

**Brown University**

**REQUEST FOR EXCEPTION TO POLICY  
FOR CROSS-REGISTRATION AT  
THE RHODE ISLAND SCHOOL OF DESIGN**

Ordinarily, Brown undergraduates may take no more than four (4) RISD courses for credit toward the baccalaureate degree, however, the Committee on Academic Standing will review petitions for exceptions to this limit, as well as RISD courses that are not routinely approved for credit. Most important among the factors we consider is the relevance of the courses proposed to a student's chosen concentration.

Before granting exceptions to the 4 credit limit, the Committee on Academic Standing requires a letter of support, preferably from the chairperson of the department with which the field of study the course is most closely aligned.

Once approved, each RISD course (3-5 credits) is regarded as the full equivalent of a Brown course and upon satisfactory completion it is recorded on the student's transcript.

Please note that you are responsible for the preparation of your petition and for the solicitation of the letter of support (described above). You are also responsible for checking the status of your petition, and letter of support to ensure receipt by the Secretary to the Committee on Academic Standing prior to its deadlines. Please complete the following information for the Committee's records:

Name of Petitioner	Banner ID No.	Date
Semester/Academic Year	Box No.	Phone
		Grade Option(A-C/NC or S/NC)
Title of RISD Course	Course No.	RISD Department

**Print Name of Brown Faculty Member Writing in Support of this Petition**

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**Please complete this form and submit it along with your letter of petition (attached to this form) and a letter of support to University Hall—Room 205A. Letters of support provided by Brown faculty members (see above) should be mailed to the Committee on Academic Standing, Box 1828. Although the Committee's deadline for submission of a petition may fall after the deadline to add a course cost-free at Brown, no late fee is charged where action by the Committee is unresolved. Nonetheless, Brown students must adhere to registration deadlines at RISD.**

(All comments and questions regarding this policy and these procedures should be directed to Deputy Dean Stephen Lassonde, Chair of the Committee on Academic Standing, Box 1828.)

***LETTER of PETITION***

**Dear Committee on Academic Standing:**

## RISD Courses that Require A CAS Petition

Courses that contain the following letters in the course code suffix: “S”, “H”, “LE”, “E”, “C”

(Examples: HPSS S632, ARTH\*H562, LAEL\*LE41, ENG\*E551, HPSS\*C523)

Courses that have the following department code: “GRAD” or “ARTE”

(Examples: GRAD\*031G, ARTE\*401)

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### Instructions for filing a RISD Petition:

1. Obtain a RISD cross-registration form from the Brown Registrar’s Office and register at the RISD Registrar’s Office. (Continue attending the RISD Course.)
2. Please read and complete the petition form. Your letter of petition should be written on the reverse side.
3. Bring completed petition form, cross-registration form, and an add/drop form (if needed) to the appropriate department secretary who will obtain a letter of support.
4. You should then return the petition, cross-registration, add/drop form (if needed), and support letter to Room 205A, University Hall.
5. The petition will then be presented to the Committee on Academic Standing for consideration at its next meeting.
6. Following approval, your cross-registration will be processed by the Dean’s Office and you will receive a letter confirming the approval.

## COMMITTEE ON ACADEMIC STANDING

### *Schedule of Meetings and Deadlines for Receipt of Petitions for the Academic Year 2007-2008*

<u>CAS DATES</u>	<u>Deadline for CAS Petitions</u>
June 13 & 14, 2007	June 1, 2007
August 15, 2007	August 2, 2007
October 4, 2007	September 20, 2007
November 8, 2007	October 25, 2007
December 6, 2007	November 22, 2007
January 15 & 16, 2008	January 3, 2008
February 7, 2008	January 31, 2008
March 6, 2008	February 21, 2008
April 3, 2008	March 20, 2008
May 1, 2008	April 24, 2008