Summer Study Abroad
Request for Credit Form

Part I: Student Information
Name: ___________________________ Box # ______ Cell Phone # _______________________
Email: ___________________________ Banner# ______________________ Current Semester Level ______
Concentration ____________________________________________________________
Ethnic Background (optional) ______________________________________ Gender ______
Home Address ___________________________________________________________

Part II: Program Information
Name/Site of Program _______________________________________________________
Country __________________ Program Dates (incl. yr.) _____________________________

Part III: Faculty Approval

<table>
<thead>
<tr>
<th>Student Completes</th>
<th>Brown Faculty Member Completes</th>
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<tr>
<td>Course Title and/or Number</td>
<td>Department Approval (mandatory)</td>
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<td>Department</td>
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Part IV: OIP Approval
OIP Signature _____________________________ Comments: _____________________________
Date ____________ Recommend? □ Yes □ No

Part V: CAS Approval
Date __________________
□ Paperwork delivered to Registrar’s Office with supporting materials attached Date _____________

Part VI: Registrar’s Approval
Number of credits _________
Registrar’s Signature _____________________________ Date __________________
Summer Study Abroad

Faculty Regulations

- Up to 4 summer courses taken at Brown or elsewhere may be applied to undergraduate degree requirements
- Up to 2 transfer credits may be granted per summer
- Summer transfer credit may not be used to advance a student’s graduation date

Conditions

- Students must earn 4 semester hour or 6 quarter hour credits to equal one Brown course credit. Students should confirm with the host school or program that a sufficient number of credits will be earned before seeking transfer of credit to Brown.
- The duration of each course must be at least 4 weeks in order for transfer credit to be considered
- Courses must be taken for a grade (courses taken P/F or S/NC will not earn Brown credit). Students must receive a C or higher for each course.
- Extension division courses will not be allowed
- To ensure that credit will be granted, the course and program of study must be approved in advance by both the academic department(s) involved and the OIP.
- In some cases, if a language course is taken abroad at the introductory level, students must complete the equivalent of two semester courses (one intensive) to receive final credit on their Brown transcripts. This decision is made by the department involved.

Credit Approval

1. Complete Summer Study Request for Credit Form (see reverse side) – prior to departure, if possible. Retroactive requests will be considered, but credit is not guaranteed.
2. Attach a description of the program, institution, and specific classes offered. Please include information on the length of the session and the amount of credit awarded.
3. See the appropriate Study Abroad Faculty Advisors for mandatory “Department Approval” for courses. For a list of Faculty Advisors, visit: http://brown.edu/go/studyabroad/facultyadvisors
4. If applicable, see your concentration advisor for concentration approval for courses, and complete the concentration course approval process in the Brown ASK (Advising Sidekick) system.
5. Return the Request for Credit form to the OIP with attached supporting materials. The OIP will verify that the program meets the above conditions and then submit the proposal to the CAS (Committee on Academic Standing) and the Registrar for approval.

Transfer of credit is not complete until the Registrar receives an official transcript from the summer study abroad course(s). Please ensure that your transcript is sent to:

    ATTN: Student Records Coordinator
    Registrar’s Office
    Room 319, J. Walter Wilson Hall
    Providence, RI 02912

Upon return, students should contact the Study Abroad Coordinator in the Registrar’s Office with any questions.