



BROWN

Summer Study Abroad

Retroactive Request for Credit Form

Office of International Programs

Part I: Student Information

Name: _____ Box # _____ Ext. # _____ Email: _____

SISD# _____ 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
		_____ Department _____ Signature _____ Date	_____ Department _____ Signature _____ Date	<input type="checkbox"/> No specific area
		_____ Department _____ Signature _____ Date	_____ Department _____ Signature _____ Date	<input type="checkbox"/> No specific area

Part IV: OIP Approval

OIP Signature _____ Comments: _____

Date _____ Recommend? Yes No

Part V: CAS Approval

Date _____

Paperwork mailed to Lisa Cote with transcript & supporting materials attached Date _____

Part VI: Registrar's Approval

Number of credits _____

Registrar's Signature _____ Date _____



Summer Study Abroad

Faculty Regulations

- ❖ Up to 4 summer courses taken at Brown or elsewhere may be applied to undergraduate degree requirements
- ❖ Up to 2 transfer credits may be granted per summer
- ❖ Summer transfer credit may not be used to advance a student's graduation date nor to determine academic standing

Conditions

- ❖ Students must earn **4 semester hour** or **6 quarter hour** credits (approximately 60 hours in-classroom time) to equal one Brown course credit. Students should confirm with the host school or program that a sufficient number of credits will be earned before seeking transfer of credit to Brown.
- ❖ The duration of each course must be **at least 4 weeks** in order for transfer credit to be considered
- ❖ 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.
- ❖ Extension division courses will not be allowed
- ❖ To ensure that credit will be granted, the course and program of study must be approved in advance by both the academic department(s) involved and the OIP.
- ❖ In some cases, if a language course is taken abroad at the introductory level, students must complete the equivalent of two semester courses (one intensive) to receive final credit on their Brown transcripts. This decision is made by the department involved.

Credit Approval

1. Complete a Preliminary or Retroactive Summer Study Request for Credit Form (see reverse side)
2. Attach information on the program, institution, as well as on the specific classes taken. Please include length of session and amount of credit awarded.
3. See the appropriate Study Abroad Faculty Advisor for "Departmental Approval" for courses. For a list of Study Abroad Faculty Advisors, visit: 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 then submit proposal to CAS (Committee on Academic Standing) and 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:

ATTN: Study Abroad Coordinator
Registrar's Office
Room 319, University Hall
Providence, RI 02912

Upon return, students should contact Lisa Cote, Study Abroad Coordinator, Registrar's Office, with any questions.