



Graduate School Handbook

Brown University

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Information for Both Programs and Students

Information Primarily for Programs

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Information for Both Programs and Students

Introduction

This handbook defines the most important policies, procedures and practices that guide graduate education at Brown University. Individual graduate programs often have additional or complementary policies to suit disciplinary customs, but in all instances of policy disagreement the policies presented here prevail. The information and language in this handbook supersedes any conflicting information that may appear on the Graduate School website.

The audience of this handbook consists of graduate students, faculty and Directors of Graduate Study (DGS). This handbook is organized by the audience being addressed, either programs, students, or both programs and students. It is important to remember that **every official step in a graduate student's career requires written notification of the Graduate School and/or Registrar.**

Administrative Structure¹

The *Dean of the Graduate School* is responsible for oversight of graduate education across the University. In coordination with the Graduate Council the Dean makes policy decisions, sets budgetary and admission targets, reviews and signs off on admissions decisions, signs all dissertations, reviews disciplinary matters, and chairs the Graduate Council.²

The *Associate Dean of Academic Affairs* is responsible for implementing recommendations for changes in students' status (e.g., leaves of absence, withdrawals, change in degree program). The Associate Dean confers with and provides support to students and programs on academic issues, assists programs with interpretation of Graduate School policies, particularly as these policies pertain to students and academic questions. The Associate Dean has responsibility for visiting student and visiting research fellow appointments, exchange students, assists the Dean of the Graduate School with various projects and activities, including representation of the Graduate School on campus committees. The Associate Dean serves, ex-officio, on the Graduate Council.

- The *Academic Affairs Manager* works with the Associate Dean of Academic Affairs, and is the first point of contact for all students and DGSs regarding questions on academic progress. The Academic Affairs Manager is also a point of contact on issues related to leaves of absence and extensions of leaves, extension of candidacy, course grade-option changes, and course add and drop requests. The Academic Affairs Manager also handles the submission of theses and dissertations.

The *Associate Dean for Recruiting and Professional Development* is responsible for graduate program recruitment and the professional development of all graduate students and post-docs with an emphasis on those who are members of underrepresented groups including racial/ethnic minorities and international students.

- The *Program Manager* works with the Associate Dean of Recruiting and Professional Development and other deans, and is the first point of contact for students and post-doctoral researchers for professional development. The Program Manager works on English Language Training and Acculturation programming, coordinates special programs and workshops, and assists in fostering a positive training environment and strong connections to the University.

The *Associate Dean of Student Life and the Graduate School* addresses general issues of graduate student life, provides support to graduate students concerned with personal, family, or health challenges, and provides liaison with other offices such as [Student Life](#), [Psychological Services](#), the [Chaplain's office](#), [Health Services](#), and the [Student Veteran's and Commissioning Programs](#). The Associate Dean for Student Life and the Graduate School also arranges for medical leaves for students who need to take time off for treatment of injuries, or for physical or psychological problems.

The *Associate Dean for Administration and Program Development* is the first contact for issues concerning graduate student admissions, appointments, and questions about student health insurance. The Associate Dean for Administration and Program Development also manages visiting scholars, including international visitors; administers the distribution of travel funds and research funds; and manages the assignment of teaching assistants, in particular those who cross departmental lines. The Associate Dean for Administration and Program Development works with departments in the development of master's programs. And, finally, the Associate Dean handles human resources in the Graduate School.

The *Director of Communications* coordinates all communications between the Graduate School and graduate students and programs, supervises the website and social media, and plans and manages academic events such as Orientation and Commencement.

The *Director for Budget and Finance* has overall responsibility for the development and oversight of the Graduate School budget. The Director of Budget and Finance is the contact for budgetary issues relating to student support and the management of financial plan accounts.

The *Assistant Director of Financial Aid* in the [Office of Financial Aid](#) handles student loans and other non-University financial aid for graduate students.

The [Division of Biology and Medicine](#) manages the financial resources for graduate programs in the biological and medical sciences. Processes and policies in the Division of Biology and Medicine may differ from those outlined in this handbook. Specific resource-related questions regarding any program in BioMed should be addressed to the [Associate Dean for Graduate and Postdoctoral Studies](#).

The Graduate Council

The faculty delegates certain powers with respect to graduate education to the Graduate Council. The Graduate Council consists of the dean of the Graduate School, chair; the associate dean of

research in the Division of Biology and Medicine; the University librarian; the associate deans of the Graduate School, non-voting, ex-officio; eight other members of the faculty; and four graduate students appointed by the Graduate Student Council.

The Graduate Council's duties are to set policy for the Graduate School subject to the approval of the faculty and the Board of Fellows. Such policy includes the conditions for admission and the procedures for the award of graduate fellowships and scholarships, the supervision of degree requirements, the approval process for new courses and other modifications of existing degree programs, and approval and recommendations to the faculty regarding new degree programs.

At least once every five years, the Graduate Council also reviews graduate programs in consultation with the departments and makes annual reports to the Faculty Executive Committee (FEC) and the faculty of its activities during the preceding year.

Graduate Council Review of Graduate Programs

As part of its regular review of graduate programs, the Graduate Council review is now tied to the external review schedule. The Graduate Council conducts its review within the two years following a department's external review.

The aim is not to subject programs to repeat scrutiny, but rather to look forward. The Graduate Council asks programs to summarize the results of the self-study, the external review report and the departmental response to the report, as those documents pertain to the graduate program. The Graduate Council will then want to discuss the changes envisioned for the graduate program as a response to the external review.

The following checklist will be useful as programs prepare for their Graduate Council reviews:

Excerpt of departmental self-study (section on graduate program)

Excerpt or summary of the external review report (section on graduate program)

Departmental response to the external review report (section on graduate program), including the description of the graduate program (from web or handbook); and a brief statement of mission and goals

Departmental Graduate Handbook

Milestones

Syllabi for Graduate Courses

Data indicators from Graduate School website

Doctoral Degree Programs

Brown University has over 40 Ph.D. programs and awards more than 200 doctor of philosophy degrees annually. (A full listing of all Ph.D. programs can be found [here](#) on the Graduate School website.) The Brown Ph.D. is primarily a research degree though teaching is an important part of many doctoral programs, and many departments require candidates for the Ph.D. to develop teaching experience.

Students admitted to a Ph.D. granting program at Brown University are guaranteed five years of support that includes a stipend, full tuition scholarship, coverage of the University health insurance fee, and a health insurance subsidy. All University-based student support is subject to students making satisfactory academic progress as determined by the student's program of study.

There are four general requirements for the doctor of philosophy:

1. **Admission.** The candidate must be formally admitted to his or her degree program.
2. **Residence.** The normal residency requirement is the equivalent of three years of full-time study beyond the bachelor's degree that must be spent exclusively in full-time student at Brown. For students admitted into a Ph.D. program with a masters degree the residency requirement is a minimum of one year beyond the master's degree that must be spent exclusively in full-time study at Brown. Graduate work done at other institutions and not used in fulfillment of the requirements for the degree of doctor of philosophy elsewhere may, on the recommendation of the department of study, and with the approval of the Registrar, be counted in fulfillment of the degree requirement. However, no more than the equivalent of one full year of study may be counted in this manner. A student who desires credit for work done elsewhere should file an application with their program DGS, and this application should be filed within their first year at Brown. The application form is available through the [Office of the Registrar](#).
3. **Advancement to Candidacy.** A student is advanced to candidacy for the Ph.D. when he or she has satisfactorily completed all the requirements, departmental and general, requisite to beginning work on the dissertation. Candidacy is determined by the department or program of study and certified by the Registrar. Most departments require the completion of specified coursework plus passage of a preliminary examination or examinations or a qualifying paper before advancing any student to candidacy.
4. **Dissertation.** The candidate must present a dissertation on a topic related to his or her area of specialization that presents the results of original research and gives evidence of excellent scholarship. The dissertation must be approved by both the professor or committee under whose direction it is written and by the Graduate Council. All requirements for the Ph.D. must be completed within five years after advancement to candidacy.

Financial Support for Graduate Study

The Graduate School at Brown University guarantees all incoming doctoral students five academic years of support, which includes a stipend, tuition remission, health insurance and health fee. Additionally, starting with the cohort that entered in the fall of 2010, students receive support for 4 summers (up from previously 3 summers). The support may take the form of a teaching assistantship, research assistantship, fellowship or proctorship. All such assignments form part of the student's professional training and are viewed as integral to the student's academic development. Beyond the 5th year, one additional year of stipend support may be available, but unless research funding is provided through the faculty advisor, any such award requires submission of a Dissertation Completion Proposal (DCP) in the spring semester of the 5th academic year (see the section below on [Funding Beyond Year Five](#)).

The guarantee of financial support only refers to the first five years of study in the Graduate School; it does not refer to years of support that can be used at any time, or that can be used in addition to external support. In some programs, students who enter with advanced course-work and a master's degree are provided four years of support in recognition of their advanced status. All promises of student support are subject to students making satisfactory academic progress as determined by their programs of study.

The Graduate School coordinates with academic programs the type of activity (teaching assistantships, fellowships, etc.) that funds the students. All such appointments are made by virtue of the student's status as a graduate student at Brown and are seen as an integral part of his/her academic training. The director of graduate study (DGS), in consultation with students and other faculty in the program, and the deans in the Graduate School, decides the most appropriate form of support for each doctoral student in a given year. The flexibility of this approach helps to ensure that, within the constraints of other departmental needs, doctoral students receive the type of appointment that is most appropriate for their current level of professional development and that will support their progress through the program. The Graduate School coordinates with those programs that support many of their students on external grants in order to determine exactly how to integrate the needs of graduate students with those of the faculty securing those grants, and the conditions of the grants themselves.

Doctoral Student Support Models

The Graduate School provides support for doctoral students through a variety of means, including fellowships, assistantships, and proctorships. The University's faculty and graduate students are also very successful in securing graduate student support funding through outside sources; every year grants from such agencies and foundations such as the National Institutes of Health or the Mellon Foundation make significant contributions to the scholarship and research at Brown.

Invariably, the diversity of funding resources implies that funding models for supporting doctoral students vary by discipline. And even within a graduate program, support models are flexibly defined to accommodate the ebb and flow of external fellowships and grants. Keeping such variability in mind, an outline of typical support models is shown in the following table. In all cases, the support includes a stipend, tuition, the health services fee and health insurance. In

most cases, Graduate School support will be in form of teaching assistantship, a teaching fellowship, or an approved proctorship. In some areas, students may also receive one, or at most two years of fellowship support through the Graduate School. Keeping such variability in mind, an outline of typical support models is shown in the following table.

Normative Funding Models

Discipline	Year 1	Year 2	Year 3	Year 4	Year 5
Humanities	F	TA	TA	TA or Externally - funded Fieldwork	TA or DF
Life Sciences	F	F / RA	RA	RA	RA
Physical Sciences	F/TA	TA/RA	RA	RA	RA/DF
Social Sciences	F	TA	TA	TA or Externally - funded Fieldwork	TA or DF

F = Fellowship

RA = Research Assistantship

TA = Teaching Assistantship

DF = Dissertation Fellowship

Note: When warranted by academic considerations, the student's DGS may determine it to be advantageous to take the dissertation fellowship (DF) in a different year. Questions about the possibility of doing this in specific cases should be taken to the Dean of the Graduate School.

Graduate students have some measure of control over their individual funding model through the choice of research projects (in disciplines with external funding) and/or through garnering external fellowship support.

A limited amount of funding is available for sixth-year continuing students. Any such support is based on merit and awarded by the Graduate School upon submission of a Dissertation Completion Proposal. Any sixth-year support that includes a stipend will normally be as a Teaching Assistantship (see the section below on "Funding beyond year five").

Teaching Appointments

Teaching is an integral part of graduate training in most doctoral programs at Brown. Students are expected to teach as part of their professional training and scholarly apprenticeship. Teaching assistantships and teaching fellowships are awards made by programs to students in good

standing. Appointments are made by the Graduate School on the basis of departmental recommendations. Double work appointments are not allowed.

Since 1993 the standard language competency for a teaching assistantship has been determined by a panel evaluation or interview at Brown rather than by TOEFL score. Students whose native language is not English must pass a panel evaluation of their English before they may teach. Evaluations are performed by the program in English for International Teaching Assistants, which also teaches free, non-credit courses in pronunciation and the use of English in the classroom.

Students should consult freely with the faculty member teaching the course, with their DGS and with the staff of the [Sheridan Center for Teaching and Learning](#) in developing teaching strategies. Students experiencing difficulty in the performance of their teaching duties may be referred to the [Sheridan Center](#), but TAs should not wait until there are difficulties to seek advice.

Teaching Assistants

Graduate student teaching assistants (TAs) assist a faculty member both inside and outside the classroom on activities related to the teaching of a particular course. The nature of the tasks may vary depending on the teaching needs of the individual department. TA's are supervised by a faculty member and do not bear primary responsibility for the design or implementation of a course.

The duties of a TA vary across courses and departments and may include some classroom teaching, the presentation of occasional lectures, leading discussion sections, preparing and supervising labs, conducting tutorials, holding office hours, and grading papers, problem sets, quizzes, and examinations.

Programs often assign graduate students to courses according to their interests and areas of expertise, broadly defined; however, a student's teaching experience is greatly broadened by teaching assignments outside of the immediate area of expertise. **A full appointment usually requires at least 18 hours of work per week, but should not exceed an average of 20 hours per week averaged over the course of the term.**

Teaching Assistants receive tuition, health insurance, the health services fee, and a stipend.

Teaching Fellows

Teaching fellows are advanced students with teaching experience who are responsible for the design and teaching of their own course. Eligibility for Teaching Fellows varies across departments. Appointments are made by the Graduate School on the basis of departmental recommendations.

Teaching Fellows receive tuition, health insurance, the health services fee, and a stipend that is slightly higher than the stipend received by TAs.

Teaching While Receiving Support from External Funding

Teaching is an important part of the academic training students receive while at Brown. Therefore, students supported by external funding sources can be Teaching Assistants or Teaching Fellows unless the external source explicitly prohibits this practice. Students who are appointed as TAs or TFs while receiving external funding will not receive an additional stipend for the teaching assistantship, but the regular incentive funding scheme applies. Details of this policy are found in [Appendix 1](#).

Research Assistants

Research assistants (RAs) work with faculty on academic and research projects, both at the University and in the field. More than any other type of support, RAs are tied to grant-related funding and are thus administered independently by each department and/or investigator. For more information, students should contact their department's director of graduate study.

The time devoted to being a RA should not generally exceed an average of twenty hours per week, unless the research being conducted is integral to an RA's dissertation related research.

Research Assistants receive a stipend, tuition, health insurance, and the health services fee. Appointments are made on an annual or semester basis on the recommendation of the department. Double work appointments are not allowed.

Proctors

Proctorships are non-instructional positions and are offered either through an academic department or degree program, or from other research, training, academic or administrative offices around campus. These positions are intended to foster the professional development and/or research interests of graduate students. Under no circumstances are proctors to be used for general administrative work.

Proctorships are awarded by the Graduate School and are subsidized whenever possible by federal work study funds. Proctors appointed outside of academic departments either provide assistance in the implementation of the appointing office's ongoing programs, or they engage in other work (research, program development, projects, etc.) that is pre-approved and relevant to the appointing office's academic objectives. Departmental proctors generally receive full tuition, health insurance, the health services fee, and a stipend; the specific financial terms of these awards will be determined at the time of the appointment. A full appointment should not exceed an average of 20 hours per week averaged over the course of the term.

Proposals from nonacademic departments for extra-departmental proctorships that are relevant to students' professional development or research interests may be made to the Graduate School at

any time. Ideally, such proposals will originate as the result of a consultation between a particular campus office and interested graduate student. Financial awards for extra-departmental proctorships are determined on a case-by-case basis.

All proctorship appointments must be proposed by the originating department or office and the director of graduate study in the student's home department, and must be approved by the Graduate School. All applications must address the following issues in regards to the proposed proctorship:

- Nature of the proctorship; what are the anticipated duties, tasks, and assignments of the proctor.
- The prerequisite courses and/or skills will the proctor need to be successful in the position.
- A description of the mentorship and supervision that will be provided to the proctor.
- A description of the anticipated learning and/or professional development outcomes for the student.
- A description of how the proctorship will allow the student to better compete in the job market and/or further the student's academic goals.

Application forms for proctorships can be found on the Graduate School forms site [here](#).

Scholarships

Some degree programs offer partial aid in the form of scholarships that can be used toward the student's bill for tuition, the health services fee, and health insurance. These scholarships, some of which are offered with the students' letters of admission, are awarded at the program's discretion.

Fellowships

During the five years of funding guaranteed to graduate students, Brown University's Graduate School awards a fellowship to first-year students and dissertation-level students in the fifth year. As an integral part of their academic training, all students are expected to serve in an academic appointment (e.g., teaching assistant or teaching fellow) in the other three years of the guaranteed funding years. Any exceptions to this model must be approved by the Graduate School. First-year fellows and fifth-year dissertation fellows normally receive full tuition, covering eight courses in the year, health insurance and health services fees, and a stipend.

External Fellowship Funding Information

The Graduate School strongly encourages students to independently seek external funding. Receiving a fellowship award is a sign of distinction and writing grant applications is an important part of a students' professional development.

A database of funding opportunities along with additional information can be found [here](#) on the Graduate School website. The Graduate School offers informational workshops on fellowship opportunities each year and the [Associate Dean of Academic Affairs](#) is available for consultation on external fellowships. The Graduate School also provides regular external funding information to students via email.

The [Office of Sponsored Projects](#) (OSP) provides access to various sources of funding opportunities that can assist faculty, students, and administration in the identification of external support for research, education, and development projects.

External Fellowships Incentive Policy

The deans of the Graduate School believe that it is of fundamental importance that graduate students gain the recognition and the experience entailed in applying for, and winning, competitive grant funding. This experience will be a central part of post-graduate life, whether inside or outside of the academe. In order to encourage graduate students to gain this experience as part of their professional development and educational experiences at Brown, the Graduate School has created a policy to reward students who secure funding from sources outside the University. Details of this policy are found in [Appendix 1](#).

Teaching and Research While on External Fellowship

The Graduate School supports the professional development of graduate students by providing teaching and research opportunities to, in particular, Ph.D. students. In most cases, students supported by external funding sources can be Teaching Assistants, Teaching Fellows, or Research Assistants unless the external source explicitly prohibits this practice. Students who are appointed as TAs or TFs while receiving external funding will not receive an additional stipend for the teaching assistantship, but the regular incentive funding scheme applies. Details of this policy are found in [Appendix 1](#).

There may be cases where the program and the student are uncertain about teaching or research constraints associated with a given external award. In these instances the Graduate School works with students and the relevant external funding agencies to determine the extent to which students who hold external awards can continue to participate in teaching and research opportunities at Brown.

Advanced Student Status

Students within the five year guarantee who have completed their 24 tuition-unit requirement and plan to be away from Brown for a semester or the academic year conducting dissertation research and who choose to defer Brown stipend support may apply for [Advanced Student Status](#). Such students are considered full-time students, are charged tuition, health services fee,

recreation fee, and the graduate student activity fee, and must have health insurance from Brown or provide proof of comparable coverage under another plan.

Students who are interested in [Advanced Status](#) must write to their DGS to express their interest. The DGS will then communicate this to the Graduate School on the annual appointment form. Receipt of Tuition and Health Insurance Scholarships does not count towards the years of Graduate School guaranteed support.

Advanced Student Tuition and Health Insurance Scholarship Table

Financial Support	
Advanced Student Tuition Scholarship	Provides 100 percent coverage of tuition.
Advanced Student Health Insurance Scholarship	Provides 100 percent coverage of annual health insurance fee. Eligibility: (a) Funded advanced students conducting dissertation research away from Brown who opt-out of up to one year of Graduate School funding. (b) Unfunded advanced students who have advanced to doctoral candidacy and are working on their dissertation. Students are eligible for a maximum of two semesters of Advanced Student Tuition Scholarship support. Conditions: Students must be engaged in full-time dissertation research.

Summer Support

All recently admitted doctoral students are guaranteed a cumulative total of three or four months of summer support over their first five years in the program based on their year of entry into the graduate program (three months total for pre-2010 entering cohorts and four total for those entering in 2010 or later). Summer support that is provided by Brown is meant to augment, not replace any external funding won by the student. A student's summer support package could

come from external funding, Brown-provided summer stipend, or some combination of the two. Guaranteed summer support is intended for students to conduct research, study for their preliminary examinations, work on their dissertations, and other scholarly activities. These funds are provided with the specific purpose to help students advance toward their degrees in a timely and efficient manner. Students should consult with the director of graduate study or the research advisor about projects for the summer months.

Students in the physical and life sciences are typically supported during the summers on grant and department-based funding. Students in the humanities and social sciences and a few other programs whose summer support is provided by the Graduate School may elect to use their guaranteed four (three) months of summer support at any time during their first four summers at the University. The default is one month of support following each of the first four (three) years of stipended academic year studies. Students should consult with the director of graduate study for department-specific rules.

Non-Performance

Students should be mindful of the fact that teaching, research, and proctorship appointments are part of their professional training. Such appointments establish a responsibility to the faculty and students within the academic unit. Performance in these appointments is also a component of a student's academic review. Students who fail to perform in their funded Graduate School appointments (as RAs, TAs, fellows or proctors) can be terminated and their funding suspended under the following conditions:

- gross negligence and failure to appear,
- failure to complete work,
- inappropriate behavior in the classroom or laboratory, or
- violations of the Academic or Non-Academic Code.

Such students will have their funding terminated regardless of other indices of academic standing.

Grounds for termination must be presented in writing to the Graduate School in the form of an academic disciplinary procedure. The case will be heard by the academic disciplinary board. (See the [Academic & Student Conduct Codes](#).) As with all such cases, the student has the right to appeal a decision.

Funding Beyond Year Five

Brown University's 5-year support guarantee allows doctoral students to fully focus on their academic field without worry about their funding status. Additionally, the recently elevated

levels of summer support help students to advance rapidly. Yet even so, not all students finish their dissertation by the end of the fifth year.

For this reason, the Graduate School has set aside a budget for doctoral students beyond year five. Those Graduate School funds are combined with departmental resources to allow the largest number of students to be funded. For rising sixth year students, awards are made based on submission of a Dissertation Completion Proposal (DCP), which *may* take the form of an appointment-based position that typically includes stipend, tuition, health insurance and health services fee. For students beyond the sixth year, awards are made based on submission of a Dissertation Extension Proposal (DEP), which *may* take the form of a scholarship-based appointment position that typically includes tuition, health insurance and health services fee.. Application forms and a description of both the DCP and the DEP processes can be found [here](#).

Master's Degree Programs

The Brown Graduate School awards master's degrees as terminal degrees or during ordinary progress toward a Ph.D. Master's degrees awarded at Brown are the *Artium Magistri* (AM degree), commonly referred to as the Master of Arts degree, the *Scientiae Magistri* (ScM), commonly referred to as the Master of Science degree, Master of Public Affairs (MPA), Master of Public Policy (MPP), Master of Arts in Teaching (MAT), and Master of Public Health (MPH). The minimum requirements for a master's degree are admission to the program and eight graduate-level courses, successfully completed. Individual departments and programs may have additional requirements regarding the number of required courses, proficiency in foreign languages, special examinations, and theses. All work to be used in fulfillment of the requirements for a master's degree must be completed within a period of five years.

Graduate work done in graduate residence at other institutions and may be offered in partial fulfillment of the requirements for a master's degree, provided it is approved by the department or program and by the Registrar. Specifically, one post-graduate course may be transferred to an 8-course master's program; two courses may be transferred to a 14-course or greater master's degree.

Terminal Master's Degrees

The Graduate School accepts applications for graduate study in over two dozen master's degree programs. (A listing of current master's programs can be found [here](#) on the Graduate School website.) Several of these programs offer the highest degree available in their respective fields, such as the [Master of Fine Arts in Literary Arts](#) (MFA), or are explicitly designed to prepare students for positions in applied professions, such as the [Master of Arts in Teaching](#) (MAT) or the [Master's in Public Health](#) (MPH). Other master's degrees provide relevant professional training and preparation and/or may lead to subsequent study at the doctoral level at Brown or at another university.

Students who have been admitted into graduate programs that also offer a Ph.D. may apply to the Ph.D. program while they are enrolled as master's students. These applications will be evaluated in the context of all applicants to the respective Ph.D. program.

Program Structure and Matriculation

Every program has a pre-determined structure and pattern of matriculation. Deviation from the program structure and standard matriculation pattern by a student can affect time to completion and tuition cost. There can also be visa implications for international students who deviate from the standard pattern of matriculation. Examples of deviation are: adding an extra course, dropping a course, changing a course for credit to audit. **Any student contemplating a deviation from the set program structure should first seek approval from the program DGS and the Graduate School.** Additional information can be found [here](#) on the Registrar's website.

Below is a table listing the standard matriculation patterns for all current master's programs at Brown.

Table of Standard Matriculation Patterns by Program.

Degree	Program	Number of Courses	Schedule of enrollment (entry to completion) [Each number represents the approved standard by semester]
AM	American Studies	8	4 + 4
ScM	Biomedical Engineering	8	2+2+2+2
AM	Biostatistics	8	3+2+2+1
ScM	Biostatistics	8	3+2+2+(1+Thesis Course)
ScM	Biotechnology	8	2+2+2+2
AM	Brazilian Studies	8	4 + 4
AM	BSSI	8	3+2+2+1
ScM	BSSI	9	3+2+2+2
AM	Classics	8	4 + 4
ScM	Clinical & Transitional Research	9	2+2+2+2+(1 summer)
ScM	Computer Science	8	2 + 2 + 3 + 1
AM	Development Studies	8	4 + 4
ScM	Engineering	8	3+3+2
AM	English	8	4 + 4
AM	Epidemiology	12	3+3+3+3 and thesis
ScM	Epidemiology	12	3+3+3+3 and thesis
EM	Healthcare	9	3+3+3 (18 month continuous)

	Leadership		
AM	History	8	4 + 4
AM	Intergrative Studies (anthro)	8	4 + 4
MFA	Literary Arts	8	2 + 2 / 2 + 2 Can Audit 1 per sem for free/not for credit
AM	MCM	8	4 + 4
AM	Music	8	4 + 4
MFA	Playwriting	16	2+2 / 4+4 / 2+2
AM	Portugese & Brazilian Studies	8	4 + 4
AM	Portuguese-Bilingual or ESL Education and Cross-Cultural Studies	8	Candidates for this degree may be part-time or full-time. In the case of the former, candidates will be required to complete at least two courses per semester thereby enabling them to complete their requirements in two years.(default is 4+4 in 1 year) Often students take only 2 which = HT. Program typically limited to FT educators
ScMIME	PRIME	8	4 + 4
MPA	Public Affairs	16	4 + 4 + 4 + 4
MPH	Public Health	13	3 + 3 + 3 + 3 (an additonal 1 unit will be placed on semester in which they register for internship credit) Any registrations over 3 incur charge
AM	Public Humanities	14	3+4+4+3
MPP	Public Policy	16	4 + 4 / 4 + 4
MAT	Teacher Education (Elementary)	8	1 summer + 4 fall + 3 spring
MAT	Teacher Education (Secondary)	8	2 (summer) + 2 + 4 OR 2 (summer) + 4 + 2
MFA	Trinity Rep. Acting or Directing	24	4 + 4 / 4 + 4 / 4 + 4
AM	Urban Education Policy	10	2 (summer) + 4 + 4 [5th years UG need 8 (2+3+3)]
AM	Urban Education Policy Teach for America	8	1(summer) 2+2+2+1

5th-Year Master's Degrees

The 5th-year master's degree program (additional information found on the Graduate School website [here](#)) allows Brown undergraduates to continue at Brown for a master's degree after completing their bachelor's degree. Up to two courses taken as an undergraduate but not counted toward the undergraduate concentration may be counted toward the master's degree, leaving six courses to be taken in the postgraduate year(s) (or fourteen in some two-year, sixteen course master's programs) and only six tuition units to be paid (or fourteen in for a two-year program) for the usual eight (or sixteen) course degree. Students who use two undergraduate courses to count toward the master's degree cannot transfer a graduate course taken at another school.

Students must apply for this program before they complete their undergraduate degree. Admission must be approved by the department in which the master's degree is sought and by the Graduate School. While a student must be enrolled as an active undergraduate student at the time of application, admission to the graduate program can be deferred for up to two years with approval of the program.

Students should complete the associated forms and submit them, along with a copy of their internal record, to the [Associate Dean of Academic Affairs](#).

Master's Degrees en route to the Ph.D.

Students enrolled in doctoral programs can earn the master's degree *en route* to the Ph.D., as long as they do not already hold a master's degree in the same field of study, or if they have the approval of their graduate program.

Sometimes a student enrolled for the Ph.D. decides to leave (or is terminated from the program) but will complete the master's. In that case, the DGS should send a memo to the [Associate Dean of Academic Affairs](#) recommending that the student's degree program be changed to the appropriate master's degree only.

Concurrent Ph.D./Master's Degree

In addition to obtaining a master's degree in the field of the Ph.D. on the way to the doctoral degree, it is possible, with approval of the directors of graduate study and the Graduate School, for doctoral students to earn a concurrent, terminal master's degree from Brown in a program different from the Ph.D. program.³ Degree requirements for a transitional master's degree in the field of the Ph.D. and terminal master's degree in a second field must be separately met; no courses or theses may be counted for more than one master's degree.

Work on a concurrent master's degree should be part of an integrated plan of study that leads to the Ph.D. in the student's doctoral program. Approval of the plan of study for the concurrent master's degree must be obtained from the directors of graduate study in both graduate programs prior to the end of the student's second year at Brown or at least two semesters before the anticipated completion of the second master's degree. Students seeking approval of a pursuing a concurrent Master's degree while they are in a Ph.D. program are should obtain an application form from the Graduate School.

Concurrent Bachelor's/Master's Degree

In some exceptional circumstances students may combine their last year or two years of undergraduate study with graduate study to complete both a bachelor's degree and a master's degree in eight or nine semesters. More information on this concurrent degree, including a link to the application form, can be found [here](#) on the Graduate School website.

Integrative Studies

Brown University has a long tradition of creating, encouraging and fostering interdisciplinary and multidisciplinary programs. The Graduate School is open to students who propose scholarly work that crosses disciplinary boundaries and cannot be accommodated within an existing program. Such students are eligible to file an application for a degree in integrative studies.

Ph.D. in Integrative Studies

To pursue an Integrative Studies PhD. students must be admitted to an existing doctoral program. After completing one full semester of full-time graduate study, students may apply for permission to enroll as a doctoral student pursuing integrative graduate study. The application process is the submission of a proposal to the Graduate Council for their review and decision. The proposal will include a self-designed plan of study, along with written statements of support by the DGS in the program to which the student was admitted and a faculty advisor(s) in the relevant field(s), and statements verifying the continuation of support in accordance with the five-year guarantee. The completed and signed proposal is submitted to the Graduate Council for their consideration and approval.

Only current graduate students enrolled in one of the regular graduate programs may apply for integrative graduate study. Students who are approved for a Ph.D. in Integrative Studies must designate a home program for administrative purposes.

Master's in Integrative Studies

In exceptional circumstances, students may apply for permission to enroll as a Master's student pursuing integrative graduate study. The application process depends on whether a student is already enrolled in a degree granting program at Brown.

For students who are already enrolled in a graduate degree granting program at Brown the application process begins with the submission of a proposal to the Graduate Council for their review and decision. This proposal should be submitted to the [Associate Dean of Academic Affairs](#) who will take the proposal to the Graduate Council. The proposal will include a self-designed plan of study, along with written statements of support by the DGS in the program to which the student was admitted and a faculty advisor(s) in the relevant field(s). The proposal should include the degree type being requested (AM or ScM), and the degree type should be in

conformance with the general degree requirements of the master's program to which the proposed plan of study is most closely aligned (for example the program of the student's primary advisor). The proposal must also specify the program structure regarding the timing of courses, and this program structure must also be in conformance with the timing of courses in the master's program to which the proposed plan of study is most closely aligned (e.g., 8 courses taken as 4 + 4). In addition, a student's enrollment status (full-time, half-time, or less than half time) in any given semester would also be determined in advance when aforementioned program structure is approved. The completed and signed proposal is submitted to the Graduate Council for their consideration and approval. Students who are approved for a Master's in Integrative Studies must designate a home program for administrative purposes.

For students who are *not* already enrolled in a graduate degree granting program at Brown the application process begins with the prospective student developing a proposed course of study.⁴ The prospective student would then contact a potential advisor at Brown who would agree to the proposed course of study and agree to do the advising. Formal approval by the DGS of the advisor's program is also required. The proposal should include the degree type being requested (AM or ScM), and the degree type should be in conformance with the general degree requirements of the master's program to which the proposed plan of study is most closely aligned (for example the program of the student's primary advisor). The proposal must also specify the program structure regarding the timing of courses, and this program structure must also be in conformance with the timing of courses in the master's program to which the proposed plan of study is most closely aligned (e.g., 8 courses taken as 4 + 4). In addition, a student's enrollment status (full-time, half-time, or less than half time) in any given semester would also be determined in advance when aforementioned program structure is approved. Having secured the support of the prospective advisor and of the related DGS, the applicant would then submit these supporting letters, the proposed course of study, and regular application material to the Associate Dean of Academic Affairs for the Graduate School, who will take the proposal to the Graduate Council for consideration. The Graduate Council will serve as the de facto admissions committee for each applicant to a Master's in Integrative Study. Graduate Council approval of the proposal is tantamount to the applicant being accepted into the program at Brown. Conditional upon approval by the Graduate Council, the prospective student would then make regular application through the Graduate School's online application system. Once admitted, for administrative purposes the student will be assigned the program/department of their aforementioned advisor as their home program/department.

Directors of Graduate Study

Every department or program offering a graduate-level degree at Brown has a director of graduate study (DGS). Faculty members who act as the primary liaisons between graduate students, the faculty in their programs, and the Graduate School, DGSs are responsible for all graduate-related issues in their respective programs. DGSs are the primary point of contact for students on all issues related to admission, academic standing, funding and appointments, etc. They are responsible for the regular evaluation of their program's students, and for notifying students in cases where there may be problems (see [Academic Standing and Warning Policy](#)).

All official changes to graduate students' academic or financial records require the signature of the program DGS.

An especially important responsibility of the DGS is to ensure that each graduate student in the program has an advisor at all points in his/her career. However, students should also be proactive in seeking advice from their faculty advisor/mentor, DGS, chair, as well as from their instructors and peers.

Program Handbooks

Each graduate program at Brown is required to maintain a handbook that provides detailed and up-to-date information to students regarding the path toward their degrees. Handbooks must have a clear outline of all expected academic milestones, along with a timeline for their completion, teaching and language requirements, expectations regarding coursework, as well as detailed information on any and all other completion requirements. The program handbooks should also provide clear information regarding the consequences of failing to meet milestones and what opportunities exist for students to have a second chance to meet milestones. Each graduate program should revisit this document on an annual basis to make sure it is kept current. All handbooks must also be available electronically (via department websites). The Graduate School's website has a link to each program where the program handbook can be found.

Written documents do not take the place of sustained, proactive advising, and it is the responsibility of department chairs, DGSs, and advisors to interact often and regularly with the graduate students in their programs.

Changes in Status

Any changes in a student's status (i.e., leaves of absence, withdrawals, changes in degree program) should be sent by the DGS to the [Associate Dean of Academic Affairs](#) of the Graduate School. When the change reflects the changing or dropping of a degree program, a statement from the student acknowledging notice of the change must accompany the request.

Academic Standing and Warning Policy

Academic Standing

Students' academic standing can be classified in four ways: good, satisfactory, warning, or termination. Each program's director of graduate study is required to maintain an updated and comprehensive census of the status of each student in his/her graduate program. DGSs are also required to update students on a regular basis regarding their academic status; requirements for the scheduling of these notifications are below.

Students who are in ***good standing*** are making both good and timely academic progress. No more than one incomplete can be carried on a student record in good standing.

Satisfactory standing indicates that a student has encountered difficulties of some kind – inadequate performance or slow progress in coursework, research, writing, etc. Since TA or RA assignments form part of a student’s professional training, performance in those areas can also affect academic standing (see [Financial Support for Graduate Study](#)). Two or more incompletes will, at minimum, result in a shift from good to satisfactory standing. This status level has no immediate impact on funding. If the concerns impacting a student’s status are not resolved, the student will move on to **warning** status.

Warning status signals chronic or severe problems. Students on warning must be given a written notice of their deficiencies and the consequences of those deficiencies. Students must also receive clear, written instructions of the steps to be taken (if possible) to regain good or satisfactory standing, and date-specific deadlines (typically one semester) for recovery. Such notice must come at the end of every semester that a student is on warning status.

If the deficiencies are not resolved by the specified deadline, the student on warning moves to **termination**. Students will typically continue to receive funding in a probationary state during the specified time period. Warning can lead to an immediate removal of funding depending on the severity of the problem, but this occurs only in rare circumstances and only with the express approval of the Dean of the Graduate School.

Termination status signals severe and irrevocable problems. Termination indicates an immediate removal of matriculation/enrollment status, as well as all forms of financial support.

Deadlines for Evaluation and Notification

Enrolled students in good or satisfactory standing **must** receive an evaluation of their standing in the program **at least once every academic year**. **First-year students** and **those on warning status** must receive an evaluation **at least once every semester**. All students should also receive written notification immediately following the successful completion of each academic milestone in their program.

The Graduate School recognizes that each program needs to coordinate the timing of students’ evaluations with relevant decision points within their program, such as first-year project defenses, language exams, and qualifying exams. The deadlines listed on the [chart](#) on the following page should be understood to be the latest possible moments.

Depending on the severity of the problem, a student may be placed immediately on **warning** or **termination** status. In cases of extreme non-performance, a student can be terminated at the end of the current semester, but only with a special petition to the Dean of the Graduate School.

In all cases of unsatisfactory performance, attention should be given to the particular difficulties being faced by the student. The Graduate School Associate Dean for Student Life in the [Office of Student Life](#) is available to provide advice in these situations. Often, a leave of absence may be the best course of action.

Actions and Deadlines for Withdrawing a Student

In order for a student to be withdrawn from the Graduate School for academic reasons...	Actions to be taken in or near the... Fall Semester	Actions to be taken in or near the... Spring Semester	Actions to be taken in or near the... Summer	Actions to be taken in or near the... Fall Semester
...before the start of the next summer:	Program puts the student on warning status on the basis of Fall semester performance. Deadline for this warning: January 31 following the Fall semester.	Program conducts scheduled evaluation of Spring semester performance. Deadline for this evaluation: May 31. (If the student is to be awarded a master's degree at the end of the semester, the decision must be made by May 1.)		
...before the start of the next fall semester:		Program puts the student on warning status on the basis of Spring semester performance. Deadline: May 31.	Program conducts scheduled evaluation of Summer performance. Deadline: August 21.	
... before the start of the next spring semester:		If the performance shortfall relates to course work, inability to carry out TA responsibilities, and/or academic year research:	If the performance shortfall relates to research during the summer months and/or inability to carry out TA	Program conducts scheduled evaluation of Fall performance. Deadline: January 31.

		<p>Program puts the student on warning status on the basis of the Spring semester performance.</p> <p>Deadline: May 31.</p>	<p>responsibilities:</p> <p>Program puts the student on warning status on the basis of summer performance.</p> <p>Deadline: August 21.</p>	
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Process of changing a student's status to 'warning':

Program provides the student with a written notice of warning status that:

- i. outlines areas of poor performance,
- ii. lists specific performance goals and deadlines,
- iii. states the date of the evaluation, and
- iv. indicates that the student will be terminated at the end of the specified time period if performance goals are not met.

The program provides this letter to the student, and a copy to the Graduate School, by the specified deadline.

Process of evaluating student:

The student and the program follow the schedule outlined in the warning letter. While it is possible for the warning status to be extended by one period, in most cases the outcome will be either of the following:

Positive outcome: student status is raised to 'good' or 'satisfactory'.

Negative outcome: student is withdrawn from the Graduate School.

In case of a negative outcome, a written notice of withdrawal must be delivered to the student by the deadline, with a copy to the Graduate School.

The program also submits a withdrawal form to the Graduate School by the deadline.

The Graduate School sends an official letter of withdrawal from Brown to the student.

Notes:

- With only rare exceptions that require the approval of the Dean, students will continue to receive funding while they are on warning. Students who are withdrawn before the end of the semester for academic performance reasons will continue to be supported until the end of the semester in which they are withdrawn. With the express approval of the Dean, warning can lead to an immediate removal of funding in the case of a severe infraction of the academic code or failure to satisfactorily complete the duties of the student's appointment.
- The level of funding for students on probation must comply with the Graduate School's minimum funding levels. It is not required to sustain the higher levels that some departments set for their own programs.
- The listed durations of the warning periods are minimum durations. When programs change a student's status to warning, a program can also provide for a longer evaluation period.

Evaluation of Students with TA or RA Appointments Outside of their Home Program

As a part of the evaluation process, students who have a TA or RA appointment in a program outside of their home program should receive an evaluation of their performance at the end of each academic semester by the course instructor or research supervisor. A copy of the evaluation should be provided to the student and to the DGS in the student's home program. The DGS in the student's home program should review the report with the student and use it in the program's annual evaluation of the student. With the student's permission, a copy of the evaluation may also be made available to the student's academic advisor.

Implications of Academic Standing and Academic Progress for Financial Aid and Student Loan Deferral Status

To be eligible for student loans, students must be enrolled and making satisfactory academic progress in their program. The student status in regards to "making satisfactory academic progress" is determined by the Graduate School in consultation with the program DGS and the [Office of Financial Aid](#) (if Federal Title IV Aid eligibility applies).

It is also the case that students must be enrolled and making satisfactory academic progress to maintain eligibility for repayment-deferral status for any existing federal student loans they hold. Following federal guidelines, the [Registrar](#) reports to the [National Student Clearinghouse](#) any student who falls below "half time" time status. ***The student's program must inform the Graduate School in writing of all changes in status, particularly in cases where a student's aid may be adjusted or terminated. Failure to do so will result in charges being applied to the department.***

Visiting Research Fellows and Non-Degree Students

The Graduate School offers the Visiting Research Fellow and non-degree student statuses to accommodate visiting graduate students from other institutions and other non-degree students. The *Visiting Research Fellow* status is for graduate students from other institutions who would like to come to Brown for durations of usually less than 12 months to conduct research with a Brown faculty member. Visiting Research Fellows are not enrolled in classes and do not have official student status at Brown. They are required to have a faculty advisor at Brown who will supervise and direct their activities.

The *non-degree (visiting) student* status is for either a graduate student from another institution or for a non-affiliated post-baccalaureate who would like to enroll in a class or classes or needs official student status at Brown for visa or funding purposes. This is the appropriate status for a graduate student wishing to take a graduate course or courses at Brown without being admitted to and enrolled in a graduate program at Brown. Even though the applicant will not be enrolled in a program, he/she must notify a program that he/she wishes to take care courses in the program, and the program must approve. The *non-degree (visiting) student* begins the process by first communicating with the receiving program at Brown. Once this connection has been established the next step is the completion of an online application by the *non-degree (visiting) student*, stating the program with which he/she will be affiliated. The application will be sent to the program for their approval. All non-degree (visiting) students must obtain the written acknowledgement and permission of the affected department(s) in which the visiting student will be taking a course or courses and/or working with a professor or professors in the program. Upon program approval the application moves to the [Associate Dean of Academic Affairs](#) for the Graduate School for final approval.

The *non-degree (probationary) student* status is for applicants to graduate programs who have been admitted on a probationary basis, and will be considered for admission as a degree student after 1-2 semesters.

The *non-degree (postdoctoral) student* status is for postdoctoral students at Brown University who need to enroll in courses for credit as part of their training program.

Visiting Research Fellows

Visiting Research Fellows are enrolled in graduate programs at other institutions and come to Brown for durations of usually less than 12 months to conduct research in collaboration with a Brown faculty member. Visiting Research Fellows are provided access to the library, an email account, and limited building access. Requests for Visiting Research Fellow status are made by programs to the Graduate School. Programs should submit a Visiting Research Fellow Appointment Request Form (available on the Graduate School website [here](#)), letters of endorsement by the program chair/director and the faculty member who will advise the visitor at Brown, and a copy of the student's original appointment request to the program. The Visiting

Research Fellow appointment is for up to 12 months and the appointment must be renewed for a longer stay.

Visiting Research Fellows are required to provide proof of health insurance for the full duration of their stay at Brown well in advance of arrival either in the form of an insurance card, a signed letter on letterhead from the insurer stating coverage, or a receipt of payment from a short-term health insurance provider. Visiting Research Fellows who do not provide proof of coverage to the Graduate School will not have their Visiting Research Fellow appointment activated and will not be issued a Brown ID.

Visiting Research Fellows from universities outside of the United States who are in need of a visa are required for visa purposes to provide proof of financial support well in advance of their stay. The [Office of International Student and Scholar Services](#) (OISSS) cannot provide assistance with a visa application without this material.

Visiting Research Fellow Processing Table

1. Applying	<p>Applicants make a request for a Visiting Research Fellow appointment directly to the program. Programs may establish their own application requirements and evaluation criteria, but there should be an identified source of funding for the student and a faculty member who is willing to serve as an advisor to the visitor.</p> <p>Prior to the student's arrival at Brown, programs submit to the Graduate School Admissions Office a Visiting Research Fellow Appointment Request Form, letters of endorsement from the program chair/director and the applicant's faculty advisor at Brown, and a copy of the applicant's original appointment request.</p> <p>The Graduate School issues an appointment letter to the applicant with a copy sent to the chair/director in the host program. Applicants are required to notify the Admissions Office by email or in writing of their acceptance of the appointment offer.</p>
2. Acceptance	<p>International applicants who need assistance from Brown in securing a visa are required to submit to the Graduate School proof of support at the time of acceptance. Failure to provide this material in a timely manner will delay the processing of visa requests.</p>

3. Arrival	<p>Upon arrival at Brown, Visiting Research Fellows should report in-person to the Admissions Office at the Graduate School to request activation of their Visiting Research Fellow status.</p> <p>After reporting to the Graduate School, Visiting Research Fellows should report to the Brown Card Office to have their photo taken and to receive their Brown ID.</p> <p>Note: Activation of Visiting Research Fellow status and the issuance of the Brown ID card is contingent upon prior submission of proof of health insurance and, in the case of international visitors, proof of financial support.</p>
4. Payroll	<p>Programs that wish to pay Visiting Research Fellows from faculty research grants or other sources should contact Accounts Payable in Controllers Office. In the case of international visitors, programs must coordinate with the Office of International Student and Scholar Services (OISSS) prior to the visitor's arrival to ensure that the international Visiting Research Fellow may work, and that the appropriate visa is acquired for temporary employment.</p>

Non-Degree Graduate Students

Non-degree graduate students are not candidates for any degree. They pay the student health services fee and the health insurance fee, and tuition by the course for any courses they take. Tuition scholarship may be provided on a case by case basis. Non-degree students are admitted for a limited time period, a semester or a year. If a non-degree graduate student is subsequently admitted to a degree program, his or her transcript will report on their initial "non-degree" status. Coursework done for credit as a non-degree student may be counted toward graduate degrees with the approval of the graduate program. All non-degree graduate students should be recorded and monitored by the Graduate School, and their progress monitored by the advisor, graduate program, and Graduate School deans.

The application requirements and conditions of the non-degree student status are summarized in the [Non-Degree Student Information Table](#) below. The procedural steps for non-degree student applications and processing are described in the [Non-Degree Graduate Student Processing Table](#) below.

Non-Degree (Probationary) Students

Students who are given non-degree probationary status follow the standard application process for admission to the Graduate School and apply to a degree program. Programs may chose to admit the applicant as a non-degree (probationary) student in order to better assess the student's

academic preparation before deciding upon admission as a degree student. Applicants to graduate programs who are admitted as non-degree (probationary) students are normally funded as non-degree students through external research or training grants, and must be evaluated for admission as a degree student at the start of their second semester at Brown. Non-degree (probationary) students who are subsequently admitted to a graduate program as a degree student are counted among the target number of entering students allocated to the graduate program by the Graduate School.

Non-Degree (Visiting) Students

Individuals who wish to come to Brown for one or two semesters as non-degree (visiting) students start this process by first contacting and obtaining permission from the affected department(s) in which the visiting student will be taking a course or courses and/or working with a professor or professors in the program. Having received prior approval from the department, the visiting student next completes an online application. The student completes the first page and the signature page of the on-line application for admission to the Graduate School.

Non-degree (visiting) students who do not enroll in regular courses are required to register for an independent or directed study with a faculty member in the host department and pay the assessed tuition charge. The independent or directed study is recorded on the student transcript and one credit is granted.

Non-degree (visiting) students may enroll in classes for credit. Non-degree (visiting) students who enroll in classes for credit are not required to enroll in an independent, but will be charged the standard per credit tuition fee.

The Graduate School offers a limited number of tuition scholarships for non-degree (visiting) students who are at Brown to conduct research with faculty members. The tuition scholarship covers the tuition associated with taking an independent or directed study. Requests for a tuition scholarship should be made by the host program to the Graduate School.

Non-Degree (Postdoctoral) Students

Postdoctoral students at Brown who wish to enroll in courses for credit need to apply for non-degree student status by completing the first page and the signature page of the on-line application for admission to the Graduate School. Postdoctoral applicants to the Graduate School should request their faculty advisor to submit to the Graduate School a letter requesting admission as a non-degree student along with the source of funding for tuition.

Non-Degree Graduate Student Processing Table

I. APPLYING	
1.	<p>a. Applicants to Degree Programs [Non-degree (Probationary) Students]: The student follows standard application process to the Graduate School as a degree student. Special (probationary) student status is requested by the student's degree program in instances where the degree program does not want to admit the student with multiple years of guaranteed support. At the start of the second semester, the degree program must decide whether or not to admit the student into the graduate program starting semester I of the following academic year. Special (probationary) students who are subsequently admitted into the degree program will count as one of the degree programs targeted number of new admissions.</p> <p>Pays online Graduate School application fee.</p>
	<p>b. Non-degree Student Applicants [Non-degree (Visiting) Students]: The prospective student first contacts the Director of Graduate Studies (DGS) in the department where they plan to take courses or work with faculty. In the case of the latter, the prospective student locates a faculty advisor who agrees to supervise the student while at Brown. Upon receiving approval from the department DGS and/or faculty member, the student completes the first page and signature page of the online application for admission to the Graduate School. In the case of non-degree visiting students who plan on working with Brown faculty, the faculty member submits to the Graduate School a letter recommending that the student be admitted as a non-degree (visiting) student. The letter should specify the duration of the student's appointment, the conditions of the faculty member's advising relationship with the student, and if appropriate, any financial support that the faculty member will provide the student. Letters of recommendation should be addressed to the Associate Dean of Academic Affairs, Graduate School.</p> <p>The student completes the first page and the signature page of the on-line application for admission to the Graduate School. The student should select "Non-degree" for degree type, and "special (non-degree)" for program.</p> <p>Pays online Graduate School application fee.</p>
	<p>c. Postdoctoral Students Taking Classes [Non-degree (Postdoctoral) Students]: Postdoctoral students wishing to take a Graduate course complete the first page and the signature page of the on-line application for admission to the Graduate School. The student should select "Non-degree" for degree type, and "special (non-degree)" for program.</p> <p>The Director of Graduate Studies in the student's host program or the Associate Dean of Graduate and Postdoctoral Studies in the Division of Biology and Medicine, submits to the Graduate School a letter requesting admission as a non-degree student along with the source of funding for tuition.</p> <p>Pays online Graduate School application fee.</p>
II. SUPPORTING DOCUMENTS	
2.	<p>a. Applicants to Degree Programs [Non-degree (Probationary) Students]: Same documents as applicants to degree programs.</p>

b. Non-degree Student Applicants [Non-degree (Visiting) Students]: Non-degree (visiting) student applicants are required to submit a copy of their transcript from their current or most recent program. GRE scores are not required for students who apply directly for non-degree (visiting) student status.
c. Postdoctoral Students Taking Classes [Non-degree (Postdoctoral) Students]: The Director of Graduate Studies in the student's host program or the Associate Dean of Graduate and Postdoctoral Studies in the Division of Biology and Medicine, submits to the Graduate School a letter requesting admission as a Special Student along with the source of funding for tuition. Transcripts, GRE, TOEFL are not required at the Graduate School.

III. ADMISSION TO BROWN

3. a. Non-degree (Probationary) Students: Non-degree (probationary) student status is requested by the admitting department after the application has come into the Graduate School and been processed as an applicant to a degree program. Admissions staff will be informed on a case-by-case basis to adjust the applicant's status from a degree student to a special (probationary) student.
b. Non-degree (Visiting) Students: (i) Applicants first contact the program and/or faculty for approval. Prospective student then applies online filling out first page and signature page. Program and/or faculty letters of recommendation for non-degree (visiting) students are reviewed by the Graduate School. (ii) Non-degree (visiting) applicants who are offered admission by the Graduate School are sent an admission letter from the Graduate School. International students who are admitted into non-degree (visiting) status must provide proof of financial support for the duration of their visit to the Office of International Student and Scholar Services . Applicants who accept the offer of admission should return their acceptance card to the Graduate School. Admitted non-degree (visiting) students who would like to stay in Brown University housing should contact the Office of Residential Life as soon as possible to request a room in the graduate student residential hall. Upon arrival to campus the host program at Brown and faculty advisor are responsible for providing orientation to the non-degree student to Brown and the surrounding community.

c. Non-degree (Postdoctoral) Students: Postdoctoral students who wish to enroll in graduate courses are charged the standard per credit tuition fee.

IV. REGISTRATION

4. a. Non-degree (Probationary) Students: Register in-person at the Office of the Registrar . Registration forms are signed by program Director of Graduate Studies or program advisor.
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b. Non-degree (Visiting) Students: Register in-person at the Office of the Registrar .
Non-degree (visiting) students obtain a paper registration form from the Office of the Registrar and register for an Independent Study using the appropriate course number and section number for their host program and faculty advisory. The form is signed by the faculty advisor and taken to the Graduate School for the signature of the Associate Dean of Academic Affairs . The completed form is submitted to the Registrar.
Non-degree (visiting) students must enroll in a minimum of one course, sometimes an independent study course with a particular professor, and the visiting student will be charged tuition on a per course basis.

Non-Degree Student Information Table

Application process/ Application fee	Transcripts/ GRE/ TOEFL/ Proof of Support	Duration	Course enrollment/ Teaching	Brown health insurance and health services	Facilities
Application process: (1) <i>Non-degree (probationary)</i> Student follows standard application process for the Graduate School. Non-degree (probationary) student status is requested by the student's degree program. OR (2) <i>Non-degree (visiting)</i> Student locates faculty advisor. Faculty advisor submits recommendation for non-degree (visiting) student status to the Graduate School. Student completes first page of on-line application for admission	Transcripts: (1) (2) Transcripts from most recent graduate program required. GRE: (1) Students who apply through standard application process must follow program requirements for GRE. (2) Not required for students who apply directly for non-degree (visiting) student status. TOEFL: (1) Same country-specific requirements for admittance to degree programs. (2) Not required for students who apply directly for non-	Duration: 1-2 semesters	Course enrollment: Students may enroll in classes for credit. Registration: Students must register for the independent/directed study or courses in person at the Office of the Registrar . Tuition: Students who enroll in classes pay full per credit tuition fees, unless other arrangements have been made. Teaching: Students may be contracted to teach 1-2 courses per semester. Sponsor pays for teaching stipend.	Health insurance: Student must have Brown health insurance or provide proof of comparable coverage. Health service fee: Student is charged health service fee. Student pays health insurance and health service fee, unless other arrangements have been made.	Student has Brown ID, email account, library privileges, access to university housing, and access to athletic facilities.

to the Graduate School. Application fee: (1) (2) Yes	degree (visiting) student status. Proof of support: International students who are admitted into non-degree (visiting) status must provide proof of financial support for the duration of the visit to the Office of International Student and Scholar Services .				
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Information Primarily for Programs

Admissions

The Goal

Graduate students make important contributions to the University, including but not limited to, the discovery and preservation of knowledge, participating in faculty research, communicating research outcomes, and supporting undergraduate instruction. The overarching goal of the recruitment efforts of the Graduate School at Brown is to attract the best students to our graduate programs. Through the recruitment and selection of students who have academic potential, creativity, diversity of background, perspective, and experience, the Graduate School takes the first step in helping to develop competitive scholars who will graduate from Brown to play leading roles in the future, both domestically and internationally.

Admission Committees

It is the prerogative of programs to determine the make-up and functioning of their own admission committees. If programs so desire, students in the program may serve on an admissions committee in an advising role. However, students should not be allowed a voting position in admissions decisions.⁵

Recruiting

Recruitment is a comprehensive effort that involves:

1. Promoting awareness of the institution and its graduate program(s) to produce a competitive applicant pool,
2. Selecting appropriate applicants to achieve a diverse pool of admitted candidates, and
3. Securing the matriculation of accepted candidates for an incoming graduate cohort.

The Graduate School is engaged in activities at each stage of recruitment and encourages partnership with every program in ways that lead to the recruitment and enrollment of the most promising students.

Awareness strategies provide accurate information about graduate programs at Brown. Given that top students can come from various institutions both nationally and internationally, information should be readily accessible and disseminated widely.

Recruitment strategies assist in the identification of the appropriately prepared and diverse students who comprise a high-quality applicant pool. Professional societies, research consortia, graduate preparation institutes, and federally-sponsored undergraduate honors programs present recruitment opportunities to increase diversity among underrepresented students in specific disciplines.

Yield strategies increase the matriculation of students who have been offered acceptance by the Graduate School. These activities are a vital part of students' understanding of the specifics of the disciplinary training and encourage them to choose Brown as their academic home for growth into professionals and scholars.

Our recruitment plan is consistent with the [Diversity Action Plan of Brown University](#), and is in keeping with the overarching goal of the Graduate School to attract the best possible students to our graduate programs and provide them with competitive levels of support.

One of the most effective recruiting techniques is personal contact with faculty. Within the limits of recruiting discussed below, it is permissible for the DGS or any faculty member to phone or write an applicant whose application seems particularly attractive, or whose interests seem particularly suited to Brown's program, or to gather more information on the applicant's interests.

Departments may wish to copy parts of the applications of top applicants, to start a departmental file on each matriculating student and to retain information about the students' academic background and goals for the purpose of recruitment and later academic advising. Letters of recommendation, however, are not to be copied; they are meant for admission purposes only and are usually written in confidence. The Graduate School destroys letters of recommendation after the admission process is completed.

Limits on Recruiting

All formal offers of admission come from the Graduate School in the form of a letter signed by the Dean of the Graduate School. **Directors of graduate study and other faculty must be careful not to promise admission, but only to promise that the program will recommend admission to the Graduate School.** Generally, the Graduate School accepts the program's recommendations; but there may be cases where the Graduate School intends to limit the number admitted or where the applicant's qualifications, particularly English proficiency, may be an issue. The Graduate School also will not matriculate an applicant without official transcripts of previous academic work, without an official TOEFL or IELTS score, or without two of the requested three letters of recommendation, even though the program may be satisfied with fewer or less official documents.

Fellowships, teaching assistantships, proctorships and tuition scholarships are offered by the Graduate School, on recommendations from the graduate programs. **No offers of financial support from Graduate School funds can be made by the faculty or directors of graduate study.** Departments can offer RA and fellowship support from their own funds, but admission and the appointment are contingent on Graduate School approval.

Brown University subscribes to the policy adopted by the [Council of Graduate Schools](#) (CGS) on a universal deadline of April 15 for responses to offers of admission. It is forbidden to pressure an applicant to respond to an offer before April 15. Nevertheless, it is permissible to ask an applicant to inform us as soon as his or her decision is made. The same

CGS policy requires that an applicant who has accepted an offer and then wishes to relinquish it must write to the Graduate School to be released from his or her commitment. Programs recommending offers of admission after April 15 should be aware that such offers are contingent on the applicant's obtaining a written release from any other graduate school whose offer he or she may have accepted.

Applications

All Ph.D. applicants must take and submit scores from the Graduate Record Examination (GRE). If an applicant has previously taken the GRE, the scores must be within 5 years of the application.

Privacy of Applications

The [Family Educational Rights and Privacy Act](#) (FERPA) requires that applications be kept confidential. The information in the applications is to be seen only by the faculty admissions committees and support staff and used only for the purpose of admission. Staff and faculty without official connections to the admission process and current students of all types may not read applications or any associated application material.

All materials submitted as part of the application to the Graduate School become the property of the Graduate School. Transcripts and other documents submitted as part of the application will not be returned to applicants or admitted students.

Early Matriculants

If a program wants to bring a new PhD student in before the start of the Fall semester the Graduate School must make a change in Banner to reflect a Summer start, and a minimum of one tuition unit plus relevant fees must be charged.

Advisors and Advising

Selection of Advisor/Mentor

It is the responsibility of the program to ensure that each graduate student should be assigned an advisor upon entering a program and continues to have an advisor at every point until completion of the program. Students also have a responsibility to be proactive in seeking advice from their faculty advisor/mentor, DGS, chair, as well as from their instructors and peers.

The Graduate School has new mentoring agreements that it encourages students and advisors to use as part of the advising relationship. The document outlining mentoring guidelines and agreements can be found [here](#) on the Graduate School website.

First-Year Advising

Each entering student needs to be placed into the available courses that fit the requirements of the program and the student's personal goals. Those goals may have changed since the student applied, almost a year previously, and care should be taken to see that each student enrolls in the most appropriate courses. Any gaps in preparation should be filled as soon as possible. Courses essential for passing departmental exams should be taken, and plans for meeting language requirements must be begun. Sometimes it is clear to a student after only a few meetings of a course that the course is at the wrong level or its content is not what was expected. Students should be encouraged to seek advice after the first week of classes and revise their registrations appropriately, if necessary. If a student shows any deficiencies at the end of the semester, he or she needs to be told what to do in order to be allowed to continue or to receive financial support for the second year.

The DGS must report to each student in writing before the second semester begins on his or her first semester's progress and the faculty's expectations for progress in the second semester. Plans for second semester courses may need revision.

The Graduate Council has ruled that each student should be advised, no later than the end of the third semester, whether he or she should proceed towards the Ph.D., plan to stop with the master's degree, or plan to leave without a degree.

Student Records

All students now have a Banner record as well as a GSIM (Graduate Student Information System) record. These records should at all times be kept up to date by the DGS. Any change in academic status (especially academic earning, see below) should be recorded in the GSIM record.

GSIM is an online tracking system that allows the Graduate School and individual graduate programs to monitor and predict the progress of all its students. The census information generated by GSIM allows tracking of academic standing and progress (or milestones, which vary by program), funding commitments, and other significant student events (admission to candidacy, leaves, graduation, etc). It also allows programs and the Graduate School to model and predict program-specific and overall student support budgets.

Sample Letters Reporting Student Status

In general, students should be evaluated in terms of their performance and progress in three broad areas: **research**, **coursework**, and **teaching**. However, not all students will necessarily be evaluated in all areas every year, since (for example) coursework may only be relevant during

the initial years of a doctoral program and teaching evaluations will only be necessary if students have had appropriate appointments.

Our suggestions for the concluding paragraphs of students' evaluations are more specific, and in particular provide a progression of warning statements. For those students who are moving briskly through their coursework and research (i.e., are in good standing), a simple endorsement to that effect is sufficient. ("We are satisfied that you are making good progress towards your degree and we applaud your diligence, etc.") In cases where students are **not** making good progress, we ask that you use text derived from the following four templates:

Satisfactory

"Generally, faculty members in the program feel that you are making satisfactory progress toward your degree. We also feel, however, that the following areas need improvement, and we encourage you to address these issues before your next review." (Areas for improvement should follow, articulated as specifically as possible.)

Warning

"Faculty members in the program feel that you are not making adequate progress toward your degree for the following reasons:" (Areas for improvement should follow, articulated as specifically as possible.) "If these issues are not addressed by DATE (within a semester's time), you will be withdrawn from the graduate program at the end of semester XX of the 20XX-20XX academic year."

Final Warning Prior to Termination

"Faculty members in the program feel that you are not making sufficient progress to warrant continued study. As stipulated in the Graduate School's policy for withdrawal of students, you will be withdrawn from our program at the end of semester XX of the 20XX-20XX academic year."

Termination

"Based on our correspondence of DATE, we have notified the Graduate School that you are to be officially withdrawn from the graduate program at the end of semester XX of the 20XX-20XX academic year.

Changes to the Curriculum

The [Graduate Council](#) meets once each month during the academic year to consider proposed changes and to review existing graduate programs. Anyone intending to bring a proposal before the Council is welcome to discuss it first with the [Associate Dean of Academic Affairs](#).

New or Revised Graduate Programs

All new programs and any significant revisions to existing programs must be approved by the [Graduate Council](#). New programs approved by the Graduate Council must subsequently be approved by, in turn, the [Faculty Executive Committee](#) (FEC), the Faculty as a whole and the Corporation. When a new program will require new financial resources, the [Academic Priorities Committee](#) (APC) also must approve before the program can be brought before the Faculty. The same proposal can be pursued with both the APC and the [Graduate Council](#), from the financial and curricular points of views. New graduate programs that also affect the College or the Medical School must also be gain the approval of the Faculty Committee on Educational Legislation.

Generally, only major revisions to existing programs, such as changes in the number of required courses, language requirements, or thesis requirements would need [Graduate Council](#) approval. Changes in matters internal to the program, such as changes to the format of prelims or in the mechanism for forming an advisory committee do not need to be brought before the Council. The Graduate School should be notified in writing of any substantive revisions to program handbook.

Programs are required to give students ample warning of any proposed changes to a program's requirements or curriculum. Normally students proceed through their degrees with the requirements that were in place when they were admitted. Sometimes, due to staffing changes or other events, there may be slight variations in availability of courses or in the sequence of graduate program. Any substantive change that affects a student's ability to fulfill requirements must be reviewed by the [Graduate Council](#).

New Graduate Courses

Under a system instituted in the 2011-2012 academic year, new courses in which the primary instructor is a voting faculty members are approved by the [Office of the Registrar](#) for a one-year "provisional" period. If that same course is to be offered in any subsequent year, regardless of the voting status of the faculty, the course must go through a full approval process. For graduate (2000-level) courses, this means that a course proposal, including a complete syllabus, must be submitted to the Graduate Council for review. Graduate Council approval of the course proposal is required for course continuation beyond the initial, provisional year.

New courses in which the primary instructor is a non-voting members of the faculty must be fully approved by the Graduate Council on the initial offering.

Guidelines for New Course Syllabi

In order to make the new course approval process as seamless as possible, the Graduate Council offers the following recommendations for constructing a course syllabus and specifies the minimum required elements for a satisfactory syllabus.

Recommendations for Constructing a Syllabus

The syllabus should answer these basic questions for the student:

- **What will I learn?**
This can be addressed by the overarching course description and descriptions of key concepts or topics that will be covered in the course. Essentially, what is the content of the course.
- **Why should I learn it?**
What is the rationale for the course and the topics that will be covered?
- **How will I learn it?**
What are the elements of the course—lectures, group work, field trips, written assignments, etc.—and how will content be delivered?
- **How will my learning be assessed?**
What are the graded assignments and what are the standards or rubrics that will be used in assessing the various assignments?
- **What is expected of me as a learner?**
What is expected regarding attendance, class discussion, online contribution (e.g., blogs), group work, etc.
- **How will my final course grade be constructed?**
How will the various assessment elements be aggregated into a final grade?

Minimum Required Syllabus Elements

The following are the minimum elements for a satisfactory syllabus:

- **Introductory information including...**
Course title, instructor, and relevant contact information.
- **Course description including...**
 - Course overview
 - Course rationale
 - Prerequisites (or statement that there are none)
 - Required texts and/or materials
 - Optional texts and/or materials
 - Class delivery methods
- **Course policies**
 - Attendance
 - Participation
 - Late work and make up
- **Student responsibilities**
- **Evaluation**
 - What types of assessment—papers, presentations, problem sets, projects, exams, etc.
 - How will final grade be determined, and in particular, what will be the weighting given to the various types of assessment?

Financial Support for Doctoral Students

The 5-Year Support Guarantee

The 5-year support guarantee for doctoral students places Brown University's graduate programs in an excellent competitive position. Coupled with support for 4 summers (starting with the cohort that entered in the Fall semester 2010), students can focus on their studies without concern about future funding.

The support guarantee, which applies to all students in good standing, is a promise to the student that is backed by the Graduate School. But it is not a promise to the programs that the Graduate School will provide the support for all students, for the duration of their studies. Instead, programs provide student support through a variety of mechanisms, including departmentally based fellowships and research assistantships that are funded through external grants and contracts. Under normal circumstances, the program has sufficient funding to fulfill the Graduate School's support promise – either through its annual allocation of support slots from the Graduate School, or through its own resources. On occasion, however, it can happen that departmental resources are insufficient to provide for a student. This might, for example, happen when an investigator experiences a gap in external funding. In such cases, the Graduate School will provide for the support that was promised to the student, in effect serving as a backstop for the department. The Graduate School will recover the cost of the additional support from the program in a future year.

Because of this important function of the Graduate School, Brown's graduate students enjoy a support guarantee that is primarily met by the department, but that is fully backed by the University. This two-fold assurance allows students to be completely confident about their support as long as they remain in good standing. At the same time, programs can aggressively recruit excellent students because the Graduate School will be there to back them up. Programs are encouraged to clarify the strength of this support mechanism to prospective students as part of the recruitment process.

The Graduate School's support package should be considered a minimum package. Programs are free to increase funding levels (usually for the summer months), or to make additional promises for support for late-year students as part of the Dissertation Completion Proposal (DCP) process. All such additional promises must be funded through departmental resources. The offer letter of individual programs can be tailored to meet such specific needs. Programs should contact the Dean of the Graduate School to map out an optimal strategy.

Programmatic Support Allocation

The total amount of Graduate School support allocated to a doctoral program is determined primarily by the targeted steady state size (i.e., the total number of students in years one through five) that has been established for that program. For programs that have little or no external funding support available, the total amount of Graduate School support (i.e., the number of supported students) will be about the same as the steady state size: If, due to the statistical nature

of the admissions process, in one year a program goes over its targeted size, then the number of admissions will be reduced in the following year to return the program to its steady state.

For programs that provide substantive external support for graduate students, the steady state size of the program will equal the targeted size of the program based solely on Graduate School support plus the number of additional students that can be consistently supported by the program through external funds. If the amount of external funds available to the program increases or declines, then the steady state size of the program will grow or shrink accordingly.

The Graduate School has implemented a financial plan that is available to all individual programs. Upon agreeing to a set of parameters, such as the number of teaching assistantships and the target size of the program, participating programs are given considerable latitude to manage their affairs. For example, programs can decide on the allocation of funds, including distribution of support between the academic year and the summer or allocation of funds to a recruitment budget. Programs are also able to bank graduate student support funds for a future year. Programs who are interested in joining the plan should contact the Dean of the Graduate School for further information.

Admissions Targets and Support for Continuing Students

As part of the process for allocating support to doctoral students, the Graduate School asks program chairs and DGSs for an annual assessment of the progress and academic standing of each of their current students. This **annual census** is used to determine allocations for support for doctoral students in year 1 through 5. Criteria for timely progress and academic standing of students are set within programs, and are reviewed by the Graduate School.

The annual census also serves as the basis for determining admission targets. For programs that are not participating in the financial plan, the admission targets are determined by the Dean of the Graduate School annually, and communicated to the programs in a memo before the admission decisions are made. Programs that participate in the financial plan should complete a worksheet to communicate to the Dean their proposed admission targets.

Details of the admission process are communicated annually to all programs in a separate memo in late November.

Tuition Charges to Grants and Contracts

Since 1991, all RA appointments to external research grants and contracts are charged at a standard rate of 25% of full tuition. This charge applies for the duration of an RA's tenure at the University, irrespective of enrollment status. The Graduate School provides a supplemental tuition scholarship for RAs who have not yet advanced to candidacy.

Commencement

Prizes and Awards

The Wilson-DeBlois Award

The Graduate Student Council confers the [Wilson-DeBlois Award](#) annually to an individual who has made outstanding contributions to graduate students and the Graduate School. The award is presented during the Graduate School Commencement ceremony.

Nominations for the Wilson-DeBlois Award should be made to the Graduate Student Council by February 15th; nominations should be sent to GSC_VPadmin@brown.edu and GSC_Secretary@brown.edu.

Horace Mann Medal

The [Horace Mann Medal](#) recognizes a distinguished alumnus or alumna of Brown's Graduate School. Nominations are sought from graduate programs in early November and the award is conferred at the main Commencement exercises.

Information for All Graduate Students

Coursework

Tuition Unit versus Academic Credit

Tuition units refer to a portion of a student's tuition obligation. Specifically, one tuition unit equals one-eighth of full-time tuition. Academic credits refer to credits earned upon the successful passing of a course. The two, tuition units and academic credits, are loosely coupled. Academic credit requires that tuition be paid. That is, tuition unit credit is required for academic credit to be earned. For example, a student could pass a course, but if the student were responsible for the tuition payment on that course and did not fulfill this obligation, the academic credit for the successfully completed course would be earned.

The converse is not true; tuition credit stands even if the student fails the course, or even if the student did not register for as many courses as were paid for. This becomes important for degree requirements for both doctoral students because they are required to satisfy the residency requirement which is *24 tuition units*. Full-time doctoral students are billed for four courses per semester, even if they register for fewer. The importance of tuition units for masters students is that the achievement of tuition units is also linked to degree requirements. Masters programs may differ in terms of length, e.g., 8 tuition units, 16 tuition units, etc., and in terms of the structure of the timing of how the units are billed each term. For example, one 8 tuition unit program might be structured as a two-term, 4 tuition unit + 4 tuition unit program, while another 8 tuition unit program might be structured as a three term, 2 tuition unit + 3 tuition unit + 3 tuition unit program.

Doctoral students with teaching or research assistantship appointments normally take three courses in a term, but are billed for the four tuition units. Thus, in these cases the student who successfully passes all three courses would earn three academic credits while simultaneously earning four tuition unit credits. Doctoral students entering with a Master's degree could petition for up to 8 units of transfer credit at the end of their first semester.

Doctoral students are normally required to enroll for 4 course credits (3 if an RA or TA) per semester during their first 3 years (2 years if transferring in 8 credits). They may not drop a class if it brings them below the 4 course credits (3 if an RA or TA). After a doctoral student has met the residency requirement (normally after three years) and satisfied a given program's academic credit requirement, to remain an "enrolled student," the student must enroll in either a full-time independent study, a thesis preparation course, or take the equivalent of a full-time course load. ***Any deviations from full-time enrollment in any given semester must first be approved by the program DGS and the Graduate School in advance of that semester or else the student or the program will be responsible for full-time tuition-related charges.***

Masters students are required to enroll full-time in accordance with the program's degree requirements. ***Any deviations from full-time enrollment in any given semester must first be***

approved by the program DGS and the Graduate School in advance of that semester or else the student or the program will be responsible for full-time tuition-related charges.

Grading Standards

The Graduate Council has set no more specific standards for the grades that graduate students must achieve than that implied by the grading scale itself: a “C” is a passing grade. Individual graduate programs may set more demanding standards such as requiring a B average, or grades of B or better in specified courses. ***Students need to be aware of the standards they must meet; such standards should be explicitly stated in each departmental handbook for students. Grades of A or B should not be given for sub-standard work. If a student's performance is poor enough that s/he will be asked to leave the program, his/her grades should have indicated that fact.***

Grade Options

Some programs restrict graduate courses to the S/NC grade option, while others insist that all graduate courses be taken for a grade of ABC/NC. Since the Registrar does not allow professors to restrict the grade option to ABC/NC for all students, students must be advised to register for that option when necessary. Similarly, a professor who does not intend to grade more precisely than S/NC should restrict the grade option of the course (Graduate Council approval required) or clearly advise the students to register for S/NC. Change of a grade option after the deadline is not impossible but requires a strong rationale, a dean’s permission, and is strongly discouraged.

Graduate Credit

Courses numbered less than 1000 do not normally carry graduate credit, but with permission of the instructor, a graduate student may do extra work to earn credit towards a graduate degree. It is essential that the student who makes such an arrangement to register in the course for credit type “E” (for “Extra”). The tuition credit for undergraduate courses automatically counts towards the tuition needed for the graduate degree. Since Ph.D. programs normally do not require 24 academic credits, allowing a doctoral student to take an undergraduate course without earning graduate academic credit does not present a problem. But Master’s students who do not want to take or pay for more than the minimum number of courses required should be counseled to make arrangements for graduate credit when a nominally undergraduate course is an appropriate part of their program.

Summer Courses

Graduate students may register for one or two independent study or research courses in the summer, by special arrangement with the instructor, and be charged at the rate of one tuition unit per course. This option is only available to students who do not have a multi-year guarantee of support from the Graduate School.

Courses in the Brown Summer and Continuing Studies Program in the [Office of Continuing Education](#) are open to graduate students. If a graduate student wants graduate credit for a summer session course to count towards the residency requirement for a degree, s/he must obtain the approval of her/his DGS and the Dean of the Graduate School; regular tuition will then be charged rather than the undergraduate summer fee. The ordinary restrictions on graduate credit for courses numbered under 1000 apply (see above).

Deadlines

Graduate students are subject to all of the Registrar's deadlines regarding course registrations. Students should also be encouraged to look at the reports the Registrar generates for each program early each semester and to make any necessary changes. Changes after the deadlines are possible with departmental approval and a Dean's signature, but are to be avoided. Changing a grade option to S/NC in order to avoid a low grade is particularly discouraged, will generally not be approved by the Graduate School dean, and may not be allowed by the department.

Grades of INC (Incompletes)

Graduate students may (and do) request grades of incomplete. Students should be aware, however, that failure to complete courses on time can lower their standing in the eyes of the faculty and jeopardize their funding. Two or more incompletes will, at minimum, result in a shift from good to satisfactory standing. The Graduate School may delay approval of a teaching appointment or other funding until course work has been completed. An instructor may allow a student to complete course work after the normal deadline, but after one year, the permission of a Dean is required for a grade to be given.

Conference Travel Funds

Presenting papers at professional conferences is important to graduate students' academic careers and growth as professionals, and is relevant experience for careers both inside and outside of academe. The knowledge gained from attending a conference, when shared with peers at Brown, contributes to the scholarly development of the entire campus. Graduate students who present at academic conferences can apply to the Graduate School for up to \$500 to cover related travel expenses. Given funding limitations, application does not guarantee support. Some programs have independent funds to support such travel; students should check with the director of graduate study for more information.

Eligible graduate students will be approved and reimbursed through the Conference Travel Fund for a maximum of one conference per fiscal year (July 1 through June 30) as determined by the end date of travel; reimbursement will not be granted for merely attending a conference.

In order to insure that the Graduate School's limited conference-travel funds are distributed as equitably as possible, only graduate students (i.e. doctoral students and master's students) in their

first through fifth years of study are automatically eligible to apply for conference travel funding. On a case-by-case basis, the Graduate School will consider applications from sixth-year doctoral students, but the application must be signed by the student's director of graduate study (DGS) and must include a brief statement from the DGS regarding how the conference will assist the student in the timely (i.e. within the 6th year) completion of graduate studies.

The application for conference travel funding is available [here](#).

Completed application forms should be saved in PDF format for submission to the Graduate School. Conference travel application forms and related questions should be submitted to Carrie Honneman via email.

Note: All students in the Division of Biology & Medicine must also have prior approval for conference travel requests; please see BioMed's [information about policies and conference travel application](#).

Conference Travel Fund Reimbursement Instructions

After travel is completed graduate students should submit the following documentation to their home program for approval and electronic processing of the reimbursement request. If the documents submitted do not correspond to the following guidelines, reimbursement requests will be returned for completion:

- Official documentation regarding presentation in the conference. This can be an official letter of invitation to present at the conference or a program from the conference with the student's name and presentation title listed.
- Approved application form with all required signatures.
- Travel receipts- All receipts should show proof of payment. Paper receipts must be attached to an 8 1/2 X 11 sheet of blank paper to facilitate processing into Workday. Reimbursements will not be made on per diem estimate. Itineraries from the airline and credit card statements are not sufficient; be sure to print the payment receipts before exiting the airline web site..
- A copy of a letter of support from Director of Graduate Study (if applicable.)
- Please forward all documents to the home program for submission of the electronic expense report. The program's designated administrator will process reimbursement requests electronically in Workday.
- Completed travel reimbursement requests should be submitted to the home program no later than 30 days after completion of travel; those submitted after 45 days will not be reimbursed.

Conference Travel Funding Through the Graduate Student Council

The Graduate Student Council offers [conference travel funding of up to \\$200](#) for students ineligible for conference funding through the Graduate School.

International Travel Fund

The International Travel Fund provides funding for graduate student conference presentations and research studies abroad. Awards range from \$200-\$1,000.. Funding decisions are based on the distance of the international conference from the continental United States, the budget requested, and the availability of funding at the time the request is received by the Graduate School.

Only one award will be made per student within an award cycle (September-August). These awards may be used in combination with other Graduate School travel awards, but are treated as funding internal to the Graduate School and therefore do not satisfy external award matching requirements other travel awards may require.

Eligibility and Requirements

Graduate students within years 1-5 are automatically eligible to apply for the international travel fund award.

Graduate students in the sixth year are also eligible but are required to have a letter of support from the Director of Graduate Studies of the home program in addition to the international travel fund application. Students beyond the sixth year are not eligible.

In addition, post-doctoral fellows may apply for a limited number of awards each quarter. Applications must include a letter of support from the primary advisor.

All applications require proof of presentation at a conference or research summary for research travel, and a brief budget summary.

International Travel Fund Application

Applications for the International Travel Fund may be found [here](#).

The Graduate School must receive complete applications at least one month prior to travel. Applications will be reviewed on a rolling basis according to the available funding for each academic quarter (see the table below), and funding will be awarded in this quarterly system according to the dates of travel. Applicants will be notified of a decision as soon as possible in advance of the proposed departure date and are encouraged to apply early as funding is limited.

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Sept.1-Nov. 30	Dec. 1-Feb. 28	Mar. 1-May 31	June 1-Aug.31

International Travel Reimbursement

Applicants should submit the following documents to their home program's administrator for electronic processing of conference or research travel reimbursements (travel expense reports) within 30 days of return from travel:

- 1) a copy of the approved application form
- 2) proof of conference presentation (letter of invitation to present or program from the conference with the student's names and presentation title), or research summary for research travel (one-page summary of research outcomes)
- 3) travel receipts- All receipts should show proof of payment. Paper receipts must be attached to an 8 1/2 X 11 sheet of blank paper to facilitate processing into Workday. Reimbursements will not be made on per diem estimate. Itineraries from the airline and credit card statements are not sufficient; be sure to print the payment receipts before exiting the airline web site.
- 4) letter of DGS or advisor support (if applicable)

Reimbursement requests submitted after 45 days will not be reimbursed by the Graduate School.

Language Requirements

English Language Proficiency

All international applicants whose native language is not English must submit an official Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score. The recommended minimum TOEFL scores for admission are 577 on the paper-based test, 233 on the computer-based test, or 90 on the Internet-based test. The recommended minimum IELTS overall band score is 7.

Admitted students whose native language is not English and who will potentially have a teaching assistant appointment will be tested upon their arrival for English proficiency before they begin teaching. If a student's English language skills do not meet the minimum standards of certification, provisional approval of the appointment may be made on the condition that the student enroll in an English-language training course during the first semester of the appointment, and that the student be assigned to other duties that will prepare her\him for teaching.

Foreign Language Requirements

Each program determines its own foreign language requirements. Changes in the program language requirements must be approved by the Graduate Council. Each program sets the criteria for passing its requirement, whether by previous course work, passing a course at Brown, or a departmental exam. Once a student has passed a language requirement, the DGS should send a memo to the Registrar indicating what language has been passed and the date; the dates of satisfying language proficiency requirements are printed on transcripts. This information must also be included by the DGS in the annual census.

Application of Prior Graduate-Level Coursework⁶

Graduate-level academic credit earned outside of and prior to a student's current degree program at Brown may accelerate the time to the completion of the tuition unit requirement of the degree.

Limits

For PhD students: Up to 8 courses may be used to satisfy the tuition requirement of a doctoral degree.

For Masters students: One course may be used to satisfy the tuition requirements of an 8-course master's degree. Two courses may be used to satisfy the tuition requirements of a 14-16 course master's degree.

Only advanced coursework taken while the student was a graduate student either at Brown or another institution may be used for graduate credit at Brown. With the exception of Brown undergraduates continuing on for a fifth-year masters degree, courses taken while the student was an undergraduate may not be used, no matter how advanced was the course work. Likewise, undergraduate courses may not be used even if the courses were taken while the student was a graduate student.⁷

Transfer Credit for Research

Students who have not otherwise reached their limit of transfer credit may be able to get transfer credit for research done away from Brown. When there is no transcript to show that the student was effectively engaged in full-time study or research, other evidence can suffice. Proof of holding a fellowship such as a Fulbright and/or letters from libraries or archives can make the case. A Dean's signature will be required in order for the Registrar to accept transfer of credits for which there is no transcript.

Forms for the transfer of credit come from the Registrar's office and need the signature of the DGS. They are returned to the Registrar's office. Only when the request is not justified by a transcript or when it is desired to round up semester-hours to the next higher multiple of 4 does the request need the approval of the Graduate School.

Registration at Other Universities

In addition to the transfer of credit earned at other universities, there are three ways for students to earn credit for work done elsewhere without formally transferring it in the work: cross-registration available through the Harvard University Faculty of Arts & Sciences (FAS) and Rhode Island School of Design (RISD), registration in the Exchange Scholar Program, and international exchange programs.

Cross-Registration

There are agreements in place between Brown and the Harvard University Faculty of Arts & Sciences and Brown and the Rhode Island School of Design to allow cross-registration of graduate students in courses without paying tuition to the host institution.

A Brown graduate student is required to get the appropriate cross-registration form from their Registrar's office and obtain the signatures of the DGS of their graduate program and a dean from their Graduate School. The Brown graduate student would then receive instructions to electronically enroll at Harvard FAS or manually at RISD.

Steps for Cross Registering at Harvard

Brown

1. Brown students will come to the Registrar's Office to get the Harvard cross-registration form (this will need to be updated at some point).
2. The student will get the approval of a department representative (usually the DGS) to take the course. If approval is given, the department representative will sign the form.
3. The student will secure approval from the Graduate School (Dean Tyler or Dean Walton) to take the course. If approval is given, the Graduate School representative will sign the form.
4. Once both signatures are obtained, the student will return the form to me at which point I will give the student instructions on how to register online at Harvard.

Harvard

1. The first time a student cross-registers they need to create an XID. <https://xid.harvard.edu/xid-apps/displaySSCreateForm.do>
2. Their XID and password information will be emailed to them.
3. They should go to coursecatalog.harvard.edu and login with their XID using the link in the upper right hand corner.
4. Once a course has been found, click on “Add to Petition.”
5. After they have added all of the courses they would like they should select “Go to my cross registration list.”
6. For each course they will hit the “Submit petition” button.
7. An additional data form will pop-up requesting information that we need in order to create a Harvard University ID number. This is a one-time form that will not need to be completed in the future.
8. The petition will be created and electronically flow through for faculty and ultimately the Harvard registrar’s office for approval and registration.
9. The Harvard registrar’s office will send the Brown student an email with their HUID and instructions on how to obtain a pin.
10. Harvard will communicate with the Brown Registrar’s Office as usual regarding cross-registered students. FAS will be in particularly close communication with Brown to ensure that students have been approved by their Dean for cross-registration.

Steps for Cross Registering at RISD

Brown

1. Brown students will come to the Registrar’s Office to get the RISD cross-registration form and the Brown University Graduate School Application for Cross-Registration at RISD.
2. On the Graduate School Application for Cross-Registration at RISD, the student will get the approval of a department representative (usually the DGS) to take the course. If approval is given, the department representative will sign the form.
3. The student will secure approval from the Graduate School (Dean Tyler or Dean Walton) to take the course. If approval is given, the Graduate School representative will sign the form.

RISD

1. The student will take the RISD cross-registration form to the first day of class at RISD. If the instructor is willing to allow them into the course, he/she will sign the form.
2. The student will take the form to the RISD Registrar's Office for their approval. If they approve, an office representative will sign the form. Because cross-registered students are registered at both RISD and Brown, the student should expect to complete further paperwork for RISD's registration purposes.
3. Once the student has all of the necessary approvals, he/she will bring the form back to the Brown Registrar's Office. A Registrar's Office staff member will sign the form and will register the student for the course.

Employment, Health Insurance, and Loans

Outside Employment: Students on a Stipend-Based Appointment

Brown's doctoral programs are residential degree programs that require full-time dedication in order to reach the goals of superior scholarship envisioned for all students. Brown University awards doctoral students generous stipends, tuition and health insurance with the express expectation, and for the express reason, that students devote themselves fully to the prospect of becoming the very best possible scholar during their time as a graduate student at Brown.

In any given semester, a graduate student's stipend is attached to a particular activity, either a fellowship, teaching assistantship, research assistantship, or proctorship as a part of the candidate's scholarly training. The Graduate School has a longstanding policy that a student should spend no more than twenty (20) hours per week on these activities, a policy designed to protect a student's time available for scholarly activities such as coursework, reading, research and writing that are also a part of graduate training. The Graduate School also recognizes that various training opportunities outside stipended appointments can play important roles in preparing graduate students for careers both inside and outside of academe. For stipended graduate students in good standing, the Graduate Council is supportive of such additional training opportunities. Consistent with the rationale behind the policy limiting assistantships and proctorships to twenty (20) hours per week, such paid activities by graduate students in receipt of Graduate School stipends should not exceed twelve (12) hours per week. Students wishing to exceed this limit must obtain permission from the Graduate School, which students may seek through consultation with one or more of the following: Associate Dean of the Graduate School, Associate Provost for Academic Development and Diversity or the Associate Dean of Student Life. The Graduate School recommends that students ideally avoid or minimize time spent on paid activities unattached to their stipended appointments. Regulations of outside agencies that provide funding to specific students, as well as those governing visas for international students, must be observed at all times.

Students on a stipend-based appointment who desire to work in an outside employment position at Brown are only eligible to be employed in an *exempt* position; such students are not eligible to work in a *non-exempt* position at Brown while receiving a stipend.

Outside Employment: Students Not on a Stipend-Based Appointment

Graduate students who are not supported on full-time, stipend-based appointments (e.g. master's students, doctoral students beyond year 5 who do not receive a stipend) may choose to find hourly employment. The Student Employment Office operates an online clearinghouse and electronic bulletin board for employment opportunities in the local area, both on and off campus. Students may subscribe to receive email notifications when positions suiting their interests become available, or they can browse available postings any time. Any current, unsupported graduate students are eligible to work through the student employment program without regard to financial need. International students should check with the [Office of International Student and Scholar Services](#) on the visa implications of hourly student employment.

Doctoral students employed full-time as an adjunct instructor at Brown or another institution may be eligible for a professional development leave of absence during the period of their employment. Professional development leaves are normally for a maximum of one year (two semesters). In extraordinary situations the Graduate School will consider a request for one, and one only, extra year of professional development leave.

Student Health Insurance

All Brown students are required to provide proof of health insurance while they are enrolled at the University. All registered students are automatically enrolled in the University's [Student Health Insurance Plan](#) (SHIP). The plan has a variable annual premium. The deadline for waiving SHIP is June 1 for the following academic year; academic-year coverage is effective from August 15, to August 15. The plan's spring-semester premium is pro-rated and has a January 1 deadline for spring-semester coverage; the plan is effective from January 15 to August 15. Students may waive SHIP coverage by presenting proof of comparable insurance to the University's Insurance Office.

Students' dependents may be enrolled in SHIP at an additional cost. Eligible dependents include a legal spouse or domestic partner, unmarried children under the age of 19 or a full-time student up to the age of 23, or a newborn infant born while the student is covered by SHIP. A spouse or partner is generally expected to be living with the covered student in order to be eligible for coverage. Students who receive health coverage through their financial support packages from the University will need to cover the cost of adding dependents to the plan.

We urge graduate students who are offered a health insurance subsidy, but who could be covered by another comparable health insurance plan to waive the University plan.

Students, who waive the University plan and are eligible for a health insurance subsidy from the Graduate School, can receive a buyout of \$400 (\$200 for spring-semester coverage) from the Graduate School upon request. This buyout will be distributed through the student account

system. If students have a credit balance on their student account at the time the buyout is disbursed, they will be able to request a refund from the [Bursar's Office](#). If they do not have a credit balance at this time, the \$400/\$200 will be applied to their student account. Students can determine if they were automatically enrolled in the University plan by checking their student account statement for a "Health Insurance Fee." If students do not wish to participate in SHIP, they must waive by the deadline. If after reviewing the tuition bill, a student discovers that s/he was not enrolled in the student health insurance plan, s/he is still eligible to participate. Please contact the Brown [Office of Insurance and Risk](#) for waiver instructions.

Students who choose coverage through both the University's health insurance plan and an alternate plan should be aware that the University plan includes a "Coordination of Benefits" provision. A student may want to contact his/her other insurance company to inquire about a similar provision in that plan. "Double coverage" may affect the timely processing of claims between the two plans.

Student Loans

To supplement other forms of support they receive from Brown, students may also be eligible for federal direct student loans and other loans. Student loans for graduate and undergraduate students are administered through the [Office of Financial Aid](#). To be considered for any student loans, domestic students are required to submit a FAFSA (Free Application for Federal Student Aid). The FAFSA should be submitted online at www.fafsa.ed.gov. (Brown University's graduate code for the FAFSA is: E00058).

The Federal Direct Student Loan program may provide loans to eligible applicants. International students are not eligible for these loans. In order to be considered for a federal loan, students must submit the FAFSA form, Brown's supplemental financial aid form (available at the [Office of Financial Aid](#)), and the student's most recent federal income tax return before the loan application can be processed. Brown University also has a limited number of federal Perkins loans available. These are awarded based strictly on financial need and are disbursed on a first-come, first-served basis. Students should consult the [Office of Financial Aid](#) for the maximum borrowing eligibility. A FAFSA must be on file for the student to be considered for these funds. Should a graduate student require additional loans beyond federal eligibility, various alternative loans are available in the commercial marketplace. Eligibility is based on credit and both U.S. citizens and international students (with an eligible U.S. citizen co-borrower) may apply.

To learn more about loan borrowing options please visit the [Office of Financial Aid](#)'s website for graduate students at or write to the Graduate School Financial Aid counselors at GS_Financial_Aid@brown.edu.

For small amounts, a Griffin Memorial Short term loan may be available to help students in an emergency. Click [here](#) to access the online application form for short term emergency loans.

Also, you may contact the [Brown Loan Office](#) directly if you have questions about short term loans.

International exchanges:

Brown has several approved exchange programs with international institutions. Some are general exchange or study programs, while others are restricted by field. Some provide the opportunity for advanced doctoral students to have an international faculty dissertation co-supervisor, while others, like the program with the Chinese University of Hong Kong provide opportunities for Master's and doctoral students to train in various fields of study. Here is a partial list of international exchange programs for graduate students:

- Université de Paris VI, France (Applied Mathematics and Mathematics)
- Zhejiang University, China (Science and Engineering)
- National University of Singapore (Computer Science)
- Chinese University of Hong Kong (Humanities and Social Sciences)
- Humboldt Universität, Germany (German Studies)
- Salamanca University, Spain (Hispanic Studies)
- Universidade de Santiago da Compostela, Spain (Hispanic Studies)
- Université de Dijon (French Studies)
- Università da Bologna, Italy (Humanities)
- Università Catholica del Sacro Cuore, Italy (Bio-Med)
- University of Cape Town, South Africa (History and American Civilization)
- University of Porto, Portugal (Portuguese and Brazilian Studies)
- Makerere University, Kampala, Uganda (Public Health)
- INTERZONES EMJD project funded by the European Commission for Education and Culture (humanities)

Leaves of absence

The Graduate School strongly recommends that students do not interrupt their studies during the first three years, during which time they should be able to complete coursework and pass qualifying exams. It is recognized, however, that during the course of graduate study a student may need to request a leave of absence. Applications for leaves of absence (with the exception of medical or psychological leaves) should be sent to the Graduate School at least four weeks before the start of the semester in which the leave is to be taken. Failure to inform the Graduate School means that the student will still be considered active and will be billed for tuition. Directors of Graduate Study must approve all leave of absence applications.

Students must use the standard form to request a leave (found [here](#) on the Graduate School website) and should attach a separate note explaining the reason for their request. The leave

request process then follows these steps:

1. The Department Chair and the program DGS must sign the form to indicate awareness and approval of the leave request.
2. The completed and signed form, along with the applicant's note explaining the rationale for the leave are then forwarded to the Graduate School for approval by the [Associate Dean of Academic Affairs](#).
3. If a student has existing Federal Title IV Aid funding or prior Federal student loans, the leave form must then be signed by Brown's [Office of Financial Aid](#). Since students on leave are not enrolled, students with loans lose their eligibility for student loan repayment deferral. Whether or not students on leave will enter or continue repayment is a function of federal regulations on student loan repayment. Students can receive information on this topic from the [Office of Financial Aid](#).
4. If a student is an international student the form must also be signed by the [Office of International Student and Scholar Services](#).

Leaves of absence are normally granted for one to two semesters.

To extend a leave of absence for a second year, students must file a request for an extension with the Graduate School prior to the expiration of their leave; this request must be accompanied by a supporting letter from the program DGS. ***Students who do not file extension requests will receive a warning from the Graduate School and may be automatically withdrawn from their graduate programs at Brown.***

The DGS should be aware that approving a leave implies that the program will be willing to readmit the student, though sometimes only if certain conditions are met; any such conditions should be put in writing and clearly understood by all parties.

Students on an academic or personal leave do not normally have access to the library or other facilities, including the University's electronic resources. Upon presentation of a petition, a student may, with justification, and support of his/her DGS, request one year's extension of privileges. If the student is an alumna/us (such as a master's degree holder) he or she may use the library under that status. Borrowing privileges may also be purchased for a nominal fee.

Students who take an approved leave of absence and who have been previously insured under the [Student Health Insurance Plan](#) for the enrollment period immediately prior to taking the leave of absence are eligible to enroll in the Student Health Plan for a maximum of one (1) year.

Categories of Leave

- **Childbirth Accommodation:** This leave is granted for childbirth or adoption. (See [below](#) for more details.)
- **Family Leave:** This leave is granted for family needs. (See [below](#) for more details.)

- **Medical or Psychological Leave:** This leave is granted for a serious physical or psychological problem encountered by a graduate student. (See [below](#) for more details.)
- **Professional Development Leave:** This leave is granted for an approved educational or professional development opportunity that advances the student's pedagogic goals. (See [below](#) for more details.)
- **Probationary Leave:** This leave is granted to students for problems with academic performance. (See [below](#) for more details.)
- **Personal Leave:** This leave is an elective leave taken for personal reasons. (See [below](#) for more details.)

All leaves except probationary and personal leaves allow students to extend the terms of their guaranteed funding and should not affect their academic progress or standing.

Notes on Childbirth Accommodation and Family Leaves

Effective September 1, 2006, the Graduate School established two policies related to birth and family care. Brown University recognizes that life events such as becoming a parent can interrupt a student's academic career. We are committed to supporting all of our graduate students in their professional development, and to finding ways to accommodate life events in that process. Students who wish to take either of these forms of leave should use the Graduate School's standard leave of absence form, which requests that students articulate their reason/s for taking a leave on a separate page.

We are also committed to supporting women who are pursuing the advanced degrees that will prepare them for leadership positions in academia, industry, and government. It is important to acknowledge that a woman's childbearing years are often the same years she is in graduate school. The childbirth accommodation policy described here is designed to partially ameliorate the intrinsic conflict between the "biological" and the "research" clocks for female graduate students. While this leave is primarily designed for female students giving birth, it also covers one parent for the adoption of an infant.

The family leave policy aims to provide a way of "stopping the clock" for graduate students facing special family needs that require their full-time attention. While the childbirth accommodation policy covers female students giving birth and one parent during the early weeks of adoption of an infant, the family leave policy allows student fathers and co-parents to take necessary time for family care.

The childbirth accommodation and family leave policies establish *minimum* standards for accommodation for graduate students giving birth or having family emergencies. It is expected that advisors, academic staff, and departmental leaders will work with sensitivity and imagination to provide more than this minimum, according to the particular circumstances of the student. For example, women whose research involves working with toxic chemicals or requires

extensive travel to remote archives or field areas may need some form of accommodation during the entire term of their pregnancy and during lactation. Taking care of an infant is time-consuming and sleep-depriving, so advisors need to have realistic expectations about rates of progress on research. For their part, new parents or students “stopping the clock” for a Family Leave should keep the lines of communication with their departments open. Once they return to full-time status, they should be careful to demonstrate to their advisors that they are academically engaged and making progress on coursework and research. Nothing in the Childbirth Accommodation and Family Leave policies replaces the communication and cooperation between students and their programs, and the good-faith efforts of both to accommodate family needs. It is the intention of these policies to reinforce the importance of that cooperation, and to provide support where needed to make that accommodation possible.

Childbirth Accommodation

A student in a graduate program at Brown who anticipates giving birth or adopting an infant during the academic semester, or during the period covered by stipend support, is eligible for an academic accommodation period, normally eight weeks. This period will typically cover late-stage pregnancy, delivery, and post-natal recuperation, and may also cover the process of adoption. The student should initiate discussions with the advisor(s) and director of graduate study (DGS) at least four months prior to the anticipated birth in order to make arrangements for arranging and identifying the childbirth accommodation period. This will provide the time necessary to rearrange teaching duties for those students supported by teaching assistantships, or to adjust laboratory or other research schedules.

One of the purposes of the childbirth accommodation policy is to make it possible for women to maintain their full-time student status so that they continue accumulating credits toward the degree, and to avoid triggering any interruptions in on-campus housing, insurance coverage, eligibility for student loan repayment, and deferment of student loan repayment. By remaining full-time students, the visa status of international students is not affected. While it is usually better for the student to remain enrolled full-time, in some cases, depending on the coursework appropriate to the stage of the academic program, part-time enrollment may be more appropriate. This will require careful consultation, in advance, to ensure that the implications for academic progress, visa status, loan eligibility and deferment, etc., have been thoroughly investigated.

Student parents on full-time status who receive stipends from Graduate School or departmental funds are entitled to draw support while on leave for eight weeks during the academic year. If the student parent is a teaching assistant, the Graduate School will fund a replacement teacher for the affected period. The actual length of a supported leave for students on external fellowships or with research assistant appointments on external grants may be longer than eight weeks for some funders. Students in master’s programs will need to coordinate the fulfillment of requirements with their advisors, department chairs or DGSs. They may find that arranging a leave of absence for a semester is the best solution (see below).

Eligibility: Female student giving birth, male or female co-parent who is the primary care-giver of a newly born baby, or a male or female student adopting a child. Limit of one parent per family.

Length of Leave: Up to 8 weeks, duration to be determined in consultation with the advisor and DGS.

Financial Terms: Fellowship stipend or TA stipend continues and is funded by the Graduate School. RA stipends from external grants continue according to the rules established by the funder. For TAs, the Graduate School will aid in funding replacement teaching, if necessary. Students in master's programs need to consult closely with the [Office of Financial Aid](#) regarding the implications of a leave for financial aid, student loans, and the Brown policy regarding tuition refunds.

Approval: Paperwork required for a childbirth accommodation leave must be completed with the student's graduate program, with the Graduate School (see either the [Associate Dean of Academic Affairs](#), or in the Biology and Bio-medical programs see the [Associate Dean for Graduate and Postdoctoral Studies](#)), and with the Graduate Associate Dean in the [Office of Student Life](#).

Family Leave of Absence

A student in the Graduate School at Brown University may take an unpaid family leave of absence for the birth or adoption of a child, for childcare, or for care of an immediate family member (spouse, domestic partner, child, or parent) with a serious health condition.

Students may take a family leave of absence for one or two semesters. The student is expected to notify the DGS in writing of his/her plans to take a Family Leave at the earliest possible date, so that appropriate arrangements can be made to cover any teaching/research responsibilities.

- Family leave “stops the clock” on the student’s academic requirements, including service requirements, for the duration of the leave.
- Students who take an approved leave of absence and who have been previously insured under the [Student Health Insurance Plan](#) for the enrollment period immediately prior to taking the leave of absence are eligible to enroll in the Student Health Plan for a maximum of one (1) year, and are responsible for the payment of the premium.
- Students on approved family leave will retain their Brown University email accounts, library privileges, and building access.
- Funding commitments from Brown are deferred until the student returns from family leave. Students receiving funding from external sources, such as government grants, are subject to the conditions established by the funding source.
- Teaching and research requirements will be met by the student following return from family leave.

Requests for extension of family leave beyond one year, or for repeated family leaves, may be made. Approval of extensions, deferral of funding and continued academic accommodation is at the discretion of the deans of the Graduate School.

Eligibility: Any currently enrolled student with a family emergency. Limit of one student per family.

Length of Leave: Up to 2 semesters, duration to be determined in consultation with the advisor and DGS.

Financial Terms: No financial support given during the leave period. Students in master's programs need to consult closely with the [Office of Financial Aid](#) regarding the implications of a leave for financial aid, student loans, and the Brown policy regarding tuition refunds. **Approval:** Paperwork required for a family leave must be completed with the student's graduate program, with the Graduate School (see either the [Associate Dean of Academic Affairs](#), or in the Biology and Bio-medical programs see the [Associate Dean for Graduate and Postdoctoral Studies](#)), and with the Graduate Associate Dean in the [Office of Student Life](#).

Medical or Psychological Leave of Absence

A student experiencing a serious physical or psychological problem that affects his/her academic performance may be granted a leave for treatment and recovery. A student experiencing difficulty in this realm should consult with the Graduate Associate Dean in the [Office of Student Life](#) (as well as [University Health Services](#) and/or [Psychological Services](#)). Unlike other leaves, a medical leave of absence request originates in the office of the Graduate Associate Dean in the [Office of Student Life](#). Students may request a medical or psychological leave at any time.

Paperwork required for a medical or psychological leave must be completed with the student's department, with the Graduate School (see the [Associate Dean of Academic Affairs](#), or in the Biology and Bio-medical programs the [Associate Dean for Graduate and Postdoctoral Studies](#)), and with the Graduate Associate Dean in the [Office of Student Life](#). (No confidential information need be shared except with the Graduate Associate Dean in the [Office of Student Life](#) and health care providers.) Leaves taken for psychological reasons are recorded by the Graduate School as Medical leaves. The student's transcript will read only "Leave of Absence." Medical and psychological leaves are for a minimum of one year (although students may request to return after one semester). Readmission from a medical or psychological leave must be approved by the Graduate Associate Dean in the [Office of Student Life](#) and [University Health Services](#) and/or [Psychological Services](#).

- Medical or psychological leave "stops the clock" on the student's academic requirements, including service requirements, for the duration of the leave.
- Students who take an approved leave of absence and who have been previously insured under the [Student Health Insurance Plan](#) for the enrollment period immediately prior to taking the leave of absence are eligible to enroll in the Student Health Plan for a maximum of one (1) year, and are responsible for the payment of the premium.

- Students on approved medical or psychological leave will retain their Brown University email accounts, library privileges, and building access.
- Funding commitments from Brown are deferred until the student returns from medical or psychological leave. Students receiving funding from external sources, such as government grants, are subject to the conditions established by the funding source.
- Teaching and research requirements will be met by the student following return from medical or psychological leave.

Requests for extension of medical or psychological leave beyond the initially approved period may be made, with approval the Graduate Associate Dean in the [Office of Student Life](#) and the deans of the Graduate School. The Graduate School reserves the right to deny extensions for medical or psychological leaves beyond a total leave of two years.

Eligibility: Any currently enrolled student with a serious medical or psychological condition that affects academic performance, with approval.

Length of Leave: 2 semesters.

Financial Terms: No financial support given during the leave period. Students in master's programs need to consult closely with the [Office of Financial Aid](#) regarding the implications of a leave for financial aid, student loans, and the Brown policy regarding tuition refunds.

Approval: Paperwork required for a medical or psychological leave must be completed with the student's graduate program, with the Graduate School (see either the [Associate Dean of Academic Affairs](#), or in the Biology and Bio-medical programs see the [Associate Dean for Graduate and Postdoctoral Studies](#)), and with the Graduate Associate Dean in the [Office of Student Life](#). The request for a medical leave originates with the Graduate Associate Dean in the [Office of Student Life](#).

Professional Development Leave of Absence

A graduate student may take a one to two semester leave for an approved educational or professional development opportunity that advances the student's pedagogic goals. Examples of reasons for a professional leave include full-time professional internships, or short-term teaching or research appointments at another institution. Applications for a professional leave must be completed with the student's department, and with the Graduate School (see the [Associate Dean of Academic Affairs](#)), and should be made at least four weeks before the start of the semester in which the student would like to take the leave.

- A professional leave "stops the clock" on the student's academic requirements, including service requirements, for the duration of the leave.
- Students who take an approved leave of absence and who have been previously insured under the [Student Health Insurance Plan](#) for the enrollment period immediately prior to taking the leave of absence are eligible to enroll in the Student Health Plan for a maximum of one (1) year, and are responsible for the payment of the premium.

- Students on approved professional leave will retain their Brown University email accounts, library privileges, and building access.
- Funding commitments from Brown are deferred until the student returns from professional leave. Students receiving funding from external sources, such as government grants, are subject to the conditions established by the funding source.
- Teaching and research requirements will be met by the student following return from professional leave.

Professional development leaves are normally for a maximum of one year (two semesters). In extraordinary situations the Graduate School will consider a request for one, and one only, extra year.

Eligibility: Any currently enrolled student in good academic standing.

Length of Leave: Up to 2 semesters.

Financial Terms: No financial support given during the leave period. Students in master's programs need to consult closely with the [Office of Financial Aid](#) regarding the implications of a leave for financial aid, student loans, and the Brown policy regarding tuition refunds.

Approval: Paperwork required for a professional leave must be completed with the student's graduate program and with the Graduate School.

Academic Probationary Leave of Absence

A graduate student may take a one to two semester academic leave at the recommendation of her\his graduate program for problems related to academic performance. Probationary leaves must be accompanied by a plan of action that describes what the student needs to accomplish during the leave in order to be considered for reenrollment in the program. Applications for a probationary leave must be completed with the student's graduate program and with the Graduate School (see the [Associate Dean of Academic Affairs](#)), and should be made at least four weeks before the start of the semester in which the student would like to take the leave. Probationary leaves are granted for one to two semesters, with the possibility of extension for up to one additional year. Students on a probationary leave may only reenroll with the written permission of the Director of Graduate Studies.

- A probationary leave does not "stop the clock" on the student's academic requirements.
- Students who take an approved leave of absence and who have been previously insured under the [Student Health Insurance Plan](#) for the enrollment period immediately prior to taking the leave of absence are eligible to enroll in the Student Health Plan for a maximum of one (1) year, and are responsible for the payment of the premium.
- Students on probationary leave do not retain their Brown University email accounts, library privileges, and building access.

- Funding commitments from Brown are not deferred while a student is on probationary leave. Students receiving funding from external sources, such as government grants, are subject to the conditions established by the funding source.
- Teaching and research requirements will be met by the student following return from a probationary leave.

Requests for extension of a probationary leave may be made to the Graduate School.

Eligibility: Any currently enrolled student.

Length of Leave: Up to 2 semesters.

Financial Terms: No financial support given during the leave period. Students in master's programs need to consult closely with the [Office of Financial Aid](#) regarding the implications of a leave for financial aid, student loans, and the Brown policy regarding tuition refunds.

Approval: Paperwork required for a probationary leave must be completed with the student's graduate program and with the Graduate School.

Personal Leave of Absence

A graduate student may take a one to two semester leave for personal reasons. Applications for a personal leave must be completed with the student's graduate program and with the Graduate School (see the [Associate Dean of Academic Affairs](#)), and should be made at least four weeks before the start of the semester in which the student would like to take the leave. Personal leaves are granted for one to two semesters, with the possibility of extension for up to one additional year.

- A personal leave does not "stop the clock" on the student's academic requirements.
- Students who take an approved leave of absence and who have been previously insured under the [Student Health Insurance Plan](#) for the enrollment period immediately prior to taking the leave of absence are eligible to enroll in the Student Health Plan for a maximum of one (1) year, and are responsible for the payment of the premium.
- Students on personal leave do not retain their Brown University email accounts, library privileges, and building access.
- Funding commitments from Brown are not deferred while a student is on personal leave; this means that a student who takes personal leave in any years 1-5 in the program forfeits guaranteed funding from the Graduate School equal to the duration of the personal leave. Students receiving funding from external sources, such as government grants, are subject to the conditions established by the funding source.
- Teaching and research requirements will be met by the student following return from a personal leave.

Requests for extension of a personal leave beyond one year may be made to the Graduate School.

Eligibility: Any currently enrolled student.

Length of Leave: Up to 2 semesters.

Financial Terms: No financial support given during the leave period. Students in master's programs need to consult closely with the [Office of Financial Aid](#) regarding the implications of a leave for financial aid, student loans, and the Brown policy regarding tuition refunds.

Approval: Paperwork required for a personal leave must be completed with the student's graduate program and with the Graduate School.

Leaves and Progress in the Program

Students have five years from the time they advance to candidacy to submit their dissertation. Extensions to candidacy may be granted by the Graduate School. If time on leave will place a student past the five year post-candidacy deadline for completion, then the student must request both a leave of absence *and* an extension to candidacy.

Filing a Dissertation or Thesis While on Leave

Students may file their thesis or dissertation while on leave. A nominal filing fee will be charged for filing a thesis or dissertation while on leave.

Readmission from Leave

To return to active status, and to be eligible for funding in the next academic term, students must notify the Graduate School in writing by **May 1** for a fall-semester return or **November 1** for a spring-semester return. Readmission of a student from a leave of absence does not require a complete formal application, unless the program faculty request one, and only in the case of an academic probationary or personal leave. A student who has taken an academic probationary or personal leave of absence should write to his or her program requesting readmission; if the requested is supported by the program, the DGS should endorse and forward the request to the Graduate School for approval by the Dean.

In order to request readmission from a medical leave, a student should submit a letter requesting readmission to the Office of Student Life. Additionally, she or he should have all relevant health care providers send a letter to OSL as well. These letters should be received in the Office of Student Life by November 1st for a January readmission, or May 1st for a September readmission. It is CRITICAL that these deadlines be met. Details regarding the content of these letters, along with additional information regarding medical leaves and readmission, are available on the [Office of Student Life](#) website. A committee of deans in the [Office of Student Life](#), along with campus health care professions, reviews the submitted letters and renders a

decision regarding readmission. If a student is denied readmission, she or he may appeal the decision to the Graduate Associate Dean in the [Office of Student Life](#).

The medical leave readmission process is designed to ensure that the student is sufficiently recovered to return to campus and that any recommended continuing care is available. Policies governing readmission address our need to be confident, in consultation with the student and his/her health care provider that the student will be safe in the unsupervised student environment at Brown, that the students health allows him/her to work autonomously and up to potential without disruption or undue strain on others in the University community, and that the student can adequately monitor his/her own health. The procedures also provide a review of the ongoing supports which a student may need (e.g. medications, and/or continued psychotherapy appointments, and/or continued medical appointments).

For additional information please view the [Office of Student Life](#) website or call the [Office of Student Life](#) at 401-863-3145.

A Readmission Fee is charged to: (1) students who reenroll after an approved Academic or Personal Leave of Absence, and (2) students who reenroll after a withdrawal with the advance permission of the Dean of the Graduate School. The Readmission Fee is equal to 6.25% of half the annual tuition (based on 2012-13 tuition, the Readmission Fee would be \$1,338). Students who reenroll after a childbirth accommodation, family, medical/psychological or professional development leave approved by the Dean of the Graduate School will not be charged a Readmission Fee.

Return after an extended leave: Before students are readmitted from an extended absence, chairs and DGSs need to take special care to re-orient them. Completion requirements and the processes for determining financial support and appointment types, among other things, are likely to be different than when that person was previously enrolled. Advisors and faculty may have changed, as well as training and degree requirements.

The student should write to the program requesting readmission, and if the request is approved by the program, the DGS should endorse and forward the request to the Graduate School.

Part-Time Status

Part-time study requires written prior approval of the Dean of the Graduate School and the DGS of the program.

Ph.D.

In many degree programs it is possible for doctoral students to study on a part-time basis, with the approval of the program director of graduate study and the Graduate School. Enrollment in fewer than four courses per semester does not in itself make a student part-time. ***Without a***

formal change to part-time status, the student will be billed for four courses even if he or she is enrolled in fewer.

Three courses per semester is considered full-time enrollment and normally incurs a bill for full tuition. Students whose financial aid covers tuition for only three courses are considered full-time.

A doctoral student on enrolment fee can (with the support of the DGS and the Graduate School) be considered part-time, if necessary.

Master's

Tuition Requirements for the Master's Degree: The minimum total tuition that must be paid for a master's degree is an amount equal to one annual tuition payment (eight tuition units). Some multi-year master's programs have either a higher total tuition requirement or an eight unit requirement spaced out for more than 2 semesters. If the Graduate Council approves a standard program leading to a master's degree that requires fewer than four courses per semester, but more than one year of the equivalent of full-time enrollment, or in the event that the normal enrollment pattern is not consistent with the normal academic year (e.g., the MAT and MFA programs), students officially enrolled in such programs will be charged at the rate per semester as set forth by the Graduate Council or by approval of the Dean of the Graduate School for the length of the program.

Financial and Legal Implications of Part-Time Status

Half-time (two courses per semester) is usually enough to maintain eligibility for student loan deferrals, but students should be encouraged to check the fine print of their specific loan agreements before relinquishing full-time status. International students should also be aware of potential impact on their visa status, and should confirm any change with the [Office of International Student and Scholar Services](#) (OISSS).

Additional information on the tuition implications related to part-time status can be found on the Office of the Registrar's website [here](#). Once financial and legal implications have been considered, the student should request part-time status and the DGS endorse the request and forward it to the Graduate School.

Codes of Student Conduct

Academic and Student Conduct Codes

Graduate students are expected to be aware of, and to conduct themselves in accordance with, the principles of the Brown community as set forth in the *Academic and Student Conduct Codes: Graduate Student Edition*. This document can be found [here on the Graduate School website](#).

Students are also responsible for rules and regulations set forth in the University-wide version of the *Academic and Student Conduct Codes*, found [here](#) on the website of the Dean of the College. The fundamentals are the same in the Codes, though the processes in each are geared to different student populations. For issues of student conduct, the University-wide Code takes precedence. Ignorance of the Code is not accepted as a defense for violation of any of the rules and regulations specified in the Code. Procedures for identifying and treating violations of the Code are described in the above mentioned documents.

Sexual Harassment

Graduate students in their roles as students, research assistants, teaching assistants, and teaching fellows are expected to refrain from behaviors that constitute sexual harassment as specified by Brown University's Policy Statement on sexual harassment. This policy can be found online [here](#). Graduate teaching assistants and fellows are especially advised against having an amorous relationship with a student who is enrolled in a course taught or staffed by the graduate student. Additional information on what constitutes sexual harassment and what a student should do if they feel they are the victim of sexual harassment by another student or a faculty member can be found at the website of the Brown [Human Resources Department](#) and at [this location](#) on the Brown [Health Services](#) website.

Grievance Procedures

The Graduate School expects that each student will have the best possible relationship with colleagues and faculty during the course of their graduate work at Brown. It is possible, however, that difficulties will arise. Should a student have a grievance, it is important to know how it can best be handled. It is University policy that each and every graduate student is entitled to a fair and prompt hearing of grievances. It is also policy that all other avenues of resolution are to be exhausted before a formal grievance procedure can begin. According to Section 10 of the official [Faculty Rules and Regulations](#), the student must attempt to resolve the issue directly with the person or persons involved.

In the event that the attempt is unsuccessful, the next step is to take the issue either to the departmental director of graduate study (DGS), or to the chair. It is the responsibility of the chair or DGS to have an informal discussion with all involved parties, in order to achieve a resolution via mediation. It is also the chair or DGS's obligation to prepare a memorandum outlining the problem, steps taken, and the proposed solution; copies of this memorandum are given to all concerned parties.

If this step does not result in a mutually satisfactory outcome, the next step is to ask the DGS or chair to determine whether or not the question at issue is departmental in nature. If it is, a written request for a review with the chair of the department should be filed. If it is not determined to be a departmental issue, no further action can be taken at the departmental level. Instead, the issue must be taken to the Dean of the Graduate School, where the aggrieved can seek advice and

direction in the matter. If there is disagreement with the determination of whether the issues are departmental in nature, an appeal concerning that decision may be made to the Dean of the Graduate School, whose decision is final.

If the issue at hand is indeed departmental in nature, a written appeal must be filed with the chair of the department. This appeal must ask for a review of the question and must specify the alleged injury, the reasons for the student's belief that he or she is aggrieved, and the remedy sought. The chair may either refer the appeal to a committee of review or to the departmental Faculty. For more on the difference between these two bodies and the procedures regarding disputes please refer to the [Faculty Rules and Regulations](#).

As expeditiously as possible the committee of review will hear the student, consider the evidence, confer with other persons concerned, and prepare a comprehensive report of findings and a response to the appeal. Committee decisions are made by a simple majority vote of the members. It is the chair's duty to carry out the directions of the committee. Once a decision has been made, a memorandum of the resolution is prepared and a copy is given to the student.

Commencement

Prizes and Awards

Joukowsky Outstanding Dissertation Award

The [Joukowsky Outstanding Dissertation Award](#) is an annual prize awarded by the Graduate School for superior achievements in research by students who are completing their Ph.D.s. The awards may be given to up to four students per year, one from each of the four main areas: the humanities, the life sciences, the physical sciences, and the social sciences. The award carries an honorarium and is given out at the Graduate School Commencement ceremony.

The award is open to completing doctoral candidates from any department or program. Each candidate must be nominated by his or her program, and each doctoral program may submit only one nomination. See the Graduate School website for more detailed information on the nomination procedure.

CGS/ProQuest Distinguished Dissertation Award

The Graduate School is eligible to nominate for the open fields in the Distinguished Dissertation Award, which is jointly sponsored by the Council of Graduate Schools and ProQuest Dissertations Publishing, a Division of ProQuest Information and Learning. CGS/ProQuest makes awards annually to individuals who, in the opinion of the award committee, have completed dissertations representing original work that makes an unusually significant contribution to the discipline. Two awards are given annually in two different broad areas (biological sciences; social sciences; mathematics, physical sciences and engineering; and

humanities and fine arts). These awards are given at the December meeting of the Council for Graduate Schools.

Presidential Award for Excellence in Teaching

The [President's Award for Excellence in Teaching](#) is an annual prize awarded by the Graduate School to recognize outstanding pedagogical achievement by a Brown University graduate student. The award is given out at the [University Awards Ceremony](#), which is held annually in early May.

The award is open to teaching assistants or teaching fellows from any program. Each candidate must be nominated by their program, and each program may submit only one nomination. Nominations must contain ALL of the following elements:

1. A letter from the program's DGS, and up to three additional letters of support from other program faculty.
2. A first-hand account of a class visit by a faculty member from the program or from another independent observer (this account may be one of the additional letters of support from faculty).
3. A letter of support from a former student.
4. A copy of the graduate student's most recent annual evaluation.

Please note: undergraduate student evaluations should not be included as part of the nomination and will not be considered during the selection process.

Procession and Ceremony

Only students who are receiving advanced degrees from Brown are permitted to march in the Commencement procession and participate in the Graduate School graduation ceremony. The College allows undergraduates who are almost finished with their baccalaureate degrees to march with their class, but the Graduate School insists that degree requirements be complete. The only exception to this rule is for a diploma that is withheld for financial reasons. In this instance, a student may march and receive a blank piece of paper instead of the diploma. Departments are free to include students who are almost finished in their departmental ceremonies.

After degree requirements are complete but before the next Commencement, a student may request a Certificate of Completion from the [Registrar's](#) office. This document satisfies potential employers that the student has completed all degree requirements.

Post-Graduation

Student Privileges

Students transition from student status to alumni status as of the date of graduation. This transition entails a number of practical changes of which students should be aware. Brown card access is terminated on May 31, the day after Commencement; students who need access to card-controlled buildings should make arrangements with the appropriate program staff. Students must return keys to Brown facilities once they graduate unless other arrangements are made with their program. Brown student email accounts are deactivated on September 25, shortly after the start of the fall semester.

Students who have graduated and were covered by the Brown University health insurance program will continue to be covered by their insurance until August 15. While insurance coverage remains active during the summer, access to [Health Services](#) ends with the close of the academic year for students who graduate.

Alumni Relations

Brown University is proud of the accomplishments of its students, and the University encourages students to remain in contact with their program staff, faculty members, the [Brown Alumni Association](#), and the Graduate School. Students who have graduated may contact the [Brown Alumni Association](#) to request activation of an alumni email account and to establish alumni borrowing privileges at the Brown libraries.

Student Records

Students may order official documents at any time from the [Office of the Registrar](#). Students who complete and file their dissertations during the summer or fall semester may request a Certificate of Degree Completion once their degree requirements have been fulfilled. Students who file mid-year will receive their degree in May and their official date of filing will be recorded on their transcript.

Information Primarily for Doctoral Students

Dissertation Advisor and Committee

The Dissertation Committee

Each program should make clear in its handbook how students go about selecting their dissertation advisors and committees, and set a timetable for doing so. Programs should be structured so that each student always has an advisor; leaving a gap between advice from the DGS and advice from the preliminary examination committee and/or dissertation advisor tends to prolong time to degree and increase attrition.

Chairs and DGSs need to be aware of the advising and mentoring relationships in their graduate programs. Monitoring the progress of each student is the responsibility of the program and not simply that of the faculty advisor. The dissertation chair and the other faculty members of a dissertation committee should meet with the student on a regular basis, and certainly a minimum of once a semester.

Policy on Advisors Who Have Left Brown

Under normal circumstances, when a faculty member leaves, his or her advisees will be required to seek a new advisor. Subject to the approval of the chair of the department, faculty who leave Brown may continue to serve as dissertation or thesis advisors for students whom they were advising at the time of their departure. The program must be mindful of the need to provide students with some on-campus supervision and contact in the cases where a non-resident advisor continues service.

Policy on Emeriti Faculty⁸

Emeriti faculty are a valuable resource for students, programs, and the University. The Graduate School has adopted the following guidelines regarding the role of emeriti faculty:

- Faculty who retire and move into emeritus standing may, at the pleasure of the relevant student(s) and program(s), continue to serve as advisors to students who were under their tutelage at the time of retirement.
- With departmental approval, an emeritus faculty member can serve as a reader on a dissertation provided there are no other emeritus faculty members on that thesis committee.
- With departmental approval, an emeritus faculty member can serve as a co-primary advisor on a dissertation along with a regular member of the faculty. An emeritus faculty member cannot serve as the sole primary advisor on a dissertation.

Admission to Candidacy

Admission to doctoral candidacy is a student's last formal requirement for earning the Ph.D. before the submission of his or her dissertation. To be admitted, the student must have passed all other departmental requirements, usually including courses, language proficiency, and one or more written or oral examinations (prelims). Each program's handbook should clearly explain what the requirements are, how they may be met, what is the timetable or deadlines for meeting them, and what happens when students fail to meet these requirements upon the first attempt as well as what happens regarding subsequent failed attempts.

Most programs allow a second attempt at all or part of the preliminary exams. The program's handbook should state clear standards for allowing the exam to be retaken and a reasonable time frame for a second attempt. If the exams are tailored to each student's specific interests, the scope in each case should be clear to the examiners and the student.

The DGS must notify the [Registrar](#) and the [Associate Dean of Academic Affairs](#) in writing when a student is admitted to candidacy. The date of admission is printed on the student's transcript, and the fact that he or she has been admitted is required for general reporting purposes within the University as well as many applications for external funding.

Doctoral students have up to five years after admission into their program to achieve candidacy. Students who do not achieve candidacy by the end of their fifth year will be withdrawn from the Graduate School. Requests for a one-year extension for achieving candidacy may be made to the Graduate School by the DGS in the student's program.

Extension of Candidacy

It is University policy that the dissertation should be completed within five years of achieving candidacy. Nevertheless, students sometimes require more time, and in cases where the faculty believes the student will finish and accepts the reasons for delay, candidacy may be extended. Annually the Graduate School will remind active students whose candidacy is about to expire that they must write to their DGS, explain why they are taking so long, and request an extension if they intend to finish. Extensions of up to an additional two years beyond the five years since achieving candidacy may be granted by the Graduate School; extensions beyond two years require a vote of the Graduate Council.

The DGS must request any extension of candidacy from the Graduate School in writing. Note that the student must also write to justify the extension. Any extension must be to a specific date mentioned in the request.

Students who are more than five years beyond achieving candidacy and who have not been approved for an extension of candidacy will be withdrawn from the Graduate School.

Research Travel Funds

Graduate Research Travel Grant

The Graduate Research Travel Grant provides supplemental funding for scholarly research travel during the academic year only. For research travel during the summer months students should refer to the complementary [Joukowsky Summer Research Award Program](#).

Doctoral students in their second through fifth years of study are eligible for a Graduate Research Travel Grant. Applications from sixth year students will be considered if accompanied by a brief letter from the student's director of graduate study or research advisor regarding how the research will assist the student in the completion of doctoral studies. (Students enrolled in degree programs in the Division of Biology and Medicine are not eligible for this program.)

Grants up to \$1,800 are used to match dollar-for-dollar awards for research travel from external or University resources outside of the Graduate School. Awards will be made until funding is exhausted for the funding cycle of the projected travel period.

There are three application cycles for this grant. Applications for travel must be received by the application due date for the expected travel term. Note: The Graduate School's policy on research travel grants was updated in September 2012, after the deadline for the Cycle 1 travel term. As an interim measure, students seeking grants for travel during Cycle 1 in 2012 should use the 2011-2012 form.

Award Period	Start Date	End Date	Application Due Date
Cycle 1	September 1	November 30	August 31
Cycle 2	December 1	February 28	November 30
Cycle 3	March 1	May 31	February 28

For example, applications for travel that occurs from December 1 to February 28 must be received by November 30. Applications for travel that spans two cycles must be received by the application due date of the cycle that corresponds with the first day of travel.

Travel grants will be administered in the form of a travel reimbursement unless an advance is specifically requested. All advances and travel reimbursements require submission of original travel receipts within 30 days of return from travel.

Application Requirements:

- a one-page description of your proposed research activities
- a budget for these activities
- documented confirmation of matching funds to support travel
- a completed copy of the Graduate School's [Research Travel Grant application](#), which needs to be signed by your department's director of graduate study

Students can receive only one research award per fiscal year but can receive conference and research travel in the same fiscal year.

For questions or to submit an application, please email graduate-travel@brown.edu.

Joukowsky Summer Research Awards

The Joukowsky Summer Research Award Program was developed by the Graduate School in 2012 to provide additional funding for scholarly activities outside of Brown during the summer months. Students conducting research or traveling for other academic purposes during the summer months may be eligible for this award. Academic purposes could include attending language programs, summer workshops, or other activities.

Doctoral students applying for summer research after the first through fifth years of study are eligible for the awards, except those enrolled in degree programs in the Division of Biology and Medicine.

Awards are provided from a minimum of \$500 up to a maximum of \$2,000 per summer. The application period is January 1 through February 28. The awards will be highly competitive as funds are limited, and will be based upon academic merit and projected impact on the research trajectory or academic training. Incomplete applications and applications received after the deadline will not be considered.

Proposals will be reviewed by the Graduate School, and award notifications will be sent to applicants by April 15. Research awards will be disbursed in May or June or by travel reimbursement upon return from summer research studies.

To apply for a summer research award, you will need to provide the following in your application:

- a description of your proposed academic activities (one page or less) and the impact a research award would have in advancing your graduate studies or completing thesis work
- a budget for these activities
- any documentation of outside grants you may have won to support your summer research study plans and relevant supporting award communications
- a brief letter of support from the DGS or the research advisor
- a completed copy of the Graduate School's Joukowsky Summer Research Award Application form, which needs to be signed by your department's director of graduate study

After travel is complete, awardees are required to submit travel receipts to the Graduate School within two weeks, along with a brief one-page summary of research or learning outcomes and description of how the travel fund was of benefit to the achievement of their summer academic endeavors.

Awardees can receive only one research award per fiscal year but can receive conference and research travel in the same fiscal year.

For questions or to submit an application, please email graduate-travel@brown.edu.

Conducting Dissertation Research Away from Brown

Conducting Research and Traveling Abroad

Research related activities under any circumstances are subject to a variety of important requirements. When there is an international component, these requirements still apply and there may be additional compliance issues that need to be addressed. Please contact the [Director of International Research](#) for more information regarding international research.

Before you travel internationally, the Graduate School and the [Office of Insurance and Risk](#) urge you to register your trip information with [International SOS](#). If you are traveling on funds provided by the Graduate School or the University, then you are required to register with [International SOS](#).⁹ The University has contracted with International SOS to provide Brown University travelers with 24 hour worldwide medical and travel assistance, including emergency evacuation. To register your trip information go to the [Personal Travel Record link](#) at International SOS. At that site you may need to enter Brown University's International SOS membership number to enter the site. The membership number is 11BSGC000031. Please note that the [International SOS website](#) also provides important safety and health information for international travelers.

Additional travel abroad resources can be found at Brown's [Office of International Programs](#).

Advanced Status (opting-out of Graduate School Support)

Students who have completed their 24 tuition unit requirement and are away from Brown for either one or two semesters conducting dissertation research are considered full-time students, are charged tuition, and must have health insurance from Brown or provide proof of comparable coverage under another plan.

Students who plan to conduct dissertation research away from Brown during one of their years of guaranteed support from the Graduate School have the following funding options available to them: (1) they may be eligible for a dissertation fellowship based on the recommendation of their department, in which case they use one of their years of guaranteed funding; (2) they may have an external fellowship and apply for supplemental stipend and tuition support from the Graduate School under the incentive program; or (3) they may opt-out of Graduate School funding and “stop their funding clock” for up to two semesters. Students who select to opt-out must communicate their decision to the Graduate School and their DGS in writing. The DGS must then report this decision on the student’s appointment form. The “opt-out option” is only available for students who are away from Brown conducting dissertation research.

Students who are awarded external fellowships and do not opt-out of Graduate School supplemental stipend and tuition support are considered by the Graduate School as funded students and the conditions of the external award incentive policy apply.

Students who chose to opt-out of Graduate School funding for one to two semesters to conduct dissertation research away from Brown, are required to pay tuition and health insurance (or provide proof of comparable coverage), during the semesters they are away from Brown. Advanced students conducting dissertation research away from Brown, who elect to opt-out and stop their funding clock, are eligible to apply for Tuition and Health Insurance Scholarships (see below).

Exchange Scholar Program

Under terms of the [Exchange Scholar Program](#), the graduate schools of the University of California at Berkeley, Brown, the University of Chicago, Columbia, Cornell, Harvard, MIT, the University of Pennsylvania, Princeton, Stanford and Yale have agreed to admit each others' students for one year of study, where appropriate, without charging tuition; the student must pay the prevailing tuition for full enrollment at his or her home institution. S/he remains an active student at the home institution while studying as an exchange scholar at the host institution. The host institution will charge for student health services if that is not included as part of tuition; and the student may purchase either school's student health insurance.

Students who find Brown's library inadequate for their specialty or who would like to work with a professor at one of the other institutions may benefit from the [Exchange Scholar Program](#). The program has also benefited students whose advisors are spending a sabbatical or have taken a new position at one of the other institutions.

Students with external fellowships can continue that support away from Brown and the possibility exists for a student to hold a TA position at Brown while studying at a proximate university such as Harvard. Other students who are within the 5-year guaranteed funding window will either have to use their year of dissertation fellowship funding (with the approval of the program DGS and the Graduate School) or they may elect to forego stipend support for a year by taking advantage of the deferred funding under the [Advanced Student](#) status option.

Application forms for the Exchange Scholar Program are available in the Graduate School and online [here](#).

Submission of Dissertations and Theses

Filing of Dissertations and Policy on Public Access to Dissertations¹⁰

Ph.D. candidates at Brown must file their dissertations electronically. Brown's electronic theses and dissertation (ETD) system was developed by the Graduate School and the University Library and launched in 2008. The system is designed to collect and archive final dissertation as a text-based PDF file. Electronic dissertations submitted through the ETD will appear in the Library's discovery service and in the Brown digital repository.

In the spirit of the dissemination of new knowledge that is a hallmark of higher education, dissertations will be subject to web searches and unrestricted downloads unless the student requests to opt out of that system and have their dissertation unavailable for download outside of the Brown community. A request to restrict download access to a dissertation has an initial two-year window from the time the degree is conferred. Guidelines associated with restricted dissertation access are:

- The full text version of the dissertation will be available for download only to members of the Brown community.
- Web searches including the citation and abstract of restricted dissertations will continue to be available to the general public.
- After two years the restriction will elapse.
- Restrictions on full text download may be renewed for two-year periods up to a total of ten years from the date of degree conferral. Requests for additional two-year restrictions should be made to the Graduate School.
- Any requests to extend the restriction beyond ten years must go to the Graduate Council for approval.
- In cases where the dissertation is a co-worked piece and there is disagreement between the student and the advisor over whether the dissertation will or will not be available for download outside of the Brown community, the dispute will be brought before the Graduate Council for resolution.

To complete the electronic submission process, doctoral candidates must have successfully defended their dissertation and had it approved by their committee. To use the ETD system, doctoral candidates must possess a valid username and password for accessing Brown's computer network. If you are unable to create an account in the system, please contact ETD@brown.edu for assistance.

Deadlines and Extensions

The deadline for submission and approval of a dissertation or thesis in time to receive a degree at Commencement is May 1. An extension of this deadline to May 15 is possible upon written request from the dissertation advisor to the Graduate School (see the [Academic Affairs Manager](#)) before April 15.

Registration in semester I allows a student to submit a dissertation or thesis until the start of classes in the spring. Registration in semester II allows a student to submit a dissertation or thesis until the start of classes in the following fall. Extensions of these deadlines for one month into the new semester, e.g. September 5 to October 5, are possible upon written request from the dissertation advisor to the Graduate School [Academic Affairs Manager](#) one month before the start of the new semester. If the student does not submit the dissertation or thesis before the extension expires and does not need to be an active student, he or she can be placed on "terminated pending requirements" status.

Formatting Guidelines

Guidelines for Dissertation Titles

The dissertation title that appears on the title page that you submit to the Graduate School is the title that will appear on your transcript and on the Commencement Program. Students should follow the title guidelines presented below in preparing the title page of the dissertation. Titles must be prepared in upper and lower case using the capitalization rules presented below.

Taken from *The Chicago Manual of Style, Fourteenth Edition*, 1993, The University of Chicago Press, sections 7.126-7.131.

Capitalization

The first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, as, that*, etc.) are capitalized. Articles (*a, an, the*), coordinating conjunctions (*and, but, or, for, nor*), and prepositions (during, over, under, through, with, without) regardless of length, are lowercased unless they are the first or last word of the title or subtitle. The *to* in infinitives is also lowercased. Only acronyms should be set in full capitals.

The subtitle, following a colon, is capitalized the same way as the main title.

For capitalizing hyphenated and open compounds in titles use the following rule: First elements are always capitalized; subsequent elements are capitalized unless they are articles, prepositions, coordinating conjunctions, or such modifiers as *flat, sharp, and natural* following musical key symbols; second elements attached by hyphens to prefixes are not capitalized unless they are proper nouns or proper adjectives. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element, whatever part of speech it may be, is always capitalized. Examples: Twentieth-Century, Up-to-Date, E-flat Concerto, Self-Sustaining

Spelling

Use the word “and” instead of the ampersand “&” and spell out names of centuries (12th Century becomes Twelfth Century) and other numbers usually spelled out in text. Be sure to include accents or other special marks on letters used in non-English words.

Punctuation

Use the final comma in a list (Disease, Pain, and Sacrifice: Toward a Psychology of Suffering).

Examples:

Melodrama Unveiled: American Theater and Culture, 1800-1850

The Labour Party in Perspective – and Twelve Years Later

Thought and Letters in Western Europe, A.D. 500-900

Titles of Books within Dissertation Titles

Titles and subtitles of published books, pamphlets, proceedings and collections, periodicals, and newspapers are set in italics.

Super- and Sub-script

Mathematical or chemical names and formulas that appear in the title should retain any super- or sub-script.

Information Primarily for Master's Students

Financial Aid

Financial aid for master's students is not currently managed centrally, and it varies among programs. Prospective Master's students who have questions about financial aid should contact the program's DGS. Students on campus can also contact the [Office of Financial Aid](#).

Official letters of admission for master's students provide details of their funding packages (i.e., the number of years and levels of support). All subsequent funding decisions are made at the departmental level and depend on students' academic progress. Students with questions or concerns regarding their funding should address them to their program's DGS.

Other information

Please refer to other sections of this handbook for further information:

[Master's Degree Programs](#)

[Terminal Master's Degrees](#)

[5th-Year Master's Degrees](#)

[Master's Degree en route to a Ph.D.](#)

[Concurrent Master's Degrees](#)

[Information for All Graduate Students](#)

[Master's Degree in Integrative Studies](#)

[Part Time Status and Master's Students](#)

Appendix 1: The Graduate School Incentive Program for Doctoral Students

The Graduate School incentive program aims to encourage graduate students to independently seek external funding. The policy described applies to externally funded fellowships active on or after July 1, 2013, replacing earlier versions of the policy.

The Graduate School provides incentive supplements for external fellowship awards received by eligible doctoral students in good standing over the course of the academic year (defined as September–May) based upon the standard Graduate School academic year stipend. External fellowship awards are considered to be those awarded to graduate students via competitive external funding agencies based on the student’s initiative and application. Competitive internal fellowship awards and external fellowship grants based on faculty applications do not qualify for incentive funding under this policy.

Eligibility criteria:

- The incentive policy applies to doctoral students in good academic standing. The award must apply to a year in which the student is scheduled to receive stipend support from the Graduate School as part of the guarantee period (i.e. years 1 through 5).
- The external funding must have been won on account of the student’s initiative. Grants by faculty, even when they benefit a graduate student, do not count. Therefore, graduate student support through research grants and contracts, and awards such as IGERT, GAANN, etc., are not part of this incentive plan.
- External funding sources include all sources outside of Brown University. In cases where regulations of the external agency prohibit, render ineffective or otherwise affect this incentive program, the rules of the funding source apply.
- At a minimum, these two criteria must be satisfied in order for external funding to be eligible for the incentive policy:
 - The student had to have applied to a posted, competitively determined award or position. In some cases students may be asked to provide the Graduate School with the posting and with their application materials.
 - When the external award is associated with extracurricular duties and responsibilities, such duties and responsibilities must be seen as furthering the student’s scholarship, most particularly the scholarship related to the student’s dissertation.

Incentives:

During the academic year (September 1–May 31), the Graduate School’s stipend award may be

used to supplement the sum of all academic year external stipend awards to a maximum combined stipend equal to 1.25x the Graduate School stipend.

If the sum of the Graduate School's initial stipend award and all outside awards exceeds this limit, the Graduate School's stipend award will be reduced accordingly.

Students who receive external fellowships providing academic year stipends that are more than 1.25x the Graduate School stipend will receive no university supplement.

Notes:

- Twelve-month external fellowship awards will be prorated to align with the nine-month standard for consideration under these terms, and semester-based awards will be prorated for the respective fall or spring semester.
- If the external fellowship award provides partial tuition and health fees or insurance, then the Graduate School will also supplement this partial support up to the standard tuition and fee levels provided to doctoral students. If the award does not provide tuition and/or fees, the Graduate School will provide full standard doctoral tuition, health fee, and insurance coverage for funding eligible students.
- Doctoral students in the humanities and social sciences in 'good standing' who receive external funding greater than 2/3 of the academic year stipend during any given academic year, are guaranteed funding of a "Dissertation Completion Proposal", DCP, including up to one academic year of stipend, generally in the form of a teaching assistantship. If the external award replaces a fellowship year, the student will receive a fellowship DCP award.

Restrictions:

Full concurrent awards are not permitted. A student can accept, for example, both a Javits and a National Science Foundation award, but must take them in sequential years. A student cannot hold a Javits (or NSF, etc.) in addition to Brown's full University support.

Application

To qualify for a Graduate School incentive supplement award, students must submit their external award notification letter and terms to their home department with a copy to the Graduate School, Box 1867, by September 15 for the fall term and Jan. 15 for the spring. Incentive supplement distribution will be coordinated with departments via the academic year appointment

process, and stipend supplements will be disbursed in the same manner as the regular Graduate School stipend.

Students applying for external funding should contact the [Associate Dean of Academic Affairs](#) or the [Associate Dean for Administration and Program Development](#) for further information.

Students in programs in the Division of Biology and Medicine should contact the [Associate Dean of Medicine, Graduate and Postdoctoral Studies](#) for further information regarding [*that Division's support policies*](#).

Four examples of the Incentive Policy using a hypothetical Graduate School stipend of \$22,000*

Example 1: A nine-month external award for \$2,000

External Award Amount	Graduate School Stipend	Maximum Academic Year Award (1.25x Graduate School stipend)	Total Amount Awarded for the Academic Year	Graduate School Contribution
\$2,000	\$22,000	\$27,500	\$24,000	\$22,000

Example 2: A nine-month external award for \$10,000

External Award Amount	Graduate School Stipend	Maximum Academic Year Award (1.25x Graduate School stipend)	Total Amount Awarded for the Academic Year	Graduate School Contribution
\$10,000	\$22,000	\$27,500	\$27,500	\$17,500

Example 3: A nine-month external award for \$27,500

External Award Amount	Graduate School Stipend	Maximum Academic Year Award (1.25x Graduate School stipend)	Total Amount Awarded for the Academic Year	Graduate School Contribution
\$27,500	\$22,000	\$27,500	\$27,500	\$0

Example 4: A twelve-month external award for \$30,000 (Prorated for the academic year for the purposes of this policy; summer funding is not part of the incentive policy.)

External Award Amount	Prorated Amount for 9 Months	Graduate School Stipend	Maximum Academic Year Award (1.25x Graduate School stipend)	Total Amount Awarded for the Academic Year	Graduate School Contribution
\$30,000	\$22,500	\$22,000	\$27,500	\$27,500	\$5,000

**Examples are based upon a hypothetical Graduate School stipend for illustrative purposes only and may not reflect the actual standard stipend for a given year or program.*

¹ Contact information on the Graduate School Deans & Staff can be found on the Graduate School website [here](#).

² For information on the composition and duties of the Graduate Council see the Faculty Rules and Regulations found under the Faculty Governance section of the University website.

³ The allowance for a master's degree in a field that is potentially unrelated to the Ph.D. field was voted by the Graduate Council in the October, 2011 meeting.

⁴ This paragraph added to the Eleventh Edition following language approved by the Graduate Council in the November, 2011 meeting.

⁵ As per a decision by the Graduate Council in the October, 2011 meeting.

⁶ This section was revised August 15, 2013 to include language covering prior credits earned at Brown. For prior language see version 11 of the Handbook.

⁷ The more restrictive language "..., and that course may not have been used to fulfill the requirements for any other degree" was removed by a vote of the Graduate Council in the March, 2012 meeting.

⁸ This section added in the Eleventh Edition following language approved by the Graduate Council.

⁹ As per a vote by the Graduate Council in the September, 2011 meeting.

¹⁰ This section added as per a vote of the Graduate Council in the September, 2011.