who have completed a minimum of 90 semester hours total with prior approval from the instructor and the student's advisor. The work effort associated with earning credit is specified by the Colorado Commission on Higher Education as follows:

3 hours lecture/week = 3 credit hours per semester

3 hours laboratory/week = 1 credit hour per semester

- F. Course-by-course equivalences: Equivalences established between FRCC and the analogous lower-division courses at Mines are listed in Appendices A-C.
- G. Process for evaluating courses not listed: Courses not listed in the Articulation Agreement shown in Appendices A-C are evaluated by the Mines Admissions Office and faculty from the relevant academic department(s) on a course-by-course basis.
- H. Transfer appeals process: Procedures for appeal of any decision dealing with student transfer between Colorado Public Institutions are specified by the State of Colorado. For information go to <http://highered.colorado.gov/dhedefault.html>.

**APPENDIX A  
REQUIRED COURSE EQUIVALENCIES**

The following courses are required for all degree programs at Mines.

<i>Colorado School of Mines Courses</i>			<i>Front Range Community College Equivalent Courses</i>		
<b>Course ID</b>	<b>Name</b>	<b>Credit Hours</b>	<b>Course ID</b>	<b>Name</b>	<b>Credit Hours</b>
MATH111	Calculus I	4	MAT201	Calculus I	5
MATH112	Calculus II <sup>1</sup>	4	MAT202	Calculus II	5
MATH213	Calculus III <sup>1</sup>	4	MAT204	Calculus III/Eng. Applications	5
MATH225	Differential Equations	3	MAT261 <b>or</b> MAT265 <b>or</b> MAT266	Diff Eq/Eng. Apps. <b>or</b> Diff Eq <b>or</b> Diff Eq/Linear Algebra <sup>2</sup>	4 <b>or</b> 3 <b>or</b> 4
CHGN121	Principles of Chemistry I	4	CHE111	College Chemistry I	5
PHGN100	Physics I	4.5	PHY211	Physics I	5
EBGN201	Principles of Economics	3	ECO201 <b>and</b> ECO202	Principles of Macroeconomics Principles of Microeconomics	3 3
CSM101	Freshman Seminar	0.5	Waived for students who have completed 17 or more hours at the college level		
LAIS100	Nature and Human Values	4	PHI218 <b>and either</b> ENG122 <b>or</b> ENG131	Environmental Ethics Engineering Composition II Technical Writing	3 3 3
SYGN200	Human Systems	3	HIS247	20 <sup>th</sup> Century World History	3
EPIC151	Design I	3		Must be taken at Mines	
PAGN101	Physical Education I <sup>3</sup>	0.5		PE Activity	1
PAGN102	Physical Education II	0.5		PE Activity	1
PAGN201	Physical Education III	0.5		PE Activity	1
PAGN202	Physical Education IV	0.5		PE Activity	1
Distributed HSS requirements <sup>4</sup>		6	Up to 6 credits of foreign language at 100 to 200 level. 200 level or above literature, history, humanities, political science, social science, etc. not listed above.		

<sup>1</sup>Students should take the Calculus II and III sequence at the same institution,

<sup>2</sup>If possible, CSM would prefer students take MAT261 for Differential Equations credit.

<sup>3</sup>Each student at Colorado School of Mines is required to complete 4 separate semesters of Physical Education as a graduation requirement. The Physical Education requirement does not apply to students with DD 214(veterans) or students whose first day of enrollment at Mines comes when the student is 26 years of age or older.

<sup>4</sup>Three additional credits must be taken at the 400 level at Mines.

## APPENDIX B

### DISTRIBUTED SCIENCE COURSE EQUIVALENCIES

In addition to the courses listed in Appendix A, every student at Mines must also take 3 of the following distributed science courses. Each degree program at Mines dictates which of the 3 distributed science courses are acceptable for that program.

<i>Colorado School of Mines Courses</i>			<i>Front Range Community College Equivalent Courses</i>		
<b>Course ID</b>	<b>Name</b>	<b>Credit Hours</b>	<b>Course ID</b>	<b>Name</b>	<b>Credit Hours</b>
BELS101	Biological and Environmental Systems <sup>5</sup>	4	BIO111 and ENV101	Biology I Environmental Science	5 4
CHGN122	Principles of Chemistry II	4	CHE112	College Chemistry II	5
CSCI101	Introduction to Computer Science	3	CSC116 or CSC119 or CSC145	Logic & Program Design Intro to Programming Programming Fundamentals	3
PHGN200	Physics II	4.5	PHY212	Physics II	5
SYGN101	Earth and Environmental Systems	4	GEY111	Physical Geology	4

The acceptable distributed science courses listed by major are shown below. If a student takes a distributed science course or its equivalent that is not allowed or required for their major, then the student will have to take an additional appropriate course to satisfy the requirements for their degree.

<b>Program</b>	<b>BELS101</b>	<b>SYGN101</b>	<b>PHGN200</b>	<b>CHGN122</b>	<b>CSCI101</b>
Chemical and Biochemical Engineering	required		required	required	
Chemical Engineering	required		required	required	
Chemistry	allowed	allowed	required	required	
Economics	allowed	allowed	allowed	allowed	allowed
Engineering-civil	allowed	allowed	required	required	
Engineering-electrical	allowed	allowed	required	allowed	required
Engineering-environmental	allowed	allowed	required	required	
Engineering-mechanical	allowed	allowed	required	required	
Engineering Physics	allowed	allowed	required	required	
Geological Engineering		required	required	required	
Geophysical Engineering	allowed	required	required	allowed	
Mathematical and Computer Sciences	allowed	allowed	required	allowed	required
Metallurgical and Materials Engineering	allowed	allowed	required	required	
Mining Engineering		required	required	required	
Petroleum Engineering		required	required	required	

<sup>5</sup>Credit for BELS101 is contingent upon review of both courses by CSM faculty. Students who complete both courses for BELS101 equivalence will also likely receive credit for Biology I.



## APPENDIX C

### OTHER COURSE EQUIVALENCIES

Two additional courses may be taken at FRCC for credit at Mines. Organic Chemistry I and II are required for Chemical Engineering, Chemical and Biochemical Engineering, and Chemistry and Geochemistry degrees. They will count as free electives in other disciplines. A grade of “B” or better is required for these courses to transfer to Mines.

<i>Colorado School of Mines Courses</i>			<i>Front Range Community College Equivalent Courses</i>		
<b>Course ID</b>	<b>Name</b>	<b>Credit Hours</b>	<b>Course ID</b>	<b>Name</b>	<b>Credit Hours</b>
CHGN221/223	Organic Chemistry I and Lab	4	CHE211	Organic Chemistry I	5
CHGN222/224	Organic Chemistry II and Lab	4	CHE212	Organic Chemistry II	5

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