

Handbook of the Committee on Academic Standing

2018-20

(Revised, August 2018)



Office of the Dean of the College

Brown University

Providence, Rhode Island

1. THE COMMITTEE ON ACADEMIC STANDING

The Committee on Academic Standing (CAS) is a standing committee of the faculty, and *Faculty Rules* define its charge: “The Committee shall be responsible for actions concerning undergraduate academic status (including Warning, Serious Warning, and Suspension); for readmission of undergraduate students; for making exceptions to the Faculty Rules if it seems wise academically in individual cases; for advising the administrative officers in matters concerning undergraduate students’ academic programs; and in general for making recommendations to the Faculty for any actions necessary to insure the fulfillment of basic policies set by the Faculty.”¹

Committee Responsibilities

Consequently, CAS is responsible for all actions pertaining to undergraduate academic regulations as stipulated by the Faculty Rules and is empowered to approve exceptions to academic regulations in individual cases. The Committee oversees the separation and readmission of students; advises administrative officers about undergraduate academic programs; and makes recommendations to the faculty on issues related to the College’s academic policies and degree requirements. Appeals to rulings by the Committee on Academic Standing are heard by the Dean of the College. The Committee reports annually, in writing, to the Faculty Executive Committee (FEC). This Handbook articulates policies, practices, and procedures that the Committee uses to determine academic standing and progress to degree completion, and addresses areas commonly subject to petition.

A fundamental responsibility of the Committee on Academic Standing is to monitor the academic progress of undergraduates, to ensure that candidates for the baccalaureate degree have met—or are making good progress toward meeting—all degree requirements, and to inform and advise students whose progress toward the degree is deficient. The Committee also hears petitions from students regarding readmission from academic suspension, admission to several special degree programs at Brown, and exceptions to academic regulations.

Petitions for readmission from academic suspension are generally heard in the May and December meetings. At the second May meeting, the Committee approves the list of candidates for the baccalaureate degrees, which it then forwards to the Faculty and Brown Corporation’s Board of Fellows for final approval. Petitions for study abroad, study away in the U.S., admission to the special degree programs, and exceptions to academic regulations may be considered at all meetings.

¹ *Faculty Rules and Regulations, Version 16.0, 2018, p. 33.*

Committee Membership

The *Faculty Rules* stipulate that there be four faculty members and four administrators, who are ex-officio members. The administrators include the Deputy Dean of the College, the Registrar of the University, and two [senior] associate deans of the College. The Deputy Dean is designated by the Dean of the College to act as Chair. In practice, all Deans of the College may participate in the Committee proceedings, and a third senior associate dean may act as an alternate, ex-officio, voting member. The Dean of the College presides over appeals.

Meeting Schedule

The Committee on Academic Standing meets once a month, with the exception of July and September, during which no meetings are held, and May, during which two meetings are held. In the January and June meetings, the Committee reviews the academic progress of all students in academic difficulty and takes action regarding such cases. In order to handle routine cases and an expanding agenda, an Executive Committee of the CAS (at least five voting members) was established in 2015 as a working group to speed decision making that would otherwise have to wait until the next monthly meeting. Cases for which there are five affirmative votes are resolved and reported to the Committee of the whole. More complicated cases and those short of five affirmative votes are deferred to the next CAS meeting. On rare occasions, when a quick decision is needed, the Chair or the Registrar may circulate an e-mail ballot to the CAS voting members. The Executive Committee also plays a role in shaping the agenda for the next monthly CAS meeting and for reviewing in advance issues involved in more complicated cases.

2. THE BROWNDGREE

Brown University offers two types of four-year, baccalaureate degrees: the Bachelor of Arts (A.B.) and the Bachelor of Science (Sc.B.). A combined five-year program enables a small number of students to graduate with a combined (or hyphenated) A.B.–Sc.B degree. Exceptionally capable students may combine their last year or two of undergraduate study with graduate study, resulting in the concurrent completion of both a baccalaureate and a master’s degree.

Select groups of first-year students are accepted to the Program in Liberal Medical Education, in which they complete their baccalaureate requirements before entering the Warren Alpert Medical School at Brown; and to the Five-Year Brown-RISD Dual Degree Program, in which students earn an A.B. or and Sc.B. from Brown and a Bachelor of Fine Arts from the Rhode Island School of Design. Students enrolled in these programs must meet certain requirements beyond Brown’s standard undergraduate degree requirements.

Degree Requirements

Every undergraduate has to fulfill the following five requirements to graduate:

1. Successfully complete at least thirty courses²

Students attempt at least thirty-two courses in eight semesters and are required to achieve a passing grade in a minimum of thirty courses. (Grades of ‘A’, ‘B’ or ‘C’—or ‘Satisfactory’ are passing grades.) Students usually enroll in four courses each semester; however, they may enroll in three, four, or five courses per term and maintain full time status. Registration for fewer than three courses (Course Load Reduction) requires special permission through consultation with an academic or student life dean and will ordinarily be reviewed and approved by the Student and Employee Accessibility Services (SEAS) office, with appropriate documentation. The major exception to this policy relates to RUE (Resumed Undergraduate Education) students, who are allowed to enroll part-time. (See the Dean of the College website for further information about the RUE program.)

Approved study at another institution may be applied toward the thirty-course credit requirement. A maximum of fifteen transfer courses and no more than four summer courses (at Brown or elsewhere) may count toward this requirement.

2. Complete a concentration

Descriptions of all standard concentrations are on Focal Point (<http://brown.edu/academics/college/concentrations>), in the Online Course Announcement Bulletin (<http://brown.edu/Administration/Registrar/>), and on departmental websites. The number of credits required in

² Previously, 28 course credits were required to graduate; this was raised, by a vote of the faculty on April 5, 1988, to 30 course credits for any student who matriculated after December 1992.

any given concentration ranges between eight and twenty-one. With the approval of the College Curriculum Council, students may also create an independent concentration.

3. Demonstrate competence in writing

All students are expected to write effectively in all of their courses. When a student is identified by an instructor or academic dean as needing help with his or her writing, the Associate Director of the Writing Center works with the student to develop a plan for meeting the requirement. The student may take one or more English courses, work with a Writing Fellow attached to one of his or her courses, and/or work with a Writing Associate in the Writing Center. Some students, on the basis of materials students submit before matriculating, may be urged to complete a writing course soon after they enroll. Students with a writing deficiency check (✓) on their internal academic records, which is an available instructor option during grading periods, may not be cleared for graduation until the check is resolved by working with the Writing Center.

All students must demonstrate an ability to write well. The writing requirement is a developmental expectation and most often includes opportunities for significant revision or written work. This means that a student must make an effort to work intensively on his or her writing at least once during their first two years and at least once during their second two years at Brown. Within a student's first four semesters, he or she can address this requirement by taking a course that is engaged in the writing process: for example, a course in English, Comparative Literature, Literary Arts, or one of the hundreds of offerings across the curriculum marked "WRIT." In the fifth, sixth or seventh semesters, a student must choose to take an additional writing course. Some concentrations allow students to fulfill the second part of the writing requirement by demonstrating their writing in the discipline. This special writing project, uploaded to ASK (<http://ask.brown.edu>) is reviewed and assessed by departmental faculty. The second part of the writing requirement must be completed no later than the seventh semester.

4. Accumulate thirty-two enrollment units

Earning 32 enrollment units is one of four undergraduate degree requirements and may be satisfied either by full-time enrollment at Brown for eight regular (fall or spring) semesters of instruction or the equivalent as described below. Enrollment units were once referred to as "tuition units/credits" based on the expectation that a full-time student will attempt four courses in each of eight semesters for a total of thirty-two courses—earning four enrollment units for each semester of enrollment. It is important to note that completion of 30 courses at Brown therefore does not in and of itself translate to earning 32 enrollment units to fulfill the graduation requirement. Students passing four Brown summer or Brown Wintersession courses—in any combination—may waive four enrollment units.

5. The Residency and minimum credit requirements

Every student pursuing a baccalaureate degree, or an equivalent special degree, must be enrolled full-time at Brown for a minimum of four fall or spring semesters and must earn a minimum of fifteen credits at Brown. To be considered full-time, a student must be enrolled in no fewer than three credits in any given term. Terms from Brown exchange programs, study abroad, or study at other U.S. institutions do not count toward the residency or fifteen-credit requirements.

Degrees with Distinction

Academic honors at graduation (*magna cum laude*) are awarded on the basis of the number of grades of “A” or of “S with distinction” in a student’s record. In order to be awarded a degree with distinction, a student must receive sufficient “quality” grades (grades of ‘A’ or ‘S with distinction’) to place him or her in the top 20% of the graduating class. The percentage of quality grades for each student is determined by the course load expected for the number of semesters a student was enrolled at Brown (i.e., four courses per semester, unless the student has documented permission for a course load reduction). The calculation is applied to each student’s situation, whether the student was enrolled for all eight semesters at Brown or fewer, due to study away or transfer from another institution. The percentage of grades of “A” or “S with Distinction” needed by a student to receive a degree with distinction changes slightly from year to year, because it is based on a relative measure (i.e., the overall performance of each graduating class).³

The Registrar’s office will make distinction marks that accompany grades available to the student upon request, and also to members of the Faculty where reasonable need exists, as, for example, for purposes of nomination for post-graduate fellowships or election to academic honor societies.

Distinction marks that accompany grades will not, however, be entered upon the student’s official transcript, and will not be released outside the University.

Posthumous Degrees

Posthumous degrees are awarded upon recommendation from CAS to the faculty and then to the Corporation. In general, such recommendations have been made when the student was close to having completed degree requirements prior to death. Current minimum guidelines for posthumous degrees are that the student was enrolled for at least 4 semesters, earned at least 15 Brown credits, and has faculty support from the student’s concentration or program.

³ At the beginning of each grading period, the Registrar sends a note to all instructors informing them of final grading procedures and deadlines, and that notice includes the passage from *Faculty Rules* regarding the grade of S with Distinction (S_DIST in Banner grading options for faculty) for students who would have earned an A in the course.

3. EVALUATION OF STUDENT WORK

Brown's Grading System

Beginning in the 1969-1970 academic year, the grading system of the University has allowed students to choose to be graded by one of two methods: A, B, C/No Credit ("G" or letter grade), or Satisfactory/No Credit ("S/NC"). Students may choose either grade option for most courses, with the exception of courses that are required S/NC (as is the case, for example, in some introductory writing courses, VISA courses, Math 0090 and many others). These mandatory S/NC courses appear in the internal academic record as "*S."

No courses at Brown can be passed with a grade lower than "C." A student who earns less than the equivalent of a C will receive an "NC" (No Credit) instead of a "D" or an "F," which grades are not used at Brown. The NC appears on the student's internal academic record, but neither the course title nor the NC appears on the external transcript. An NC will also appear beside a course in which a student has enrolled but which he or she did not attend.

The Satisfactory/No Credit grade option is intended to encourage students to explore subjects they might otherwise avoid because of concerns about their ability to earn a desired grade. A student may use the S/NC option for a variety of pedagogical and philosophical reasons, including the desire to explore subjects beyond his or her concentration or skill set.

Mandatory S/NC Courses

An instructor may choose to offer a course on an S/NC basis only, which means that the class cannot be taken for a letter grade.⁴ The designation of mandatory Satisfactory/No Credit must be announced by the instructor no later than the first day of classes and entails the responsibility for providing Course Performance Reports to all students who request them. An asterisk will accompany the listing on the external transcript of the grade of 'S' ('S*') for any successfully completed course that has been designated as a mandatory S/NC, with an accompanying explanation of the symbol.

Mandatory S/NC courses tend to be either introductory courses, in which it is assumed that students will be unfamiliar with the topic, methodology, or skills associated with the subject, or courses that depend on a high degree of student collaboration.

Considerations When Choosing Grade Options

Students may take as many courses as they wish S/NC, but they are generally encouraged to take courses for a letter grade within their concentration, as well as in classes taken in anticipation of application to graduate, medical, or law school. Deans generally advise students that taking one course on an S/NC basis each semester will have little or no effect on post-graduation plans; a student who does so still will have taken twenty-four courses for a grade. Some (but not all) instructors will recognize truly distinguished work in a course by

⁴The mandatory S/NC option was offered for the first time in 1973-74. Initially more than half of all Brown courses were taken S/NC; today they comprise only one-quarter of all grade options selected.

recording the “S with distinction” on the internal transcript; this mark is included in determining eligibility for both magna cum laude and Phi Beta Kappa.⁵

Grade Option Deadline

Students may change the grade option for a course through the fourth week of classes on Banner, or by filing a Course Change/Grade Option Change Form with the Registrar’s Office. Students who successfully petition to add a course after the fourth week (the normal deadline for adding a course) must take the course on an ABC/NC basis, unless the grading in the course is mandatory S/NC (see below). If a student fails to specify a grade option for a graded course, he or she will be graded on the ABC/NC basis.

Year Courses

A small number of courses are offered on a year-long basis, which means that students must satisfactorily complete both semesters before being assigned a final grade in the course. Most year-long courses are language courses such as Arabic, American Sign Language, and Japanese. Typically, examinations in these courses at the end of the second term cover the work of two semesters, and a final grade for both is assigned at that time. Year courses are noted on the academic record with a “Y” to the left of the course title.

Instructors of year courses assign tentative grades to students at the end of the first semester. These grades appear on the internal academic record beside the course title. This grade will remain on the record only if the student satisfactorily completes the second semester of the year course. If the student fails to enroll in the second semester of the course within a year of completing the first semester, an NC appears for the first semester course, and the first semester credit is dropped from the academic record. (In some exceptional cases students may petition the department to allow credit for the first part of the course when the second part has not been completed.)

Course Performance Reports

Students who elect to take a course on an S/NC-basis but want a written evaluation may request a Course Performance Report (CPR) to be completed by the instructor. The electronic CPR request form is available in the Advising Sidekick System (ASK). (The instructor may decline to submit a report if he or she believes there are insufficient bases to produce a qualitative evaluation.) As a general rule, the student should discuss his or her request for a Course Performance Report with the instructor early in the term, but no later than mid-semester. Students who have elected a letter grade option may also request a CPR, which may be done at the instructor’s discretion. Instructors should give particular consideration to requests from students for whom the course is part of their concentration. The deadline for requesting a CPR is generally the last day of classes in the semester in which the course takes place.

While Course Performance Reports are not part of a student’s internal academic record or official transcript, a student may request that the Registrar include one or more CPRs with their transcripts to be sent to graduate

⁵ For a brief period, after the Student Information System was converted to Banner in 2006–07, the designation “A with distinction” existed but was declared null by vote of the faculty in April 2008. The “S with distinction” has a particular function in the determination of *magna cum laude* for very practical reasons, but it was never ratified as a discrete grade itself by the faculty and it therefore has no more or less standing than the “A with distinction.” *Memo from the Registrar to the Deputy Dean in February 2008*. The “S with distinction” is not reported outside the university.

schools, potential employers, or fellowship-granting agencies. In such cases, it is the student's responsibility to provide the Registrar's Office with copies of the CPR when submitting transcript requests.

Incomplete Work

Course instructors may grant a student permission to complete required work in a course (excluding a regularly scheduled final examination) after the end of the term in which the course was offered. In such cases, the instructor enters a notation of "INC" in place of a final grade. Unless an instructor specifies an earlier date, for the purposes of establishing the student's academic standing, the outstanding work from Semester I must be completed by February 1; for Semester II work must be completed by July 1; and for the Brown Summer Session work must be completed by the first day of Semester I. If a student finishes an Incomplete by the appropriate deadline, the course will count toward the student's academic standing.

When a student hands in work due for an authorized Incomplete by the deadline, but the faculty member does not submit a grade until after the deadline has passed, the student's academic standing (if affected) may be changed by the Chair of the Committee on Academic Standing, provided the faculty member verifies that the outstanding work was completed and received by the deadline. An Incomplete not finished by CAS deadlines will revert to an NC.⁶ Work submitted beyond these deadlines may be accepted and included as part of the final course grade by an instructor, who may submit a grade change in writing to the Registrar, but only if the work is completed no later than one calendar year after the end of the semester in which the course was taken. In such cases, the credit will count toward the thirty course-credit requirement, but will not count toward the student's academic standing. In cases where the work is completed more than a year after the conclusion of the course, instructors may submit grade changes to the Registrar for resolving older Incompletes, but such grade changes must be approved by the CAS. If approved by CAS, the Registrar change the NC to a letter grade or an "S," in accordance with the grade option selected by the student at registration. CAS will not approve grade changes for courses in which a grade and credit have already been recorded (for "grade improvement") by the Registrar, except in cases in which a clerical error was made in recording the grade.

Absence from Final Examinations

If a student is absent without an approved excuse from a regularly scheduled final examination, the instructor will assign a grade of "NC" for the course. Students with authorized absences from final exams (ABS), which are ordinarily approved in advance of the exam by the designated ABS deans of the College, qualify for a special make-up examination proctored by the Registrar's office at the start of the next semester, unless other arrangements are agreed to by the instructor and the student (and communicated to the Registrar). ABS deans ordinarily approve ABS excuses for reasons of documented illness at the time of the exam, or for documented family emergencies or for scheduled, intercollegiate athletic competitions. When approved, ABS deans record the approval in the ASK ABS system and notify the instructor to issue a grade of "INC," which is then overwritten with the grade of "ABS" by the Banner system at the end of the exam period. Students unable to take scheduled exams for religious reasons are not covered by ABS rules but by different guidelines.⁷

⁶ One-semester thesis courses taken in the first semester of senior year, if not completed by the end of the semester, results in a transcript grade of "INC." If this presents a problem with post-graduation plans, or calculations for Phi Beta Kappa, for example, students are strongly encouraged to register for departmental independent studies or single-semester thesis courses in the semester they will complete the thesis work.

⁷In accordance with the University's [non-discrimination policy](#) and *Faculty Rules*, instructors are expected to make reasonable accommodations for students who cannot take a quiz or exam, including final exams, on the scheduled date due to a religious

4. GUIDELINES FOR DETERMINING ACADEMIC STANDING

The Committee on Academic Standing has established progress guidelines to interpret the levels of academic standing approved by the faculty. Exceptions to these guidelines are subject to approval by the CAS chair (in consultation with academic and student support deans) when a student's individual circumstances (either academic or personal) warrant special consideration. To make satisfactory progress toward a degree and remain in good academic standing, a student will ordinarily pass eight courses in any two consecutive semesters. However, students have two opportunities during their eight semesters to pass only three courses in one semester.⁸ The table below indicates the levels of academic standing that correlate with the number of courses passed in each of the eight semesters a student is normally enrolled.

observance. Faculty should include instructions regarding their own policies on these matters in course syllabi. Students must inform instructors of any conflicts within the first four weeks of the semester, or as soon as possible after the exam date is announced (whichever is earliest). As during the semester, students who cannot take a final exam on the scheduled date due to a religious observance must inform the instructors of any conflicts within the first four weeks of the term. In such cases, instructors are expected to offer a final exam on an alternate date within the same semester, noting the policy in the Faculty Rules that final examinations may be given only during the final examinations period. If requested by the instructor, rescheduled exams for both undergraduate and graduate students may be administered and proctored by staff designated by the Office of the Dean of the College. The Office of the Dean of the College will notify the appropriate academic affairs Dean in the Graduate School about any situations involving a graduate student.

⁸ On February 5, 1991, the Faculty approved the following rules for the determination of academic standing: To remain in good academic standing, Brown Students must satisfactorily complete at least seven (7) courses by the end of the first year, fifteen (15) by the end of the second year, twenty-two (22) by the end of the third year, and thirty (30) by the end of the fourth year. In addition, students making satisfactory academic progress will complete a minimum of seven courses in any two consecutive semesters.* Students who do not meet these requirements will have their cases referred to the Committee on Academic Standing for action that may result in an academic status of Warning, Serious Warning, or Suspension. A student may not be enrolled in fewer than three courses in any semester without written permission from the Dean of the College Office, or SEAS for a course load reduction.

* If a student, for example, earns 12 credits in the first three terms of enrollment, earns 3 credits in term four, and then 3 more in the subsequent term, he or she would technically be in violation of the rules for Good Standing because he or she had earned just 6 credits in two consecutive terms. However, if the student's *total credit accumulation* is adequate, he or she will not be moved into Warning status.

Academic Standing Table

Brown students normally complete all degree requirements in eight semesters of full-time study. "Academic standing" refers to the number of courses students are expected to complete successfully each semester as they progress toward the minimum, required degree total of thirty credits. The chart below shows the cumulative number of courses students must pass each semester in order to stay in good academic standing—and the appropriate standing when there is a credit deficiency.

	Semester	Good Standing	Warning	Serious Warning	Suspension
First Year	I	3	2	1	0
	II	7	6	5	4
Sophomore	III	11	10	9	8
	IV	15	14	13	12
Junior	V	18	17	16	15
	VI	22	21	20	19
Senior	VII	26	25	24	23
	VIII	30	-	-	-

Students who fall below academic progress requirements are placed on “Warning,” “Serious Warning,” or “Suspension” as indicated above. In addition, students who pass no courses in a given semester or fewer than five courses in two sequential semesters are eligible for “Suspension.” Suspension involves a mandatory one-year separation from the University. In the judgment of the CAS, exceptions to these rules are made when documented disabilities, health, or family issues significantly interfere with students' ability to focus on their studies. Students can recover credits that count toward academic standing by taking summer courses at Brown or elsewhere, by taking Brown or RISD Wintersession courses, and by taking pre-approved courses in transfer.

Internal Academic Record and Transcript Notations

Notations of “Warning” and “Serious Warning” are recorded only on the Internal Academic Record (IAR) and not on the official transcript. By contrast, academic “Suspension” is recorded on the transcript and remains there permanently. When a student is placed on “Warning” or “Serious Warning” for a credit deficiency in one term, it will be noted on the IAR next to the following term. In cases involving academic “Suspension,” the Chair of the Committee will ensure that the “Serious Warning” designation is posted to the student’s first term of enrollment after readmission.

For students with serious medical issues affecting academic performance, a substitute status of “Medical Leave in Lieu of Suspension,” may be approved, with appropriate documentation, to replace CAS’s determination of academic “Suspension.” This status is recorded on the IAR, but the external transcript will record only a “Leave of Absence,” without reference to the medical basis. While CAS works closely with SEAS and the Student Support Deans on determining this substitute status, “Medical Leave in Lieu of Suspension” is not an academic standing that CAS includes among its academic standing options or assigns during its academic standing meetings, although letters to students may invite students to consider this option

with the Student Support Deans. This status also involves a mandatory one-year separation from the University. In some other cases, CAS may decide on a status of “Refused Registration by Action of the Dean,” usually for compelling or encouraging completion of incomplete or outstanding academic work—or for serious lack of compliance with an academic or other policy. A student meeting all stipulations may be returned to active status as soon as the obligations are met, if in time for the start of the term. Students in this status do not necessarily need to be away for one year, but “Refused Registration” is noted on the permanent transcript.

Summer Courses

Courses taken and passed at Brown (or elsewhere if the courses meet transfer guidelines) during the summer will improve a student’s academic standing in the following semester, and in such cases the notation of “Warning” or “Serious Warning” will appear next to the summer term on the IAR. The improved change in status will be noted next to the subsequent semester on the IAR. It is the student’s responsibility to make sure official transcripts for courses taken elsewhere are received in the Brown Registrar’s office in a timely way.

Criteria for Returning to Good Standing

When a student’s cumulative course count rises to the appropriate level as indicated in the above chart, or the student has passed four credits in two successive semesters, or a student on reduced course load passes the allowed number of courses in two successive semesters, the student is returned to “Good Standing.” A student who is “Suspended” for academic reasons and is readmitted remains on “Serious Warning” during his or her first term of enrollment after readmission, but will return to “Good Standing” if he or she passes four credits in two successive terms.

Reduced Course Loads

Students who find themselves temporarily in circumstances that profoundly hamper their capacity to complete four courses in a term (such as a prolonged family emergency, an acute medical condition, or a challenging personal ordeal of similar magnitude) may seek a reduced course load for one semester. Typically, such accommodations are documented and approved by SEAS. For accommodations by CAS for students with chronic, documented disabilities, see section below on “Guidelines for Determining Standing of Special Student Populations,” pp. XX-XX.

CAS will regard any approved plan as the standard against which the student’s progress will be subsequently measured; that is, students who choose to proceed at an adjusted pace will be evaluated according to the particular adjustment chosen. CAS approval of adjusted educational plans may also include any necessary adjustment to the student’s arrangements for a semester’s tuition payments, although the student is still obligated to meet the degree requirement for the total number of enrollment units.

Notice of approval of a petition for Course Load Reduction will be sent by the Chair of CAS, to the office of the Registrar.

5. PROCEDURES FOR THE ALL-COLLEGE SEMESTER REVIEW

In January and June of each year, the Committee on Academic Standing reviews the academic progress of all students in academic difficulty. Once final grades become available (about one week before the meetings), the Registrar's Office establishes a list of students whose cumulative course totals place them at the level of "Suspension," "Serious Warning," or "Warning," according to standard expectations and table for academic progress. This list is loaded into the Advising Side Kick (ASK) system's CAS module and constitutes the preliminary agenda for the pending CAS meeting. Academic Deans and CAS faculty will have access to the Internal Academic Record and ASK screens with advising notes, tutoring attendance records, notifications of Course Load Reductions, a summary of any Incompletes or excused final exams—and many other items useful in determining a final academic standing.⁹

The Chair of CAS designates a leader or leaders for each team of class deans. The team leader divides the team's case-load among its members, calls meetings to review the records of the students up for review, and provides any necessary assistance to team members as they review their assigned student cases. Prior to reviewing student files in ASK, team members meet to review methods for determining standing and the criteria for circumstances that may mitigate action by the Committee. A thorough review of student records results in many students being removed from the CAS agenda because of documented adjustments to academic progress expectations, such as Course Load Reductions, or resolution of missing or late grades. The teams decide which standing cases are routine and which should be added to the discussion agenda for consideration by the whole committee. All proposed Suspension cases are included on the discussion agenda.

Computing Academic Standing

For students who matriculate at Brown as first-year students, academic standing is determined on the basis of courses completed at Brown or approved courses in transfer, including credits earned in the Brown Summer Session or in another summer program, after a student has matriculated as a full-time student. Under normal circumstances, the Academic Standing chart on page XX of this *Handbook* is used to determine a student's standing. See "Guidelines for Determining Standing of Special Student Populations" for exceptions.

The Internal Academic Record is used to review students' academic progress. In addition to letter grades and marks of "S" or "NC," the internal record may include marks of "INC" (Incomplete), "ABS" (Absent from final Exam), or "M" (Missing grade). Each of these three marks must be investigated if they appear on a student's academic record for the most recent term.

Incompletes (INC)

Incompletes are treated as if they were no credit (NC) in determining a student's academic standing, even though a grade may be resolved by the deadlines for outstanding work. Deans should contact students and

⁹ The internal record constitutes a more comprehensive record than the external transcript, which does not include information about dropped courses or courses for which an NC or an M (for missing grade) were recorded. Notations of "ABS" (which designates a course in which a student has received an official excuse for absence from a final examination) and "INC" (which designates a course in which a student has an instructor's permission to complete course work late) appear on the external transcript up to the official deadline allowed for the submission of grades covered by each notation. If credit is earned in either instance, a grade replaces the ABS or INC. If credit is not earned by the deadline, the ABS or INC reverts to an NC on the internal academic record.

course instructors to inquire about the nature of the incomplete work and the expected date of completion. In cases that are included on the Committee agenda, deans should be prepared to explain the status of the incomplete.

CAS Deadlines

When a student is granted an Incomplete in a course (and it is recorded on the academic record by the time of the semi-annual all-college review), he or she must submit all excused unfinished work to the instructor by July 1st after a Spring semester, and by February 1st, after a Fall semester. For the purposes of establishing the student's academic standing, these dates obtain, even if the instructor grants a more liberal, later deadline to receive incomplete work. When the student's record is reviewed by CAS, the Incomplete is counted as "no credit" and the student's standing is established accordingly. If the student is consequently placed on "Warning," or "Serious Warning," this notation will appear temporarily on the Internal Academic Record. Should the student complete and submit the work by the deadline, the notation will be removed. CAS will sometimes refer to such cases as "pending statuses." Students missing the CAS standing deadlines should still be encouraged to complete outstanding course work, since such work is counted toward their required degree credit total.

Absence from the Final Examination (ABS)

An "ABS" on a student's record indicates that the student did not sit for a final examination and that the student's absence has been excused by an ABS dean. Instructors are guided to enter INC grades for students with an official exam excuse. The ABS deans enter approved excuses into the ASK ABS module, and at the end of the exam period, the Registrar activates Banner to use that list to overwrite the student's INC grade and replace it with "ABS." The student's ABS course excuse(s) will also be listed on the ASK CAS page for ease of reference. If an absence from a final exam is officially excused, the academic dean will count the course in question toward academic standing and will assign a provisional standing to the student, pending completion of the make-up examination(s)¹⁰

Missing grades (M)

A mark of "M" may mean that a professor has not submitted grades for a course, or it may be an instructor's way of indicating that a student was not attending the course. The assigned CAS dean should talk with both the student and the instructor about the status of the grade, if possible. However, by vote of the faculty, missing grades are to be presumed as passing grades, unless confirmed by the case dean otherwise. Where deans are uncertain, the "M" should be counted provisionally toward standing and checked at the beginning of the next term to confirm or adjust standing as might be appropriate.

Course load reduction

Deans must take special care to check for Course Load Reductions (CLR), which should be factored into a student's academic standing. This is a critical step that, if neglected, results in unnecessary disturbance to students who receive Warning, Serious Warning, or Suspension letters that are not warranted. It is each dean's

¹⁰ The student is presumed to be able to complete and pass the course by taking the final examination early in the spring semester (for an ABS in the fall), or shortly after classes resume in a fall semester (for an ABS in the spring). Each dean is responsible for checking on the outcome of the cases he or she is handling and for assigning final academic status at the beginning of the following term.

job, therefore, to examine the CLR notations in the Internal Academic Record, as well as greensheets, emails, and other notes in the student files. The CAS ASK cover sheet also has a course load reduction flag, sometimes also identified as “short work.” See page XX of this *Handbook* for the chart used to compute academic standing for students who have one or more semesters of approved course load reduction.

Adjusting Academic Standing Following Poor Performance

Students who have completed four courses in each of two consecutive semesters will be moved to Good Standing, even though their total accumulated course count does not reach the minimum number of credits required for their semester level. The student’s academic progress from thereon is monitored according to the chart on page 13, beginning with Semester I.¹¹

¹¹ Students in this category typically are those who were allowed to continue after one or even two semesters in which the Committee decided that their performance had been inordinately affected by mitigating circumstances.

Communicating with Suspension

Eligible Students

After the records of students on the agenda for discussion by the Committee have been reviewed, a number of students will remain eligible for academic suspension. The deans must communicate with every student eligible for suspension to learn as much as possible about his or her performance in previous semesters, determine whether there is evidence in the academic record (and greensheets) of circumstances that significantly compromised the student's performance in the current term, and assess the likelihood that he or she will be able both to complete unfinished work before the new term begins and four courses in the coming semester.

Once each dean has reviewed his or her caseload and determined a provisional standing for each student, the class team meets and reviews the cases. The team leader tracks the meeting agenda with its recommendations for the Committee. The administrative assistant compiles a complete agenda for each class and distributes the agendas to faculty before the CAS meeting at which each class is reviewed. This class discussion agenda is available to deans and others in the ASK CAS module, using the class filters. Students whose status has been determined to be Warning, Serious Warning, or Suspension are included on the agendas, but only students who qualify for "Suspension" or whose cases are especially complex are on the discussion agenda to be reviewed by the Committee as a whole.

Mitigating circumstances

In many cases discussed by the Committee, non-academic circumstances will have interfered with a student's ability to focus on or perform well in his or her studies. The Student Support Services Deans in Campus Life will provide the Committee with a list of students whom they believe might be extended special consideration. (Such students have a "yes" notation in the SSS Alert box on the ASK cover sheet.) Academic deans may know of additional students who merit such treatment, either through prior contact with the student or by investigating the student's situation when researching a student's case.

The Committee may adjust academic progress expectations for a student who has experienced one or more of the following:

- *Personal tragedy, such as the death of a parent or sibling.
- * Physical illness or injury (e.g. mononucleosis, concussion).
- * Personal hardship (e.g. unusual financial pressures, significant emotional problems).

When a student's standing is adjusted by the Committee in consideration of mitigating circumstances, usually from suspension eligible to "Serious Warning (by Exception)," the Chair and the designated dean will write a letter to the student detailing the Committee's expectations and the steps required for the student to avoid being suspended. Some students in this category may receive "Refused Registration by Action of the Dean," if their credit or other deficiencies can be resolved in a shorter period of time, despite their mitigating circumstances. For students early in their time at Brown, the Committee may assign a status of "Serious Warning in Lieu of Suspension" (SL), detailing special academic support and mandating attendance at coaching or other support services designed to help the student get back on track.

Communicating Poor Academic Standing to Students and Parents

Students who as a result of CAS action are deemed not in academic Good Standing will receive a letter detailing their academic standing and specifying particular steps to take to improve to good standing, as well as details about advising, academic support and financial aid. Deans draft letters using the templates and custom options in the ASK CAS module. Drafts are reviewed and approved by the team leader(s) and by the CAS Chair. Letters are typically sent out to the students' Brown e-mail addresses as PDF attachments and the contents are recorded in greensheets. Ordinarily letters should be prepared, vetted and sent out within ten business of the conclusion of the CAS standing meeting.

Mindful of the provisions of the Family Rights and Privacy Act (FERPA), CAS does not routinely send notifications to parents unless students have activated their FERPA waiver in Banner Self-Service to have parents or guardians receive CAS letters—or unless parents have exercised their FERPA right to see the academic records of their students who are documented as tax dependents. (CAS letters to students do urge them to discuss their academic situation with their parents.) However, parents or guardians of students who are being separated from campus by virtue of academic “Suspension” or “Refused Registration” will be notified by a short letter explaining that the student will not be attending Brown in the next semester and inviting them to talk with their student about the reasons why.

Guidelines for Determining Standing of Special Student Populations

First-Year Students

In their first semester of enrollment, students are expected to complete four courses. If only three courses are completed, CAS imposes no academic penalty. However, the Chair and assigned dean will write to students who finish the first semester with three credits to remind them that they must earn four credits in their second semester to remain in Good Academic Standing. If a student completes two courses, CAS assigns the academic status of “Warning,” and for one completed course imposes “Serious Warning.” Students who complete no courses in the first semester risk “Suspension,” but historically have been allowed to continue. Reasons for allowing a student who has earned no credits in the first term to continue, include the following:

- * The student’s secondary school preparation for the program elected at Brown is deemed insufficient and contributed significantly to failure.
- * The student elected a narrowly structured program in the first semester, proposes to change course in the second semester, and demonstrates receptivity to academic support.
- * The student has been seriously ill or has experienced a family tragedy.
- * The student’s academic progress is impaired by a documented disability.

Students for whom such exceptions are applied are placed on “Serious Warning in Lieu of Suspension” and allowed to continue their studies for the next semester (see page XX).

Sophomores

The end of the fourth semester is a critical point in a student's academic progress. A student who has experienced a slow adjustment to Brown in the first year should by this time have shown steady, decided improvement. Conversely, four semesters of marginal performance bodes poorly, as does a sudden decline during the third and fourth semesters from satisfactory work during the student's first year. In such cases, CAS should be realistic in assessing a student's capacity for improved academic performance in subsequent semesters. A separation is preferable to continued erratic or consistently weak performance extending into a fifth or even sixth semester. Interruption of enrollment after four semesters still leaves two full years of study, which is ample time for a student to recover and succeed.

When a student has had academic difficulties in prior semesters, extenuating personal or medical circumstances should be considered only if it seems likely that the student will improve his or her performance in the coming semester. If the student's personal or medical difficulties are apt to continue in the coming term, it may be unreasonable to expect that he or she will be able to improve academically, and the Committee should not permit the student to enroll in the coming semester and should encourage the student to discuss with the Student Support Deans a Medical Leave.

Transfer Students (entry cohort 2009-2010 and after)

Beginning with transfer students entering Brown in 2009–2010, pre-Brown transfer credits from study elsewhere will have no impact on academic standing. This policy applies to students entering Brown in the fall of 2009 and thereafter. This is not retroactive. In other words, a transfer student's academic standing should be calculated strictly on the basis of the student's record at Brown, according to the Guidelines for Academic Standing chart — beginning with the student's first semester at Brown as Semester I on the chart. As for other students, this also excludes pre-Brown Brown credit.¹²

Part-time Students

Some students have been approved for part-time enrollment. Usually, these students are in the Resumed Undergraduate Education program. The Internal Academic Records of students who have been approved for part-time enrollment display a "less than full-time" flag for each semester for which the approval was granted. Academic progress expectations are adjusted according to the enrollment units paid.

Special or Visiting Students

Occasionally students who have taken pre-baccalaureate courses at Brown as special or visiting students will become degree candidates. In such cases, a student's pre-baccalaureate record will be merged with the course of study leading to a degree. Pre-baccalaureate credits count toward both the course credit and enrollment unit requirements, but a semester or year as a special or visiting student does not count toward the minimum residence requirement (i.e., four full-time semesters in residence, and 15 course credits at Brown).

¹² The number of courses required for Good Standing may differ from the total accumulated credits required at their actual semester level. For example, a student entering as a sophomore completing 3 courses in his or her first semester at Brown remains in Good Standing.

Students on Approved Reduced Course Load

Students approved to take a Reduced Course Load (fewer than four courses) in one or more semesters because of a disability or medical condition are expected to pass only the number of courses they are approved to attempt each semester, and their academic standing is based on this reduced number.

A Reduced Course Load form (sometimes referred to as a “Workload Reduction” or “Short Time” in older records) is typically completed by both the SEAS office and the Dean of the College office, which helps advise the student about matters of degree completion and the estimated date of completion (EDOC). A copy of the form is in the virtual academic record on the student’s ASK cover sheet. Reduced workload permissions may involve a tuition adjustment; in such cases, the student’s accumulated enrollment units may not correspond with the expected number of course credits for their semester level. Students who have adjusted their enrollment units in a particular semester are still obligated to complete the total number of enrollment units for their degree requirement (32 units). Ordinarily, Course Load Reductions done after the mid-semester date on the Registrar’s calendar will not come with the tuition adjustment option.

Students on reduced workload who enroll in more than the approved number of courses effectively void the reduced workload agreement and are held to the normal standard for academic progress in that term.

The student’s academic standing can be determined by comparing the total number of enrollment units with the total number of course credits successfully completed at Brown. Use the chart on page XX to determine academic standing for students who have been placed on one or more semesters of reduced workload. If a student successfully completes all of the courses he or she was authorized to attempt for two consecutive semesters, the student is placed on Good Standing, even if the cumulative course count indicates “Warning,” “Serious Warning,” or “Suspension.”

Students with Disabilities

A student with a documented disability that impacts the pace of his or her academic progress may petition for a Reduced Course Load and an extended academic plan to complete the degree in more than eight semesters. Students must be registered with SEAS in order for such requests to be considered as an accommodation. A student may request to take a reduced load in certain semesters and the usual load of four courses in others. Students who are granted permission for and who elect a reduced course load in more than one semester typically renew their workload status with SEAS each semester and may want to discuss reducing tuition. Workload reductions done as an accommodation should be done as proactively as possible and those with tuition adjustment must ordinarily be completed by mid-semester day. Students requesting an extended academic plan will also need to meet with a Dean of the College Dean, and should also have a tentative plan of study for the remaining semesters, including provisionally selected concentration courses and electives.

Tuition Units	GS	W	SW	Suspension
1	1	0		
2	1	0		
3	2	1	0	
4	3	2	1	0
5	4	3	2	1
6	5	4	3	2
7	6	5	4	3
8	7	6	5	4
9	8	7	6	5
10	9	8	7	6
11	10	9	8	7
12	11	10	9	8
13	12	11	10	9
14	13	12	11	10
15	14	13	12	11
16	15	14	13	12
17	15	14	13	12
18	16	15	14	13
19	17	16	15	14
20	18	17	16	15
21	19	18	17	16
22	20	19	18	17
23	21	20	19	18
24	22	21	20	19
25	23	22	21	20
26	24	23	22	21
27	25	24	23	22
28	26	25	24	23
29	27	26	25	24
30	28	27	26	25
31	29	28	27	26
32	30	29	28	27

Students with approved Reduced Course Loads may typically elect a ninth semester to finish requirements at Brown. Such students are coded in Banner as “9SUB” (“necessary ninth” semester) and remain eligible for Brown aid if they were otherwise receiving financial aid in previous semesters and maintain their eligibility.

Rarely, a student with a Reduced Course Load will request a tenth semester, which request must be considered by the CAS as a whole.

*Students with Histories of Chemical Dependency*¹³

Consistent with the University’s desire to support students with identifiable needs, Brown is dedicated to providing resources to students in recovery from chemical dependency. Although such students are expected to meet the same academic standards as other students, they may, under the supervision of the Dean for Issues of Chemical Dependency, receive adjustments in the modes by which they meet these standards.

Students who believe that their progress toward the degree has been impeded by chemical dependency may consult with the Dean for Issues of Chemical Dependency about their academic progress and plans for completing the degree. Such students must provide the Dean with appropriate substantiation of chemical dependency and successful treatment. They are also expected to demonstrate a continuing commitment to working an active program of recovery. With the Dean’s support, such students may petition the Committee on Academic Standing for adjustments to their academic programs.

Committee Decisions on Academic Standing

Academic Suspension

If a student is at the level of academic suspension and there are no mitigating circumstances indicating that the student’s performance had been unduly compromised, the Committee will vote for an academic suspension. This is a required separation of at least two semesters. During the student’s time away, one of the academic deans should periodically contact the student to discuss his or her plans to petition to return. Upon his or her readmission, the student will be assigned a “transition dean” to assist with helping the student return to Good Standing.

Serious Warning in Lieu of Suspension (SL)

If a student on dean’s list of Suspension-eligible cases was admitted to Brown from a secondary school that typically sends only a minority of its students to college, and you conclude that the student’s preparation for the courses he or she selected at Brown was insufficient and contributed significantly to his or her academic failure then you might recommend the student for Serious Warning in Lieu of Suspension (SL). By themselves, personal and social difficulties that a student may have experienced usually do not warrant SL.

Eligibility for SL requires evidence that the student will put the necessary effort into the required program and is poised to take full advantage of it. Evidence may include, but is not limited to the following:

¹³ This policy was adopted in 1987 after a one-year trial period under the direction of Associate Dean of the College Bruce Donovan.

- * Effort
- * Follow-through
- * Responsiveness to outreach
- * Help-seek, acceptance of help
- * Utilization of advising, resources, and support services
- * Improvement in student's academic record, upward momentum

Generally, students should be in their first four semesters of enrollment to be included in this program and will sign an agreement committing to attendance at academic support and other resource meetings. The Academic Support dean will oversee the SL program and report on the students' follow through at the next CAS academic standing meeting.

The following categories of students at or below Suspension level are excluded from this program; however, on rare occasion an exception may be made if there is strong evidence that the student will fully avail him or herself of services and benefit from the program.

SL Exclusions:

1. Students who just completed 4 or more courses... SW, W, or GS as appropriate.
2. Students who require a Medical Leave or qualify for Medical Leave in Lieu of Suspension.
3. Students who have 1 term or less remaining at Brown. (Refused Registration or ETRP).
4. Students who completed no courses in the prior term, or no courses in more than 1 term at Brown, who have no extenuating medical issues. (Suspension).
5. Students who show a pattern of academic neglect.
6. Students who have ever completed 4+4 courses in two consecutive semesters.

Medical Leave in Lieu of Academic Suspension

If there is evidence that a student's academic difficulties are due in large part to a medical condition, the Committee may vote to place the student on academic "Suspension," but recommend in the CAS letter that the student discuss with Student Support Deans the option of "Medical Leave in Lieu of Suspension." If the student's documentation and plan qualify, the student's "Suspension" will be converted to a "Medical Leave in Lieu of Suspension," which appears only on the Internal Academic Record, unlike a "Suspension," which appears on the permanent transcript. (If the student declines the Medical Leave in Lieu, the original academic "Suspension" will obtain.) Generally, students have a fixed period of two weeks to decide to arrange the medical leave. As with all other medical leaves, this leave is processed through the Office of Campus Life, but the letter is co-signed by the Chair of the Committee on Academic Standing. In order to return to Brown, the student must go through the medical leave readmission procedure through the Office of Campus Life and separately petition the Committee on Academic Standing showing how the student has met academic criteria for his or her readmission. CAS will not consider petitions from students on Medical Leave in Lieu of Suspension who have not been approved for Readmission by the Office of Student Life.

Serious Warning – Exception

The Committee may decide to place a suspension-eligible student on serious warning. The two most common reasons for this decision are described below.

If the Committee believes that a student's performance has been compromised by circumstances beyond his or her control, and further, that the student, with appropriate course selection and use of academic support services, can succeed in the next semester despite academic difficulties in previous semesters, it may decide to place the student on "Serious Warning" and allow him or her to remain enrolled during the next semester. Reasons for exercising this option include the following:

- * The student has struggled in a difficult STEM curriculum and has switched to another discipline in which he or she has had greater success.
- * The student has experienced a difficult personal or medical situation that is likely to improve in the coming semester.
- * The student is eligible for and has elected a reduced course load in future semesters.

When a student is technically at the level of suspension for Semester II but would be spared suspension if one pending Incomplete from the prior semester were likely to be finished soon, the Committee can consider the student for Serious Warning. In such cases, the dean handling the case should have an assurance from the course instructor that the student will finish the work in the next few weeks. The student should be apprised of the fact in his or her CAS letter that he or she is eligible for suspension, but that he or she is being allowed to continue on the condition that the Incomplete will be finished by the midterm deadline of Semester II. This policy is in place because the period between the January CAS meeting and the beginning of the spring term makes it difficult for the Committee to communicate the student's standing to him or her in a timely manner. This is sometimes true, for example, with international students who are away from campus in January.

Suspension Pending

A student at the level of "Suspension" whose circumstances the Committee believes warrant special consideration and who has two or more Incompletes for the most recent semester may be placed on "Suspension- Pending" (the completion of outstanding work), as distinguished from outright suspension. This status may be granted when the Committee believes that the student's mitigating circumstances will be resolved before the start of the next semester and that the student will succeed in the following semester. In such cases, the Incompletes must be resolved by the week before classes begin in the spring, and before the August CAS meeting for the following fall semester.

When a student is at the level of suspension and has two or more Incompletes pending in the prior semester, the student will be notified by telephone and email that, in order to avoid suspension, he or she must finish the outstanding work, and the course instructors must be able to confirm that the work has been completed. Ordinarily students will send copies of work submitted to the instructor to the dean managing the case. If the appropriate deadline is not met, the student will be Suspended, and a letter of suspension will be mailed at that time.

At the discretion of the Committee at its January or June meetings, a student who is Suspension eligible may be considered for "Refused Registration" for the next semester with the understanding that, if any Incompletes are

resolved by mid-semester, the student will be eligible to petition for readmission in the succeeding semester. This alternative abridges to one semester the year-long absence that usually follows Suspension. If successful, the student's academic standing for the fall will be set at Serious Warning. If unsuccessful, the Committee may convert the Refused Registration to Suspension.

Refused Registration

In assigning the status of Refused Registration, the Committee may block a student's registration for a set period in the expectation that time away from Brown will be helpful, or until the student satisfies the stipulations laid down by the Committee. Refused Registration is used in two ways:

1. To ensure that the student has time to finish incomplete work from a previous semester, when the student would otherwise be suspended for a second and final time and the student has a reasonable prospect of finishing his or her degree requirements with the completion of this work and a final semester of enrollment. At the discretion of the Committee, a student may be placed on Refused Registration until specified Incompletes are resolved. The student will be eligible to petition for readmission for the following semester. This alternative abridges to one semester the year-long absence that usually follows suspension. The student's academic standing for the fall will be set at Serious Warning.
2. To compel a student to address one or more issues not related to the completion of outstanding course-work (e.g., completes or revises a concentration form, confers with a dean, revises degree status, or otherwise adjusts some particular of academic life). The student is generally assigned to a particular dean for follow-up. If the stipulations are met, registration is renewed; if stipulations are not met, the matter is either returned to the full Committee or discussed with the Chair, who will report the resolution of the student's case to the Committee at its next meeting.

Enrollment Terminated, Requirements Pending

Enrollment Terminated, Requirements Pending (ETRP) is the status assigned to a student who has completed eight semesters of enrollment (32 enrollment units) but who has not met all degree requirements. Such a designation usually requires that the student consult with a dean to arrange completion of outstanding degree requirements, usually at another institution. Enrollment in a ninth or tenth semester may be permitted when the courses in question can only be earned at Brown (e.g., upper level seminars in the student's concentration).

In 2014 the Provost approved an "Optional Ninth Semester" for students who have a good academic reason for requesting an additional semester at Brown (i.e., finishing a second concentration, completing an honors thesis, taking qualifying pre-professional courses, such as pre-med. Requirements, etc.). Optional ninth students (coded 9NSUB in Banner) may take between one and five credits on a per-credit payment basis and are not eligible for Brown financial aid, although they remain matriculated, degree-seeking students in other respects. Optional ninth semester petitions must be approved by CAS.

Students with fewer than 26 credits cannot be placed on ETRP, but will need to be assigned another standing, usually Refused Registration, until the student earns enough transfer credits or finishes incomplete work to reach 26 credits. At that time the student can become ETRP and finish academic requirements by study away or by petitioning CAS for an optional ninth semester. The rationale is that students with a minimum of 26 credits can reasonably finish 30 credits by one semester of study away or by an approved ninth semester at Brown.

Summer Study for Students on Academic Suspension Pending or Refused Registration

Students whose academic status is Suspension, Suspension Pending, or Refused Registration are not allowed to enroll in Brown's Summer Session except with special permission from CAS. Under special circumstances, students on Suspension Pending or Refused Registration are allowed by the Committee to attend the Summer Session, when there is reason to believe that unfinished work from the spring semester could be completed by the beginning of Brown's Summer Session, or that participation in the Summer Session would not interfere with the completion of the work required to lift the Refused Registration or Suspension Pending status, or would allow the student to recover credit(s) before the August CAS meeting.¹⁴ Students who have served two semesters of Suspension may petition to be reactivated for the Brown summer session following their year away.

¹⁴This policy was approved on October 22, 1984, after the Committee reviewed "Guidelines and Regulations Concerning Summer Study for Brown Students at the University." The practice of allowing students on Suspension Pending or Refused Registration to attend Brown summer session began "[i]n recent years," according to the 2007 revision of the CAS Handbook.

6. COMMONLY REVIEWED PETITIONS

There are several kinds of petitions that are presented to the Committee on Academic Standing on a regular basis; they are described below. Additionally, there are a handful of other actions the Chair routinely considers for exceptions to the academic regulations. The most frequent examples are courses with overlapping meeting times, permission to add a course just after the deadline when the student has inadvertently neglected to register it on his or her course schedule, or the postponement of a final examination, a duty shared among the ABS (absence from exam) deans.¹⁵

Before each meeting, the Committee Chair reviews submitted petitions, meets with the Executive Committee's voting members to determine which petitions do not require consideration of the full committee, and composes a written summary, or in most cases excerpts from the students' own petitions for the full committee to review before the monthly meeting.

Readmission after Academic Suspension

Before readmission is granted, students are expected to spend at least one year away from Brown. To initiate the readmission process the student must petition the Committee on Academic Standing. Readmission is contingent upon approval by CAS, and financial obligations to the University must be met before readmission can be approved. The Committee will only consider petitions from students who have no outstanding balance due to the University.

A student who wishes to return should discuss his or her situation with the Chair of CAS, whether or not he or she has also discussed matters with another dean. In addition to making a preliminary assessment of the student's readiness to return, the Chair will describe the components of the petition for readmission, which must include the student's personal statement indicating how she or he has met any stipulations of the CAS suspension letter and including a degree completion plan. The Chair will also discuss with the student possible sources of supporting letters of recommendation. The Chair will also make arrangements to review, prior to final submission, a student's draft petition.

The Petition for Readmission consists of a letter addressed to the Chair of the Committee on Academic Standing and should include the following: a brief description of the academic difficulties the student encountered; an account of his or her activities while away, and evidence of accomplishment in one full-time task for at least six consecutive months (ordinarily employment, volunteering or study at another university); reflections on the effect of separation on the student; and a statement explaining why he or she is now ready to succeed academically. The student should also produce a plan of his or her intended program of study and

¹⁵ With the implementation of Banner, which prevents students from registering for courses whose meeting times overlap by more than 10 minutes, it became apparent that students had been taking courses with conflicting meeting times. In 2007-08, the College Curriculum Committee (CCC) reiterated the necessity of enforcing the faculty rule that prohibits registration for courses with overlapping meeting times. Students petition the Chair of the Committee to enroll in courses with overlapping meeting times. With the approval of the course instructors involved, the Chair may approve petitions for courses that overlap by ten minutes or so. Petitions to enroll in courses with required class meetings that overlap for more than ten minutes are generally not approved, even if the course instructors have indicated their approval of the arrangement, unless there are alternative arrangements specified in writing that result in no loss of instructional time. By decision of the CCC in spring 2016, students in courses that have virtual or online components may not use those components to substitute for face-to-face instructional time for purposes of qualifying for an exception to the ten-minute overlap guidelines.

explain his or her choices. If the student is continuing in a program of study that caused the difficulties encountered during the preceding semester suspension, he or she should discuss why performance will improve upon readmission. If the student is shifting to a different program of study, he or she should explain this decision. If the student had difficulty completing courses in his or her concentration, we require a letter from the concentration advisor approving the plan developed in consultation with that advisor to complete the concentration in a timely manner.

Additionally, the student must supply at least one letter of evaluation from an employer, supervisor, or teacher supporting the student's application for Readmission. Letters should normally be on paper, sent through the postal service to the Chair of CAS. If the student studied elsewhere during his or her separation (after prior consultation with an academic dean), he or she should send a transcript of the grades in courses taken. If the student is seeking to transfer credit(s), the Brown Registrar's office must also receive an official transcript.

Petitions for Readmission must be sent to the chair of CAS and are due by November 1st for students petitioning to return for a spring semester after a suspension or Refused Registration, and by May 1st, for students petitioning to return for a fall semester after a suspension. Students on Refused Registration or Suspension-Pending, after a spring semester must petition by August 1, to be considered for Readmission for a fall semester.

The academic standing of a student readmitted following suspension will be set at Serious Warning, and he or she will be expected to pass four courses in his or her first semester back; a student who meets this condition will be placed on Warning for the subsequent term. Completion of four courses in the next semester will promote the student to Good Standing. A readmitted student who completes only three courses in his or her first semester back from a suspension will remain on Serious Warning for the next semester. A student who completes fewer than three courses in the first semester back from a suspension is eligible for another, and final, suspension or dismissal. Such cases should be carefully researched before review by the Committee.

Status of Readmitted Students Who Had Been Suspended from the Program in Liberal Medical Education (PLME)

Readmission to the College does not mean automatic reinstatement into the PLME. A student who has been readmitted to the College may, after successful completion of at least one semester of courses approved by the Associate Dean of Medicine, petition the PLME-Academic Affairs Committee for readmission into PLME.

Study Abroad and Study Away in the U.S.

Students must obtain approval from CAS to study abroad or to study away in the U.S. Petitions to study abroad are submitted to the Director of the Office of International Programs; petitions to study at other colleges and universities in the United States are submitted to the Dean's Office staff member designated to handle such petitions. The Director of the Office of International Programs (OIP) and the dean for study away present summaries of the students whose petitions they have approved for study abroad or for transfer credit from study at other colleges and universities in the United States. (See section 7 of this Handbook for detailed guidelines on Study Abroad and Study at Other U.S. Institutions.)

Transfer Students and Study Abroad

Juniors: Junior transfer students (i.e., those matriculating with transfer credit equivalent to 4 semesters at Brown) are not permitted to study abroad through the Office of International Programs (OIP) during regular fall or spring terms, whether before or after commencing their studies at Brown, in order to use study abroad credits toward Brown degree requirements. Junior transfers may study abroad during a Summer Session through the School of Professional Studies at Brown. Otherwise, juniors may take not-for-transfer credit courses in a fall or spring by taking a leave of absence and enrolling through another institution.

Sophomores: Sophomore transfers (i.e., students matriculating with transfer credit equivalent to 2 or 3 semesters at Brown) may be permitted to study abroad through the Office of International Programs after commencing their studies at Brown, as long as this is in keeping with Brown's four-semester residency requirement. Students will be charged Brown tuition regardless of the program.

Mid-Year Sophomore Transfers: Provided they have not completed more than three semesters at their former institution(s) prior to their acceptance to Brown as transfer students, incoming mid-year transfer students will be allowed to:

1. Apply for a spot on a Brown-sponsored study abroad program for the fall prior to their formal matriculation to Brown, as a "special visiting student" through the Office of International Programs (OIP) under the process established for students from other colleges who want to attend a Brown program abroad. (They would not be 'Pre-bac Special Students' through the College Admission Office.) Course grades will appear on the Brown transcript following guidelines previously established for special visiting students. Credit will be processed by OIP following the same procedures established for visiting study abroad students. Students will be charged Brown tuition. Note: There may be restrictions on spots available due to the admission policies of various partner institutions pertaining to student immigration status, residence, and/or citizenship.
2. Study abroad through a US based institution's sponsored program that, upon the student's completion of the program, will provide an official US college or university transcript. Transfer credit for study abroad and Advanced Standing at Brown will be processed by the DOC dean who coordinates the intake and advising of transfer students following the same procedures and guidelines established for pre-Brown transfer credit for transfer students. In the case of an independent study abroad organization, an official transcript must be received by its official US college or university school of record. Students will enroll directly through the program sponsor and will not be charged Brown tuition.
3. Study through a college or university in the student's own country of permanent residence for the fall prior to their formal matriculation to Brown. Students will directly enroll and will not be charged Brown tuition. They cannot enroll as degree-seeking students; they must have visiting student status. Transfer credit eligibility will be determined by the DOC dean who coordinates transfer student credit; translation of credit for international institutions may involve consultation with OIP to ensure consistency.

In all cases, study abroad must be in keeping with Brown's four-semester residency requirement. In none of the above options will students be eligible for scholarship aid from Brown. Students, moreover, will be responsible for adhering to all program policies and fee requirements governing study abroad that have been established by the given program sponsor. As with all transfer students, formal matriculation to Brown commences with the start of the term following a transfer student's acceptance to Brown. Study abroad during the fall interlude shall

in no way affect the transfer student's formal matriculation to Brown; it does not imply earlier matriculation.

Special Degree Programs

Concurrent Degree Program leading to a Baccalaureate degree and a Master's degree¹⁶

This program allows exceptionally capable students to combine their last year or two of undergraduate study with graduate study, resulting in the simultaneous completion of both a Baccalaureate degree and a Master's degree.

Four-Year, Concurrent Degree Option: The student must apply for this program during the junior year. The application must first be approved by the Committee on Academic Standing, which will determine whether the student's academic performance has been both outstanding and sufficiently broad and whether the student's request has the strong support of the appropriate department. and the Graduate Council, which may place additional requirements on admission to this special program. If approved, the student must complete a minimum of thirty-six courses within eight or nine semesters (forty-four credits in ten or eleven semesters for programs that combine the AB-ScB with a Master's degree) and complete the requirements of both the Baccalaureate degree and the Master's degree. *No more than two courses may be used to satisfy both Baccalaureate concentration requirements and Master's requirements.*

Fifth-Year Master's Option: This program allows a student, after completing a baccalaureate degree and graduating from the College, to continue at Brown for a Master's degree and to use some courses taken as an undergraduate toward partial satisfaction of the Master's course requirements. For every eight courses required for the Master's degree, two may be completed while the student is an undergraduate, even if taken before the student was admitted to the Master's program. However, at least six semester courses must be taken while in residence as a graduate student at Brown. While the student must be an active undergraduate at the time of application, admission to the graduate program can be deferred for up to two years with approval of the department and the Graduate School.

This option does not impose the requirements of the Concurrent degree program outlined above, for the four-year option. (Please note that applications for the Fifth-Year Master's program are not reviewed by the Committee on Academic Standing. Students should be directed to the department and to the Graduate School for further information.)

Considerations for the Concurrent Degree Program: The four-year Baccalaureate/Master's candidate will be a student of unusual ability and broad-ranging academic interests, whose academic goals include breadth in undergraduate preparation as well as depth in the area of concentration. The student's courses leading to the master's degree constitute a program of high quality that in all respects meets the normal academic requirements for both the Baccalaureate and Master's degrees. Generally, candidates will be far along in meeting their concentration requirements.

Although distribution is not a requirement for a Baccalaureate degree at Brown, CAS has in this context interpreted "breadth in undergraduate preparation" to mean broad distribution across disciplines, arguing that candidates should represent Brown's best, i.e., those students who have realized the institution's highest stated

¹⁶ Possible combinations: AB-AM; AB-ScM; ScB-AM; ScB-ScM; AB-ScB-AM; AB-ScB-ScM.

expectations. This stipulation engenders thoughtful review and discussion by CAS. Ultimately students are required to complete at least two courses in each of the major disciplinary areas of the humanities, social sciences, physical sciences, and life sciences, and preferably more than two.

The candidates for this option typically meet with the Chair early in their studies to review the criteria and plan course taking. Students at this early stage must discuss carefully with faculty in the department or program the students' suitability for candidacy. CAS uses a student's detailed, concurrent degree worksheet, including the main elements below, to help assess petitions for admission to candidacy for the Concurrent Bachelor's/Master's Program.

1. Academic performance: The student must be in good academic standing and must have compiled a record in which two-thirds of grades earned are A or S with Distinction.
2. Breadth of study: The academic program must reflect the goals of a liberal education—i.e., courses that range across the humanities, social sciences, and physical and life sciences. The student must take at least 10 courses outside the area of concentration and at least two courses in each of the major disciplinary areas (humanities, social sciences, life sciences, and physical sciences). When the two degrees (e.g., A.B. and A. M.) are in different divisions of the College, the number of courses outside the two fields of specialization may be reduced. The extent of that reduction will depend on the relationship of the two fields, or the interdisciplinary aspect of the two fields.
3. Depth of study: While the concentration provides in-depth study of a particular field, the student is also expected to explore other areas of study. In particular, he or she should develop a course of study that includes courses exploring a particular subject or subjects from multiple perspectives, and a minimum of two or more courses in a discipline beyond the introductory level.

In planning for the Concurrent Degree Program, the student must discuss the program's guidelines with a faculty sponsor, the undergraduate concentration advisor, and the graduate advisor in the appropriate department(s) or program(s). The student should compare the relative benefits of pursuing a concurrent degree with other options, such as completing an honors thesis in the concentration, or applying for the five-year Baccalaureate/Master's program. (If the student is planning a Ph.D. in the future, for example, a Master's degree at this stage may not be the best path.) Prior to submitting an application, the student must consult with the Chair of CAS to discuss the particulars of the application process and the likelihood of receiving the approval of the Committee. The application and all supporting letters of reference must be presented to CAS by the end of the sixth term of enrollment. All supporting letters should be sent to the student and submitted with the application as one package. If approved by CAS, the application, which includes departmental approvals, will be forwarded to the Graduate Council for its consideration.

The Concurrent Degree Program is a fully combined endeavor and must be completed and awarded simultaneously. If a student elects to receive the Baccalaureate degree before the Master's degree is complete, he or she must drop the concurrent degree and receive the undergraduate degree only. The student cannot subsequently return to the College to complete the Master's degree. Whether or not the student applies to become a graduate student and is allowed to count some of the credits taken as an undergraduate toward a graduate degree is a matter that must be decided by the Graduate School.

Combined A.B./Sc.B. Degree

There is also an option for students to graduate with a single, combined A.B.-Sc.B degree which requires at least 38 credits and 10 semesters of enrollment (five years). This option requires students to demonstrate intellectual breadth by completing requirements for both a STEM discipline and a discipline in the liberal arts. Students who follow this path organize a five-year program of study in which the work for the single, combined degree proceeds concurrently. Students interested in pursuing this five-year option must declare their intentions before the end of their fifth semester and work with the Combined Degree Dean well before that to plan their programs. In rare cases, students who miss the fifth-semester deadline due to qualifying extenuating circumstances may seek approval from the Committee on Academic Standing to join the program late. All cases where declaration exceptions are sought must be resolved before the end of the petitioning student's sixth semester. Petitions from seniors will not be approved nor even considered by the Committee on Academic Standing.

Students planning to join the combined degree program must seek both initial and final approvals from the Combined Degree Dean. Initial approvals are given to students who are very close (within 2-3 courses) to finishing at least one of their combined set of program requirements before the end of their fifth semester. These students can then seek final approval when they are in their seventh semester and providing they are on track to completing their second concentration. Upon successful review of the academic record in the seventh semester, these students will receive a final approval to be combined degree candidates. This student's transcript lists, for example, "Bachelor of Arts & Bachelor of Science: SCB - Computational Biology, AB-History."

Exceptional students may be allowed to complete the combined degrees in nine semesters, rather than ten, but must meet all requirements and must have the approval of the Committee on Academic Standing.

Advanced Standing and Accelerated Graduation

Students are ordinarily expected to complete academic requirements in eight semesters, expressed in the degree requirement of 32 enrollment units, earned at four enrollment units per semester. Students who wish to complete the enrollment requirement in fewer than 8 semesters at Brown may do so in several ways, provided they will have enrolled in at least four full terms of study in-residence at Brown.

1. They may apply "Advanced Standing" (equivalent to one or two terms) to this requirement (based on Advanced Placement credits, International Baccalaureate credits, and/or college-level work completed before matriculation to Brown). Proper documentation is required (College Board AP Score report, IB diploma/test results, original A-level certificate, official college transcript, etc.). The Advance Standing Dean carefully reviews requests for and documentation of Advanced Standing.
2. Approved "Study Away" during the school year at another institution in the United States (or in the student's home country), or study abroad through a Brown or Brown-approved program may also provide the equivalent of a semester or two of credit toward this requirement.
3. Students who successfully complete four Summer Session or Wintersession courses at Brown (in any combination but no more than two credits per summer term) will, on request, be granted a waiver of the final semester's enrollment units (n=4). Summer courses elsewhere cannot be used toward the four Brown courses needed to waive a semester of enrollment units.
4. Students may petition and be approved for "Accelerated Graduation" which, with payment for a semester of

tuition, can count towards the requirement. Students who have passed thirty courses, have met all degree requirements, and who wish to graduate in fewer than eight semesters, must petition the Committee on Academic Standing for permission to do so. Permission will be granted only in exceptional cases. The following requirements are applied in reviewing petitions for Accelerated Graduation:

- A. Academic performance: The student must be in good academic standing and possess a strong academic record—that is, one in which two-thirds of grades are A's and/or S's with Distinction.
- B. Breadth of study: The student's program of study must include courses consistent with the goals of a liberal education. In particular, the student should have taken courses that range across the humanities, social sciences, and physical and life sciences. At least 14 courses must be outside the student's chosen area of concentration; and within this range of courses the student must have taken 2 courses in each of the 3 disciplinary areas outside the area of concentration.
- C. Depth of study: The student is expected to have explored areas outside his or her concentration(s) above the introductory level. Students should take two or more courses beyond the introductory level in disciplines outside of his or her concentration's division. For example, a student concentrating in physics will have taken at least two 1000-level courses in the humanities, social sciences, or life sciences.
- D. Enrollment unit requirement: Students must accumulate 32 enrollment units in eight semesters to graduate. Students who are approved for accelerated graduation after seven semesters must still meet the Enrollment Unit Requirement by paying the tuition charge for the whole or remaining portion of the eighth semester.
- E. Compelling educational or professional opportunity: the student must show that he or she has an opportunity to pursue an opportunity such as matriculation to professional or graduate school, acceptance of a fellowship, or to begin a job immediately upon graduation which would otherwise be lost or denied.

Exceptions to Academic Rules

Emending the Academic Record

Students will on occasion seek to petition for a change to their external transcript or their internal academic record. Although infrequent, such inquiries include changes to or removal from the internal academic record of courses (the student believes) that were dropped for which an NC has been recorded. These petitions are generally rejected, except in cases where the student can document University error in the entry of an item on the external or internal record. By vote of the faculty in 2016-17, the standing designations of Academic Warning and Serious Warning are only on the internal academic record and not on the permanent transcript, which effectively eliminated petitions in this area. Refused Registration and Academic Suspension remain on the external transcript.

Late Grade Option Change

The grade option for a course may be changed up to the end of the fourth week of classes of each term.¹⁷ This change may be executed through Banner, Courses@Brown, or by filing a Course Change Form with the Registrar. Students are responsible for confirming the accuracy of the grade options they do or don't select on

¹⁷ Note: Each term begins on a Wednesday; therefore, for the purpose of determining the "academic week," the week is considered as beginning on a Wednesday, and ending on a Tuesday.

Banner, just as they are responsible for retaining records of paper transactions about grade option changes conducted with the Registrar's Office.

Exceptions to the grade option deadline are granted only in cases of serious illness or family emergency at the time of the deadline, or in cases of demonstrated clerical error.¹⁸ The Committee on Academic Standing has authorized its Chair to review all requests for late changes in grade options and to determine whether the full Committee should hear a petition. It is the Committee's clear expectation that the Chair will disallow the great majority of petitions.¹⁹

If the Chair rules that the student's circumstances are sufficiently unusual to warrant a petition, the student may write to request a change in grade option selection describing in detail why his or her situation merits consideration for possible amendment. In reviewing appeals to reverse a student's grade option selection, the Committee considers the following factors: The rationale for a student's grade option selection at the time he or she registered for the course, and as envisioned by the planners of the Brown curriculum; that each option may be specifically suited to students in different courses or with particular learning styles; the importance of an original, reasoned choice in the selection of the grade option; the fact that the Registrar and Dean's Office widely publicize the deadlines for changes in the grade option; the Committee's consistent adherence to this deadline; and the fact that students have ready access to their official registration for courses on-line.

Late Course Adds

After the fourth week of the semester, a student must obtain the approval of the Committee on Academic Standing to add a course. Such approval will be granted only in cases in which the student can demonstrate that he or she has been actively involved in the course since the beginning of the semester. In petitioning the Committee, the student must indicate the date that he or she began attending the course and characterize his or her engagement in it, including attendance, class participation, papers submitted, exams taken, and any evaluation he or she has received. Students must have the approval of the faculty member and a reasonable explanation for why he or she missed the published deadline for adding the course. If registration for the course would give the student more than five courses for the semester, he or she must indicate which current course(s) should be dropped by the Registrar; otherwise, one course will be dropped by the Registrar without consultation. CAS is strict about the deadline and generally approves petitions only when there are circumstances beyond the student's control, such as departmental or clerical error.

¹⁸ The list below, which is representative but not exhaustive, suggests the range of explanations that do not constitute grounds for a late request to change a grade option: accidental or intentional neglect of the published deadline; less than extraordinary medical reasons at the time of the deadline; extraordinary illness or other personal difficulty arising after the deadline; personal difficulties; failed travel connections; student error in entering a grade option on Banner or in a Course Change form; incorrect information on a Course Change form (e.g., student identification number, course code, or section data); illegibility of submitted registration materials; failure to respond, within one week of mailing date, to error messages and confirmations of registration mailed by the Registrar; lack of information on course performance at time of original request; concern that the expected grade will affect chances for graduate admissions or departmental prizes; desire to expunge from the student transcript either an undesired letter grade or an "S."

¹⁹ At its meeting on March 5, 1997, the Committee authorized the Chair to review all requests for late changes in grade option and to determine whether they should be brought before the full Committee.

Students adding courses after the fourth week of the semester do not have a choice of grade option; they must take the course on an ABC/NC basis, unless the course grading is mandatory S/NC.

Request to Exceed the 4-Credit RISD Limit

Brown has a cross-registration agreement with the Rhode Island School of Design (RISD) that allows Brown students to count four RISD courses toward their 30-course degree requirement (including RISD Winter Session courses, which are recorded on the subsequent spring roster and counted toward a student's spring semester enrollment for the purposes of academic standing). Such courses, which must be consistent with a student's educational needs and the Brown baccalaureate degree program, are subject to approval by the

. Once approved for Brown students, each RISD course (3-5 credit hours) is regarded as the equivalent of a Brown course and, upon satisfactory completion, is recorded on the student's transcript.

Students may petition the Committee on Academic Standing for permission to exceed the four-course RISD limit or to be allowed to include a RISD course that is not routinely approved for credit in their 30-course degree requirement.²⁰ The most important consideration when reviewing such petitions is the relevance of the courses proposed to a student's chosen concentration.

Before granting exceptions to the four-credit limit, the Committee requires approval of the chair or Director of Undergraduate Studies of the relevant department at Brown. The student is responsible for preparing his or her petition and for soliciting the appropriate materials.

“Necessary” Ninth and Optional Ninth Semester Permission

The expectation for most students is that they will complete their degree requirements in eight semesters (expressed typically as 32 enrollment units at four units per semester). Students who have not completed their requirements in eight semesters and who have earned a minimum of 26 credits and 32 enrollment units will have the status of “Enrollment Terminated Requirements Pending” (ETRP) and typically finish degree requirements away, using the transfer credit approval system. Any other pathway requires CAS approval.

Students seeking to complete earlier, for example, can consider Advance Standing or Accelerated Graduation. Students who need more time have typically had approved Course Load Reductions or have experienced academic set-backs, such as having one or more semesters in which s/he earned fewer than three credits, or was suspended, or withdrew from Brown for personal or other reasons during the term—and enrollment units were typically charged but few or no academic credits were earned. Such students may be granted a ninth semester instead of having their enrollment terminated (ETRP). Needed justifications usually involve circumstances beyond the student's control, and the Chair or delegated Degree Completion deans can approve a “Necessary Ninth Semester,” extending the completion date of the student (EDOC) by one semester. (More rarely, a student may need a tenth semester to complete. If so, enrollment in a tenth semester needs approval of the

²⁰ The College Curriculum Committee is charged with reviewing all RISD non-studio courses because they are typically courses that our students can and should take at Brown. It has been the practice of the CCC to ask the Chair of CAS to act on its behalf by reviewing and, if appropriate, authorizing these courses. When a student petitions to take a non-studio course, the Chair or delegate contacts the relevant Brown department chair to ask for approval. If approval is given, then the CAS Chair approves the course. These actions rarely reach the Committee.

Committee of the whole, and approvals are usually limited to students with chronic medical or mental health issues.)

Another exception for a “necessary ninth” semester can be granted when the student needs credits in her/his concentration in upper level or specialty courses that cannot be taken outside the University or transferred back, making degree completion away (in ETRP status) impossible. Students receiving permission for a necessary ninth semester may continue to receive financial aid, including Brown institutional aid, if they were otherwise eligible.

Beginning in spring 2014, other students seeking permission on purely academic grounds to attend Brown for a ninth semester who have not had Course Load Reductions or medical issues delaying progress (i.e. “necessary ninth” students) may petition the Committee on Academic Standing for an “Optional Ninth Semester.”²¹ Students with 32 enrollment units may seek an additional semester, either full-time or part-time, to supplement required features of their degree programs. Students approved for continuation in an optional ninth remain in active degree-seeking status. However, two provisions apply.

- Students on financial aid are not eligible for Brown institutional funds nor for university housing—unless vacancies were available in the optional ninth semester.
- Such students are regularly enrolled, however, and may be eligible for other kinds of financial aid. (Students must be enrolled "at least half-time" to be eligible to apply for federal aid. At least half-time is two courses at Brown.)

Students in the following circumstances may petition CAS for the optional ninth.

1. Completion of courses remaining at Brown to reach the minimum academic requirement of 30 credits—an optional alternative to completing under “Enrollment Terminated Requirements Pending (ETRP) status.
2. Taking a capstone course, when not strictly required for degree completion.
3. Completing an honors thesis course, when not strictly required for degree completion.
4. Completing a second concentration, when that concentration could be completed no later than the end of the optional ninth semester.
5. A study abroad program through Brown—or an additional study abroad semester to extend to a year-long study abroad experience—again, assuming it is a Brown Program.
6. A Brown study abroad experience for a junior transfer.
7. An eighth semester at Brown after a study away semester.
8. Completion of a research project sponsored by the concentration advisor, Director of Undergraduate Studies (DUS) or other faculty.
9. Additional course-taking endorsed by the concentration advisor or DUS.
10. Completion of courses to satisfy or strengthen pre-med or other pre-health application requirements.
11. Taking an independent study course as part of an approved Curricular Practical Training (CPT) opportunity (for F1 students).

²¹ With the Provost’s approval of the optional ninth semester, the older practice of allowing some students to attend part time for academic reasons, sometimes called “split eighth semester,” was discontinued in 2014.

Students typically need to alert their concentration advisors of their plans and specify in their petitions to CAS how many courses/credits they will take in the ninth semester. Approved students have their Estimated Date of Completion (EDOC) modified to reflect the completion of their project, course taking or study abroad. They remain degree-seeking students.

Other Exceptions

On rare occasions, other petitions for exceptions to degree requirements come before the Committee. If the CAS finds reason to approve an exception, the recommendation will be submitted to the Faculty and the Corporation's Board of Fellows for approval.

7. CREDIT-BEARING PROGRAMS APPROVED BY CAS

Study Abroad

The Director of the Office of International Programs (OIP) oversees the approval of course credits earned in study abroad programs, and summarizes petitions for courses of study to the Committee. Guidelines for approving such petitions are below. When exceptions to these guidelines are sought by students, petitions are made to the Director, who presents the petitions to CAS for consideration on the students' behalf.²²

Study abroad is intended to provide students with opportunities not available at Brown, and to complement the university's curricular offerings. In order to qualify for transfer credit back to Brown, the courses taken must be part of a degree-bearing program at a foreign institution of higher learning, under the aegis of the responsible office of that country. Brown students are ordinarily subject to the same rules and regulations governing the degree-seeking students of the host university. Special arrangements may be approved for the evaluation of student work if the local institution does not normally evaluate student work at the end of the student's study abroad period. This exception, however, does not permit students to deviate from the host university's normal program of study or its calendar.

Students may study abroad through programs that are Brown sponsored, Brown approved, or CAS-petition approved. In all cases, pre-approval from the Office of International Programs (OIP) is required before a student may study abroad for academic credit. Under no circumstances are students allowed to study abroad without first obtaining OIP pre-approval if they intend to use those courses toward their Brown degree requirements. It is also not possible to study abroad without OIP pre-approval and then apply retroactively for transfer of study abroad credit.

Home Tuition Policy

On October 25, 2005, the Brown Corporation approved a change to the fee structure for study abroad, allowing all eligible students to study abroad on the same terms as on-campus study. As a result, all students who matriculate to Brown after July 1, 2006, are charged Brown University tuition while studying abroad for academic credit. The revised fee structure enables study abroad to be integrated into the Brown four-year academic experience while ensuring equity across the broad socioeconomic spectrum of Brown students.²³

²² In 1990 the College Curriculum Council prepared new guidelines for study abroad, and revised language was submitted by the director in 1992.

²³ The fee structure reflects the University's belief that all undergraduates should have the opportunity to study abroad and that the University should strive to meet the full need of students eligible for financial aid, whether they are studying at Brown or abroad. Further, it reflects a commitment to ensure that when students enter Brown they have the opportunity to choose their programs with academic fit in mind, rather than the relative expense of one program over another. Students are therefore charged Brown tuition over the course of eight semesters, and the University assists them in accordance with their financial need. Because students studying abroad are considered to be enrolled full-time at Brown, they may no longer take a leave of absence to earn credit in a study abroad program if they intend using those credits toward their degree requirements. They remain classified with their Class year and semester cohort, and are thereby able to preregister for classes, pre-arrange on-campus housing while abroad, etc., at the same time as their cohort. Course titles taken abroad, in all cases, are reflected on their transcripts. Class of 2010 students and beyond receive their full Brown scholarships when going abroad.

Academic Standing Requirement

Study abroad is usually not appropriate for students in academic difficulty; therefore, students must be in good academic standing in order to obtain approval to study abroad. Students on Warning may petition the Office of International Programs for an exception to this rule; such requests are heard by the Committee on Academic Standing.

Language Requirement

Students who wish to attend programs in countries where Brown offers a language concentration (French, Spanish, German, Italian, and Portuguese) must demonstrate proficiency in the host country's language before studying abroad. Competence is certified by the appropriate language department at the level required for study abroad by the language departments and OIP. When studying abroad in these countries, students are required to take all courses in the local language. Some approved programs, such as Granada, allow students to begin study of the language at lower levels.

In host sites where the local language is not routinely available for study by the average Brown student, students may enroll in English language programs administered by or on behalf of the host university. Such students are generally required to study the local language as part of their study abroad programs.

Enrollment Requirement

Study abroad requires that a student enroll full time for courses in a regular undergraduate degree program. Students must register for study abroad courses for a letter grade (i.e., not Pass/Fail), and must pass each course with the equivalent of a C or better. Students may receive up to eight transfer course credits for work undertaken during one academic year. The maximum number of courses accepted for concentration credit may not exceed four. Courses taken for general credit towards graduation are reviewed and approved by OIP in consultation with relevant departments. Transfer of courses taken for concentration credit requires written post-approval by the student's concentration advisor. As is the case with all courses transferred back to Brown, letter grades are not recorded on the Brown transcript.

Special Programs

Study abroad institutions created primarily for American and other foreign students will not ordinarily bear credit at Brown. Exceptions to this rule include programs that provided a structured curriculum in areas represented in Brown's curriculum but often not available at universities in other countries (e.g., theater and studio arts, development studies, environmental studies, and community health); programs in which students pursuing a relevant field of study or language at Brown cannot be expected to have mastered the local language well enough to function alongside local students; and programs in a specific area of study or field of research either unavailable at Brown or better pursued at a foreign site with special opportunities.

Excluded Programs

Credit is not granted for "itinerant programs" (those in which students spend a week or less in different locations or countries), shipboard education programs, or most programs created primarily for American and other foreign students (see Special Programs above for exceptions). To earn transfer credit for courses

completed in a non-university-based program, students must spend the majority of their time living and studying in the country in which the program is based, or working with members of the host country.

Computing Transfer Credit

The maximum number of credits earned abroad in one semester that will transfer to Brown is four, even if the student completed more than the equivalent of a full Brown course load abroad. Because of differences in the way credits are calculated throughout institutions of higher education, the number of credits taken in a program abroad may not transfer one-to-one to Brown.²⁴

Academic Standing upon Returning to Brown

Students studying abroad are subject to same academic standing regulations as when they are in residence at Brown. Students who return from study abroad with fewer than the equivalent of 4 Brown courses should be aware that their academic standing could be negatively affected, and that they must address the resulting credit shortfall, if any, in the subsequent semester.

Enrollment Unit Requirement

In order to earn a degree, students must accumulate eight semesters of enrollment units (formerly referred to as “tuition credits”), signifying the completion of eight semesters of full-time study. A minimum of three course credits per semester from study abroad will grant a student one semester of enrollment units. A minimum of seven course credits per year will grant a student two semesters of enrollment units. In the event that a student earns fewer than 3 transfer credits for a semester of study abroad or fewer than 7 transfer credits for a year abroad, the student’s expected date of graduation may be altered.

Study at Other Institutions

With the appropriate permissions, Brown students are allowed to earn credit at other colleges and universities as part of their Brown degree requirements. U.S. citizens and permanent residents of the United States may petition the Dean of the College office (usually the transfer dean) to study at a regionally-accredited two- or four-year college or university in the U.S.; students studying on F-1 visas may petition to study at a two- or four-year institution in their home countries. Students must obtain advance approval from both a dean and a faculty transfer liaison in the relevant department in order to transfer course credit back to Brown, using the transfer approval process. Students who wish to use a non-Brown course to satisfy concentration requirements must obtain a third permission from their concentration advisor. Many departments will allow only two concentration requirements to be fulfilled with transfer courses. (Students should confirm departmental rules in advance.) Transfer credit cannot be granted until the student has completed his or her work, submitted an official transcript from the visited institution, and filed final approval forms in the transfer approval system for review by faculty in the appropriate Brown departments.

²⁴ In a semester credit-hour credit system, one Brown credit is equal to four semester-hour credits. Therefore, to receive four Brown credits, a student must earn a total of 15-16 semester-hour credits in a term abroad program. In a quarter-hour credit system, one Brown credit is equal to six quarter-hour credits. To receive four Brown credits, the student must earn a total of 24 quarter-hour credits. In systems that do not use a comparable credit-hour method, the student must demonstrate that he or she took the full-time course load at the host institution, in order to receive four credits at Brown.

One option for studying at other institutions is “Study Away,” which connotes full-time study at an approved institution as a visiting (non-matriculated) student. With appropriate approvals, students may receive enrollment units for such approved study away. Students should discuss their plans well in advance with a degree completion dean and with their concentration advisor to review and gain approval for both academic courses and enrollment unit calculations. In some cases, students eligible for financial aid may be able to arrange aid at the other institution through a consortial agreement worked out with the financial aid office. The transfer (or other delegated dean) will make regular reports to the CAS on approved study away plans.

Concentration Approval for Non-Brown Work

Subject to a concentration advisor's approval, students may substitute non-Brown work for concentration requirements. Examples might include approved study-abroad courses, pre- (for transfer students) or post-Brown transfer credit, advanced placement test scores, or a summer internship completed as part of a professional track, capstone, or Engaged Scholars Program practicum. Transfer credit (as defined above) is not required to grant concentration credit; however, some concentration advisors may make concentration credit approval conditional upon University transfer credit approval, so students are advised to consult with their concentration advisor for specific policies. Students and concentration advisors may find instructions for incorporating non-Brown work into a student's concentration course plan in the Information Technology ASK [knowledgebase](#).

The Brown-Tougaloo Partnership Semester Exchange Program

Brown's connection with Tougaloo, an historically black college in Jackson, Mississippi, began in 1964, when activists from Brown traveled to Jackson to help in the struggle for civil rights. Since then, the two schools have developed a number of programs designed to expand educational and service opportunities for Brown and Tougaloo students, faculty, and staff. Current programs include faculty exchanges, a semester-long student exchange program, and the Early Identification Program (EIP).

The Early Identification Program (EIP) is a cooperative venture between Alpert Medical School and Providence College, Rhode Island College, the University of Rhode Island, and Tougaloo College. EIP aims to increase opportunities for careers in medicine to Rhode Island residents and to students from racial and ethnic groups underrepresented in American medicine. Students are identified by their premedical advisor in their sophomore year of college, participate in professional development activities, and enroll in medical school after receiving the bachelor's degree. Up to two students may be admitted annually from each school. For more information, contact the DOC Dean assigned to the Brown-Tougaloo Partnership and/or BTP Semester Exchange (SSE). The Program handles processing of Tougaloo credits.

Wheaton Exchange Program

Wheaton College is a small liberal arts college located in Norton, Massachusetts, approximately 20 miles from Brown. An exchange program allows Brown students to take courses at Wheaton that are not available at Brown, such as courses in elementary and secondary education. Wheaton's course offerings can be viewed through their [online course catalog and schedule](#). Applications for cross-registration must be submitted by the end of the second week of any given semester at Brown. Interested students should speak with the transfer dean.

Summer and Winter Session Credits

Credits earned in Brown's Summer Session or Brown's Winter Session may be counted toward the 30-course requirement, concentration requirements (with approval by the relevant department), the enrollment requirement, and academic standing. No more than two credits may be earned in the Brown Summer Session in any one summer, and a maximum of four Brown Summer Session or Winter Session credits may be applied to the 30-credit course requirement. A student who has declared his or her intention to accelerate degree completion, has been enrolled for seven semesters of fulltime study or its equivalent, and has taken and passed four summer or Winter Session courses at Brown, may request a waiver of the final (8th) semester of the enrollment requirement. Students must be actively registered in the prior fall semester at Brown in order to register for a Brown Winter Session course. By contrast, students participating through the cross registration program and taking a RISD Winter Session course will have that course recorded on the next spring semester's Brown roster and included in the maximum of five allowable course credits for a fall or spring semester.

Summer Courses Taken Elsewhere

Students on warning or serious warning may improve their academic standing by taking one or two courses in Brown's summer or one in the Winter Session. By vote of the faculty in 2016, summer courses and other approved transfer courses taken elsewhere can also be counted for academic standing at Brown.

Because designations of Warning and Serious Warning are applied to the student's next term of enrollment, a student placed on Warning or Serious Warning at the June CAS meeting who enrolls in Brown Summer Session, for example, will have his or her standing noted on the academic record next to the summer term. If the credits earned during Summer or Winter Session at Brown improve the student's standing, this change will be recorded in the next term of enrollment. (Students on Suspension, Suspension Pending, or Refused Registration will ordinarily not be permitted to attend the Brown Summer Session unless approved by CAS to do so.)

8. APPENDIX

Course Registration Procedures

Registering for Courses

Continuing students register for Semester I courses during the preceding April and, for Semester II, during the preceding November, in accordance with a schedule established by the Registrar. Students may add courses and make other course changes through Banner during the designated pre-registration period. Once the semester begins, all registration transactions can be made online during the first two weeks of classes. During the third and fourth weeks of the semester, courses must be added with authorization from the instructor using a Banner override code or, more rarely, on a paper add form signed by the instructor and submitted to the Office of the Registrar. A \$15 per course fee will be charged for every course added during the third and fourth week of classes. Grade option changes can be made online up to the end of the fourth week, after which they can no longer be made via any method. Courses can be dropped online until the last day of classes for a given term. Beginning in the Academic Year 2018-19, enrolled students not in good standing (i.e., in a status of Academic Warning or Serious Warning) will have their drop privileges curtailed and must see an advising dean to discuss the proposed drop and its likely effect on academic progress—and to acquire a drop code, which the student must then enter no later than the last day of class, if the decision is to drop the course.

Instructor or Advisor Permissions

Prior to the fall of 2007, students who wished to add a course once a semester had started were required to obtain the course instructor's signature. Now that students may add and drop courses online during the first two weeks of the semester, they are not required to obtain the instructor's permission to do so during the first two weeks unless the Banner course description indicates that instructor permission is required. Faculty who wish to control who enters a course once the semester starts are instructed by the Registrar's Office to request that "instructor permission required" be included in the course description.

Late Course Adds

Starting with the third week of classes, students must either obtain from the instructor a course override code or complete a paper form to add a class. The form must be signed by the instructor, and the student must deliver the form to the Registrar's Office, where a late course fee (\$15 per add) will be assessed.

The last day to add a course is the last day of the fourth week of classes. Course adds after this date are allowed only in unusual circumstances—e.g., if the student can document that he or she has been attending the course and has submitted any required work up to that point. Under no circumstances are students allowed to register after the fourth week of classes unless CAS determines there was university error that delayed the registration by the published deadline.

Alternate PINs for Course Registration

First-year students must obtain an alternate PIN (Personal Identification Number) from their advisor to register for fall semester courses and to pre-register for spring semester courses. The PIN assigned to the student applies only to the term for which it was issued. Thus, a PIN that enables a student to register for fall semester courses may not work when the student is pre-registering for spring semester courses. The student must see his or her advisor in order to obtain a new PIN for spring term pre-registration and registration.

Year Courses

A year course is one in which the subject matter has continuity over two semesters. Neither semester may be elected independently without special permission. The grade at the end of the first semester is temporary. A permanent grade based on the work of the entire year is given at the end of the second semester and is the final grade for both semesters of the course.

In any year course when a change of instructor occurs at the end of the first semester, two independent grades, one at the end of each semester, may, at the discretion of the department involved, be given.

Whenever independent final semester grades are given in a year course for this reason, such grades shall be given to all students registered in the year course whether or not different sections are involved.

Two-Semester Course Sequence

A two-semester sequence is one in which the subject matter has continuity over two semesters. The grade at the end of each semester is final. The final semester may

A two-semester sequence is one in which the subject matter has continuity over two semesters. The grade at the end of each semester is final. The final semester may or may not be prerequisite to the second as specified by the department. The department may also specify that neither semester may be taken independently except by special permission.

Summer Reading Courses

With the approval of the Department and the Committee on Academic Standing, students may satisfy a course requirement by completing specified reading assignments during any summer under the supervision of a faculty member and passing a final examination on the material covered. The student will be required to pay the full tuition charge for such a course. This privilege is restricted to exceptionally capable students and in no case may be used to satisfy a deficiency resulting from a failure.

Independent Study Program (ISP) and Global Independent Study Program (GLISP)

Any student may register for an independent study course or courses for any semester. Each such course must have the approval of a Brown University instructor who shall be responsible for the scrutiny of the proposal, the evaluation of the work done, and the assignment of a grade. GLISP courses must be part of a Brown-approved plan for study abroad. ISP and GLISP sponsors are not expected to give regular tutorial instruction.

Proposals for ISP and GLISP courses will be reviewed by the College Curriculum Council to assure the academic quality of the proposed course and to avoid undue duplication. Proposals for the fall semester should be turned in by April of the preceding spring semester; proposals for the spring semester are due in November of the fall semester (precise deadlines are listed on the Dean of the College website). Proposals submitted after these dates, but not later than the first day of classes of the pertinent semester, will be considered only upon clear justification to the College Curriculum Council of the late submittal.

ISP and GLISP courses appear on the transcript with a unique course number and title.

²⁵ Faculty Rules and Regulations, Version 16.0 2018, pp. 57-58.

Group Independent Study Program (GISP)

Group Independent Study courses are cooperative inquiries in which participating students bear major responsibility for both planning and conduct of the work. They provide an opportunity for academic pursuits, which might not be available in regular courses. They carry course credit.

Each group study is sponsored by a Brown University instructor whose central functions are to assess the proposed study, to provide advice during the work, and to be responsible for the evaluation of each student's work. GISP courses permit instructors to interact with more students than independent studies can realistically permit. A teaching assistant or teaching associate may sponsor a GISP course if the department chair recommends that he or she be permitted to do so.

Proposals for GISP courses will be reviewed by the College Curriculum Council to assure the academic quality of the proposed study and to avoid undue duplication. Proposal deadlines for the fall and spring semesters are the same as those for ISP courses.

GISP courses appear on the transcript with a unique course number and title.

Departmental Independent Study Program (DISP)

Departmental Independent Study courses allow students to pursue a reading, research, or thesis project with a Brown University instructor. Because the course appears on the transcript with a generic course number and title, no additional approval from the CCC is necessary.

The CCC has prepared a set of recommended guidelines for departmental independent studies, which can be found on the website of the Office of the Dean of the College, and on the Registrar's website.

The last day to register for a departmental independent study shall be the end of the fourth week of classes.

F. Calculating Academic Standing after Returning from Suspension or SL Status

Academic Standing	Following Term 1	Following Term 2	
Suspension – now away from Brown Serious Warning	Passes 5 or 4 – AW Passes 3 – SW Passes 2-0 – Dismissal or Refused Registration	Passes 5+3/4 – GS Passes 5+2 – discuss Passes 4+4 – GS Passes 4+3 – SW Passes 4+2-0 – Dismissal or Refused Registration Passes 3+4 – AW	

		Passes 3+3 – discuss	
Academic Standing	Following Term 1	Following Term 2	Following Term 3
Serious Warning in Lieu of Suspension – passes 3 courses and workshops	SW (good work letter)	Passes 4 – AW Passes 3 – SW Passes 0-2 – Suspension*	Passes 4+4 – GS Passes 4+3 – SW Passes 4+2-0 – Suspension* Passes 3+4 – AW Passes 3+3-0 – Suspension*

** Of course, taking into consideration whether any new circumstances have come into account for the student.*