

Brown University

EMENDING ACADEMIC RECORD

The Internal Record

An Internal Record is simply that--a record of academic work used for internal purposes and unavailable to individuals outside of Brown. Indeed, only a small number of people within the University have access to these records: deans, concentration advisors, certain prize committees, and the Committee on Academic Standing.

Notations on internal records are fuller than those on external transcripts and in most instances never appear on external transcripts.* For example, "ABS" indicates an officially excused absence from a final examination. Alternatively, the instructor may assign an "NC" for a course in which a student ceased to be active. "M" represents a course in which a grade is missing--for which no grade has been received by the Registrar's Office.

Although students sometimes assert that they have never been involved in a course for which there is an internal notation, in fact, unless they had elected (i. e., added) the course in question there would be no record of it. Usually this indicates that the student did not take the proper steps to see that his or her enrollment in the course was dropped, and an unexpected notation appears on the transcript as a consequence. In any event, you may not have a course for which you pre-registered or registered but failed to drop, even if you believe you did so online through Banner. It is your responsibility to confirm any transaction you make through Banner, because, unlike with a paper document, there is no "receipt" that verifies that you have correctly added or dropped a course.

* Exceptions are the notations "ABS" (which designates a course in which a student has received an official excuse for absence from a final examination) and "I" (which designates a course in which a student has an instructor's permission to complete course work late). These appear on an external transcript up to the official deadline allowed for the submission of grades covered by each notation. If credit is earned in either instance, a grade is substituted for ABS or I.

The Permanent Record: Notations of Academic Standing

To remain in Good Standing students must complete at least 3 courses by the end of the first semester, 7 courses by the end of the second semester, 11 courses by the end of the third, 15 by the end of the fourth, 18 by the end of the fifth, 22 by the end of the sixth, 26 by the end of the seventh and 30 courses to graduate after 8 semesters. **Students who fall short of these cumulative totals by 1 course will be placed on Warning; students who fall short by 2 courses will be placed on Serious Warning; and students who have a course credit deficit of 3 or more are suspended for academic reasons. Students on Warning or Serious Warning for three consecutive semesters are also subject to dismissal.**

Academic Standing is determined solely on the basis of courses completed at Brown (including credits earned in the Brown Summer Session *after* a student has matriculated as a full time student). "Warning," "Serious Warning," and "Suspended" are recorded on the permanent transcript.

If you suspect an error on your transcript, you should first review your progress in light of the standards described above. Note that the dates by which you finish incomplete work may bear upon your academic standing. A change in standing is routine if you satisfactorily complete your work outstanding

for a Fall term by mid-semester of Spring term, and by the first day of classes in the Fall term for work from the previous Spring term. If you had the approval of an instructor to finish work later than these dates, you could do so up to one year after the original due date. However, your academic standing would only have been changed upon completion of work by the deadlines stated above. Thus, for instance, if you originally completed three courses in a particular semester and received permission for one Incomplete, you would be placed on Warning. If you finished the Incomplete *after* the deadline for change of standing, your record, with the late grade recorded, would not alter your academic standing (i.e., you would remain on Warning). Before any change is effected, therefore, a check will be made by the Committee on Academic Standing to determine not only which courses were completed, but the dates by which the final grades were submitted.

(Please Note: Requests for retroactive adjustments in academic status should be addressed **in writing** to the Chair of the Committee on Academic Standing, Deputy Dean Stephen Lassonde, Box 1828.)