

Guidelines for Registering for Courses for Biotechnology Masters Students (Brown 5th Year Students)

A full time 5th year student is registered to take 3 courses per semester and is charged by the Registrar for 3 courses/semester. Thus, in the eyes of the Registrar, the normal path to completion for a 5th year student is to take 3 courses per semester for a total of 2 semesters (3:3), with 2 undergraduate (1000, 2000 level courses applied) which equals a total of 8 courses (8 credits) for the entire Masters degree. Some 5th year students may not have 2 undergraduate courses that can be applied to their degree. Students will then have to take 1-2 extra courses in the 5th year and will be charged for these courses. Only those courses (credits) in which you receive a grade of B or better are counted towards your degree requirements.

Important Notes:

1. **Do not** register to audit a course. If you do, you will be charged for the course. An audited course does not count towards your degree.
2. **Do not** register for BIOL 2230 or BIOL 2240: Biomedical Engineering and Biotechnology Seminar Course. If you register for BIOL 2230 or 2240, you will be charged for the course, and it will not count towards your degree.
3. **Full-Time Versus Part Time Status:** A 5th year student taking 3 or more courses per semester is considered a full-time student. Any student taking 2 courses per semester is considered a part-time student. A student taking one course per a semester is considered less than part-time. Part-time (and less than part-time) status can have implications for student loan repayments. **It is up to you to check with your lender.** Part-time status can negatively impact the visa status of international students. **It's up to you to check your visa and consult with the international office.** Before a change in status is allowed, you must notify your DGS (Director of Graduate Studies) and request a petition. As well, if you want to switch to part-time, this may necessitate that you transfer into the regular Masters program and may not be able to transfer undergraduate courses.

Deviations From the Normal Path to Completion

Must Take Extra Courses. If you receive a grade less than a B or you drop a course after the deadline you will be charged by the Registrar for that course. Also, that course will not be counted towards your degree. For example, you have taken 8 courses but only 7 courses are being counted towards your degree. You are 1 course short and you must take an additional course. You will be charged for that additional course. If you stay for an extra semester to take this 1 additional course you will now be considered a less than part-time student (see above). Before this is allowed, you must notify your DGS. You also have the option to take an extra course in one of the semesters. In order to do this, you must notify your DGS.

Must Finish Later or Desires to Finish Later. If you must or desire to take longer than 2 semesters to complete your degree, you may take as few as 1 course/semester. Any student taking 2 courses per semester is considered a part-time student (see above). A student taking one course per semester is considered less than part-time. Before this is allowed, you must notify your DGS. Master's students who have exhausted the duration of the stated program structure (2 semesters) yet have not completed their program's course requirements may, with the approval of the student's advisor, the DGS, and the Graduate School, extend their enrollment. Such extensions are allowable for no more than 2 semesters beyond the stated program length.

Petition to Alter Your Course of Study.

As described above, any deviation (time to completion of degree and/or number of courses) from the normal path to completion (3:3) requires that you obtain prior approval from your DGS. Before requesting approval from your DGS, you must obtain approval from your mentor, the professor in whose lab you are doing research. To submit a petition to alter your course of study, you first obtain the petition form from the Biotechnology website. Fill in all requested information on the form including the reason for your request, a list of courses you have taken with your grade and a list of courses you propose to take and your new expected date of completion (EDOC). Before submitting this form to your DGS, your mentor must sign the completed form indicating that he/she supports your request! Your mentor needs to be informed of your plans.

I have received a copy of the guidelines and I understand that failure to adhere to these guidelines may result in prolongation of the time to my degree, additional courses and additional charges from the Registrar.

Print Student Name

Student Signature

Date

Print DGS Name

DGS Signature

Date