UNDERGRADUATE TRANSFER CREDIT APPROVAL FORM

SUBMIT COMPLETED FORM TO: Registrar’s Office, 318A. J. Walter Wilson, Brown University, Box K, Providence, RI 02912. Have the institution send a transcript directly to Brown’s Registrar’s Office.

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This form is for domestic study away from Brown in the U.S. (or in a student’s home country when not in the U.S.) not for study abroad.

For study abroad through Brown in the fall or spring (or if seeking transfer credit for summer study abroad), contact Brown’s Office of International Programs (OIP) in J. Walter Wilson, 4th Floor.

Courses taken post-matriculation at a regionally accredited U.S. college/university or a college/university in a student’s home country (as established by the student’s primary residence and/or country of citizenship) may be eligible for transfer if:

- the institution has been approved by the Dean of the College office and the course(s) have been approved by the appropriate academic department;
- the courses are required to meet one or more Brown degree requirements (concentration credit, overall course requirement, enrollment requirement);
- the courses meet the criteria described in this document.

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Student Section

Name_________________________ Banner ID_________________ Phone_____________________

Visa Status _____________ Undergraduates on a student visa must obtain advance approval to study away from the Office of International Student and Scholar Services (OISSS) in J. Walter Wilson, 5th Floor.

Study Away Institution ______________________ City/State___________________________

Is this school on a Semester Credit or Quarter Unit system? ______________________ How many total semester hour credits or quarter units in courses do you plan to take? ________

Circle all term(s) of study away: Fall_____ (year) | Spring_____ (year) | Summer_____ (year)

List courses you plan to take on the next page, along with the credits they carry.

Obtain the appropriate academic dean’s and department signature(s).

Submit your completed form to the Registrar’s Office. Allow two weeks for processing. The Registrar will verify Brown has your official transcript(s) listing courses, their credit value, and final grades (“C” or better required) and that you have the necessary department approvals for each course. The Registrar will determine the number of transfer credits you will receive and transcript these in accordance with University guidelines.

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Dean of the College Approval

The Dean of the College Office offers study away advising for degree completion planning. Consultation with one of the degree completion planning deans prior to study away is strongly encouraged. By signing below, the Dean of the College Office approves the institution and term(s) of study away indicated above.

Authorized signature __________________________
# Department Approval

A course will not be eligible for transfer credit unless the content is evaluated by the appropriate academic department and approved by the department transfer credit advisor either for unassigned credit or specific assignment to a Brown course equivalent in that subject. Concentration credit approval requires a separate approval process in ASK and falls under the jurisdiction of concentration advisors, who can approve outside work for concentration credit, whether or not that work transfers. Students should keep all course syllabi and work produced for courses taken elsewhere for departments and concentrations to review.

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<th>Student Completes</th>
<th>Brown Faculty Member Completes</th>
<th>Registrar Completes</th>
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<tr>
<td>Course Number and Title</td>
<td>Equivalent Brown Course; OR Unassigned Dept. Credit;</td>
<td>Department Approval (Mandatory)</td>
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Post-Matriculation Domestic Study Away from Brown at Accredited Colleges/Universities
Transfer Credit Policies and Procedures for Undergraduates

Qualifying institutions and programs

- The institution must be a regionally-accredited 2-year or 4-year degree-granting college/university in the United States (or international equivalent in a student’s home country).
  - Professional or career-oriented courses (e.g. business, law, medicine), including those housed in 4-year regionally accredited institutions in the arts and sciences, do not transfer.
  - Independent study and internship courses do not transfer.

Types of courses that transfer

- The course is listed in the host university's class schedule for a standard term of study.
- The course is recorded on the host university's official transcript.
- The course is approved by the appropriate Brown academic department.

- Semester courses that carry FOUR semester hour credits transfer 1-for-1 to Brown.
  - Semester courses carrying less than four semester credits do not transfer to Brown on a one-to-one basis. Such courses may transfer to Brown if the student takes department approved courses that combined total at least four semester credits.
  - The one exception to this rule is RISD studio courses carrying three, four, or five credits, all of which are treated as the equivalent of one Brown course.
  - Sixteen semester hour credits (not 15) are required for 4 transfer credits, with the sole exception of the Brown-Tougaloo Partnership Semester Exchange.

- Trimester and Quarter courses carrying SIX units transfer 1-for-1 to Brown.
  - Trimester/Quarter courses carrying less than six quarter units do not transfer to Brown on a one-to-one basis. Such courses may transfer to Brown if the student takes department approved courses that combined total at least six quarter units (i.e., the equivalent of 4 semester hour credits).

- Summer courses should be at least five weeks long and meet for a minimum of 42 hours.
  - A maximum of two transfer credits for summer courses may be transcripted for any given summer.
  - A maximum of four course credits total for summer courses irrespective of where taken (at Brown or elsewhere) and Brown Wintersession courses combined (not 4 of each) may be counted toward the Brown degree.
  - RISD summer courses, unlike RISD courses taken in the fall or spring terms through cross-registration, are subject to these transfer credit procedures.
  - Transfer summer courses, including RISD's, do not count toward Brown’s eight-semester enrollment requirement.

- Winter session and January term courses do not transfer to Brown.
  - The sole exception is RISD J-term studio courses, which count toward the 5 maximum courses in which students may enroll in Brown’s spring term.
Enrollment credit policies

- Eight semesters of enrollment credit are required for the Brown AB or ScB degree. Nine semesters (minimum) of enrollment credit are required for the combined AB/ScB program.
  - Courses taken at other institutions may count toward enrollment credit only if taken during the regular academic year; summer transfer courses do not count toward enrollment credit.
- Students who transfer the equivalent of three to six Brown courses taken elsewhere during the fall or spring terms earn one semester of enrollment credit.
  - One Brown course = 4 semester hours credits/6 trimester or quarter units
  - Three Brown courses=12 semester hour credits/18 trimester or quarter units
- Students must transfer the equivalent of at least 7 Brown courses (i.e. 28 semester hour credits or 42 trimester/quarter units) taken during fall/spring to earn two terms of enrollment credit.
- Students who transfer the equivalent of three of more Brown courses will have their semester standing advanced automatically.
- Courses taken during fall/spring terms at different study away institutions may be combined to earn enrollment credit.
- Courses taken before matriculation at Brown may not be combined with courses taken after matriculation to earn enrollment credit.
- Special permission to be concurrently enrolled at Brown and another institution is required.

Number of course credits that transfer

- A maximum of 15 Brown course credits via transfer (i.e., 60 semester hour credits /90 trimester or quarter units) may be counted toward the Brown degree.
- A maximum of 8 Brown courses via transfer (i.e., 32 semester hour credits/48 trimester or quarter units) may be transcripted for courses taken elsewhere in any given academic year.
- Many concentrations allow only one or two transfer courses to count toward concentration requirements. Policies vary by concentration; be sure to obtain necessary concentration advisor approval before you study away.

Grade policies

- Courses must be completed with at least a "C" grade (not including "C-").
- For courses taken pass/fail, the institution must certify that a “Pass” or “Satisfactory” equals at least a “C” (not including a "C-“) at that institution.

Financial Aid

If you receive financial aid through Brown, you should consult with a counselor in the Office of Financial Aid to discuss if any of your aid may apply to study away and what additional documentation is required. Verification from the host (i.e. study away) institution of full-time enrollment is REQUIRED for Brown’s Registrar to certify you as enrolled and eligible for in-school federal loan deferment.

IMPORTANT NOTE: Students placed by the Committee on Academic Standing on Academic Suspension, Refused Registration, or Enrollment Terminated Requirements Pending (ETRP) (indicating that the student is not meeting Satisfactory Academic Progress) are not eligible for federal or institutional aid through Brown University. Students on these statuses are financially responsible for any courses they take elsewhere and must still follow these transfer credit approval procedures and guidelines to seek transfer credit.

With the exception of the Brown-Tougaloo Partnership Undergraduate Semester Exchange Program, institutional financial aid for study away is not available.