



## **Policy Announcement – Fall 2012**

### **Graduate Course Enrollment Policy and Procedures Brown Affiliated Postdoctoral Fellows, Teaching Fellows, M.D., & Ph.D.**

#### **Rationale**

POSTDOCTORAL FELLOWS, TEACHING FELLOWS, M.D., and Ph.D. who are receiving training and/or career development, such as those individuals with an NIH K-award, may need to take graduate level courses at Brown to fulfill requirements of their department, program, training grant, etc. The BioMed Division will support these requests by providing “tuition-scholarship”. In general, these students take 1-3 courses in an academic year.

- Tuition scholarship
  - BioMed Division will provide 33% of the cost of tuition.
  - The remaining cost of tuition will be paid by the student or the student’s department, program, training grant, etc.
- To qualify for the tuition-scholarship under this program, the Office of Graduate & Postdoctoral Studies must receive:
  - An abbreviated application for admission to the Graduate School.
  - A letter from an appropriate faculty member at a Brown-affiliated department/ program/ training grant, etc., stating support of the course enrollment and tuition scholarship request.

#### **Student Application/ Registration**

- Application

Individuals who plan to enroll in graduate level courses at Brown on a part-time basis and who do not intend to enter a degree-granting program should complete an application for admission as a NON-DEGREE (SPECIAL) STUDENT to the Graduate School. Access to applications can be found at <http://www.brown.edu/gradschool/apply>; click on “online application”. Students should select “NON-DEGREE” for degree and “Special (non-degree) – Division of Biology” for the program. Completed applications should be submitted on-line. Applicants need to complete Page 1 and provide their “signature confirmation” on the last page of the application. Transcripts, test scores, recommendations, etc. are not required. The Graduate School application fee must be paid and may be reimbursed by the supervisor or training program. Applicants should indicate how many courses they plan to take on their application.

Completed, signed applications AND any required letters should be submitted as early as possible to allow for processing and registration. Students should notify the Office of Graduate & Postdoctoral Studies (email Office at [ogps@brown.edu](mailto:ogps@brown.edu)) when their on-line application is complete. Completed application information will be sent to the Graduate School and applicants can expect to receive a letter from the Graduate School confirming their enrollment as Special Students.

- Registration  
Submission and processing of the application enables entry into the BANNER system to register. Each student will be assigned a BANNER ID number, which is required to register for classes. It also enables the Graduate School and the BioMed Division to track students who enroll.

Note: Non-degree students must register for courses in person at the Registrar's Office. See <http://www.brown.edu/Administration/Registrar/> for information about location, hours, etc.

The BANNER record also enters the student in the billing cycle. Students will receive a statement of all Brown charges. The 2012-13 tuition per course charge is \$5,351.00. Reversal of a portion of the charges takes place after approval of tuition scholarship request.

### **Letter Request for Tuition-Scholarship**

In addition to the application, a recommendation letter supporting the request for tuition-scholarship should be sent to Elizabeth O. Harrington, Associate Dean of Graduate & Postdoctoral Studies. This letter must include:

- Student's name and title
- Name of the course(s) and reason for enrolling in the course(s)
- If the course is being taken to fulfill a training grant requirement, the letter should specify the training grant title and number, as well as the tuition allotment provided by the grant budget. *If the training grant is awarded to Brown University, please indicate the internal Brown University account number and allowable tuition amount.*

This letter should be sent to:

Brown University  
Associate Dean for Graduate & Postdoctoral Studies  
The Office for Graduate & Postdoctoral Studies  
The Division of Biology & Medicine  
Box G-A217  
Providence, RI 02912  
Web: <http://biomed.brown.edu/grad-postdoc/>  
Email: [ogps@brown.edu](mailto:ogps@brown.edu)

Once the request has been approved by the BioMed Division, the Office of Graduate & Postdoctoral Studies will submit a tuition scholarship form to the Graduate School to pay the portion of tuition for the approved courses and offset charges on the student bill. **Only tuition for approved courses will be reimbursed; the tuition scholarship form must specify the courses.**

Applications for admission and letters requesting tuition scholarship should be sent *as early as possible* to allow for processing, registration, and account distribution. Requests will not be processed through the Graduate School until all required documents have been received by the Office of Graduate & Postdoctoral Studies.

**Confirmation**

The Office of Graduate & Postdoctoral Studies will confirm by email that the request has been approved and that the scholarship has been sent to the Graduate School. The student will also receive a letter from the Graduate School confirming enrollment as a “Special Student”.

Questions about application or partial tuition remission may be directed to The Office of Graduate & Postdoctoral Studies at (401) 863-3281 or via email at [ogps@brown.edu](mailto:ogps@brown.edu).

Please note, this policy is subject to annual review.