EMENDING ACADEMIC RECORDS

The Academic Transcript

The official Brown transcript lists all courses a student has passed and the terms in which they were passed. The transcript also includes notations related to academic standing (e.g. AW for academic warning, SW for serious warning) as well as notations about separations from the University. Suspension for academic reasons is noted, and academic code violations may appear on the external transcript as well. With the exception of some notations related to academic code violations, such marks are permanent and cannot be removed unless a clerical error has been made.

Academic standing is determined solely on the basis of courses completed at Brown after matriculation. The dates by which students finish courses for which they received Incompletes may affect their standing. A change in standing is routine if students complete the required work within the time frame indicated by the Committee on Academic Standing: February 1 for fall semester Incompletes, July 1 for spring semester Incompletes. Students might receive approval from an instructor to finish work later than these dates, and by faculty rule they may do so within one year. However, academic standing notations are changed only upon completion of work by the deadlines stated above.

The Internal Academic Record

The Internal Academic Record is simply that—a record of a student’s academic choices and performance that is used for internal purposes only and that is not made available to individuals outside Brown. Deans, concentration advisors, certain prize committees, and the Committee on Academic Standing have access to students’ internal academic records. Otherwise, the internal academic record is available only to the student.

The internal academic record includes all notations that appear on the official academic transcript (e.g. courses passed, academic standing notations), along with several notations that do not appear on the external academic transcript. These include any courses a student has dropped as well as any courses the student has failed. Other notations, such as ABS (indicating an excused absence from a final examination) or M (indicating a course for which the Registrar’s office has not received a grade), also appear on the external transcript up to the official deadline for the submission of grades covered by each notation.

Students sometimes assert that they have never been involved in a course for which their internal record shows they are registered. In fact, students have registered at some point for the course; otherwise, it would not appear in their academic record. Usually, the student did not take the proper steps in Banner to ensure that they were dropped from the course. Students are responsible for confirming their course registration in Banner and making any changes to their course registration at the appropriate times. The College does not accept petitions for late removal of internal academic notations except in cases involving clerical error.