



BROWN

# Summer Study Abroad

## Preliminary Request for Credit Form

Office of International Programs

### Part I: Student Information

Name: \_\_\_\_\_ Box # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Email: \_\_\_\_\_ Banner# \_\_\_\_\_ Current Semester Level \_\_\_\_\_

Concentration \_\_\_\_\_

Ethnic Background (optional) \_\_\_\_\_ Gender \_\_\_\_\_

Home Address \_\_\_\_\_

### Part II: Program Information

Name/Site of Program \_\_\_\_\_

Country \_\_\_\_\_ Program Dates (incl. yr.) \_\_\_\_\_

### Part III: Faculty Approval

| Student Completes          |                   | Brown Faculty Member Completes                             |  |   |
|----------------------------|-------------------|--|--|---|
| Course Title and/or Number | Number of Credits | Department Approval (mandatory)                            | Concentration Approval (if applicable)                     | Equivalent Brown course/amount of unassigned credit |
|                            |                   | _____<br>Department<br>_____<br>Signature<br>_____<br>Date | _____<br>Department<br>_____<br>Signature<br>_____<br>Date | <input type="checkbox"/> No specific area           |
|                            |                   | _____<br>Department<br>_____<br>Signature<br>_____<br>Date | _____<br>Department<br>_____<br>Signature<br>_____<br>Date | <input type="checkbox"/> No specific area           |

### Part IV: OIP Approval

OIP Signature \_\_\_\_\_ Comments:

Date \_\_\_\_\_ Recommend?  Yes  No

### Part V: CAS Approval

Date \_\_\_\_\_

Paperwork delivered to Registrar's Office with supporting materials attached Date \_\_\_\_\_

### Part VI: Registrar's Approval

Number of credits \_\_\_\_\_

Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Summer Study Abroad: Policies & Guidelines

### General Summer Study Abroad Guidelines

- ❖ Up to 4 summer courses total may be applied to undergraduate degree requirements
  - This includes any combination of courses from Brown Summer session and transfer courses regardless of location and DOES NOT apply to Brown-RISD dual degree candidates as only Fall and Spring courses count towards the Brown portion of the undergraduate degree.
- ❖ Up to 2 credits may be granted per summer
- ❖ Courses must be taken for a grade (courses taken P/F or S/NC will not earn Brown credit). Students must receive a C or higher for each course.

### Non-Brown Programs

- ❖ The duration of the program must be **at least 4 weeks** for transfer credit to be considered.
- ❖ Each course must have **at least 60 hours of in-classroom** or equivalent contact time to count for **one Brown credit**. Typically, 4 semester hour or 6 quarter hour credits would equal one Brown course credit. Students should confirm with the host school or program that a sufficient number of course hours will be met before seeking transfer of credit to Brown.
- ❖ Summer transfer credit may not be used to advance a student's graduation date or to determine academic standing.
- ❖ Students cannot combine two unlike courses to reach the 60 hour credit requirement. Occasionally, two courses with **directly related content** may be combined to equal one Brown credit if all other conditions are met.
- ❖ OIP strongly advises students to submit the **preliminary request for credit transfer** to ensure that credit will be granted. Students who submit retroactively risk not receiving credit for their summer programs.
- ❖ Credit received through distance/online learning courses will not be accepted.

### Credit Approval

1. Complete a Preliminary or Retroactive Summer Study Request for Credit Form.
2. Attach a description of the program, institution, and specific classes offered. Please include information from the host institution on the length of the session and the number of hours per course.
3. See the appropriate Study Abroad Faculty Advisors for mandatory "Department Approval" for courses. For a list of Faculty Advisors, visit: [http://www.brown.edu/Administration/OIP/pdf\\_docs/facultyadvisors.pdf](http://www.brown.edu/Administration/OIP/pdf_docs/facultyadvisors.pdf)
4. If applicable, see your concentration advisor for "Concentration Approval" for courses.
5. Return the Request for Credit form to the OIP with attached supporting materials. The OIP will verify that the program meets the above conditions and then submit the proposal to the CAS (Committee on Academic Standing) and the Registrar for approval. Transfer of credit is *not* complete until the Registrar receives an official transcript from the summer study abroad course(s). Please ensure that your transcript is sent to:

Brown University  
ATTN: Student Records Coordinator  
Office of the Registrar  
Box K  
Room 319, J. Walter Wilson Hall  
Providence, RI 02912

Upon return, students should contact the Student Records Coordinator in the Registrar's Office, with any questions.