

# The College

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## Admission

In order to receive information about admission to the undergraduate college, please visit our website to register online: [www.brown.edu/Administration/Admission](http://www.brown.edu/Administration/Admission). Requests for applications for admission to undergraduate study should be addressed to:

College Admission Office  
Brown University  
Box 1876  
Providence, Rhode Island 02912  
(401) 863-2378

The application deadline for the regular admission process is January 1 of the year of desired entrance to Brown. An early plan is available for students who wish to receive December notification. Early Decision candidates must apply as early in the fall of the senior year of high school as possible but in any case by November 1.

## Subject Requirements

Brown's commitment to fostering a liberal education assumes that a candidate for admission will profit most from pursuing a comprehensive college preparatory program. A strong background in English (both literature and writing), foreign languages, mathematics, science, and history will enable students to benefit from the intellectual opportunities offered by Brown University. Brown considers the programs listed below to be a desirable secondary school preparation.

*English*—four years with significant emphasis on writing, continued through the senior year;

*Mathematics*—at least three years of college preparatory mathematics, preferably continued through the senior year;

*Foreign Language*—at least three years, preferably continued through the senior year;

*Laboratory Science*—at least two years of laboratory science above the freshman-year level. Prospective science or engineering students should take both physics and chemistry, and as advanced a level of mathematics as possible;

*History*—at least two years, including American History;

*The Arts*—at least one year of study in music or art;

*Elective Subjects*—at least one year of elective academic subjects;

*Information Technology*—facility with computers is recommended for all applicants.

Exceptions may be made. The Board of Admission encourages the growth of innovative programs and welcomes applications from students of varying educational backgrounds who have shown outstanding intellectual promise. Exceptionally able students who are well-prepared to enter college before completion of secondary school may also be admitted, although such cases are unusual.

## College Entrance Examination Board Tests

It is the responsibility of each applicant to take the appropriate tests and to see that they are officially reported to the Board of Admission by January 1. A final decision on the application cannot be made until official scores have been received. Applicants can satisfy our testing requirements in one of two ways: (1) Either the SAT with Essay, or (2) the ACT with Writing. We recommend, but do not require, the submission of two SAT Subject Tests of your choice. Applicants to the Program in Liberal Medical Education are strongly recommended to take one subject test in either Biology, Chemistry or Physics. We highly recommend that international applicants or students whose first language is not English take the Test of English as a Foreign language (TOEFL), or the IELTS, and arrange for Brown to receive the official results.

## Advanced Placement Examinations

Brown participates in the Advanced Placement Program of the College Entrance Examination Board. The program's aims are "to give able students challenging educational experiences in school, and to increase for these able students the opportunity to take advanced work in college." Students enrolled in secondary schools participating in this program may take the appropriate examinations given in May and have the scores sent to the Office of the Dean of the College. Course credit and/or placement is determined by the appropriate academic department of Brown University, which may review the examination booklets and other materials. Policies on credit and/or placement vary from department to department. Students will be notified of such credit upon matriculation at Brown. Subjects in which course credit may be granted include American history, biology, European history, French, German, Latin, mathematics, physics, and Spanish.

*Advanced Placement credits may not be applied to the minimum 30 courses needed to earn a Brown degree.*

## Advanced Standing for Work Done Prior to Entrance

Freshmen who have taken college courses at an accredited institution prior to matriculation at Brown may be considered for some advanced standing. Further, freshmen who have received certification under various international educational systems may also be considered for some advanced standing. Questions concerning course credit and advanced standing should be addressed to the Office of the Dean of the College.

## Course Credit and Advanced Standing

By the end of their fifth semester, students must declare to the Office of the Dean of the College whether or not they wish to use their A.P. and/or international examination credit to accelerate their graduation. To use credit for acceleration, students may request one semester of Advanced Standing (and enrollment credit) for 3–6 course credits or two semesters of Advanced Standing (and enrollment credit) for 7–10 course credits. Students not requesting Advanced Standing (and enrollment credit) from the registrar by this deadline may not do so subsequently, except by petitioning the Committee on Academic Standing.

## Transfer Admission from Other Colleges

Only a limited number of transfer students can be accepted each year. A maximum of two years of study elsewhere is transferable; extension (in most cases) and correspondence courses are not transferable, nor are courses outside the realm of defined academic disciplines (nursing, radio electronics and/or broadcasting, or business administration, to name a few). Students who wish to be considered as transfer candidates should write or call The College Admission Office for additional information, application forms, and procedures.

## Special and Visiting Students

Each year, a number of students enrolled at other colleges spend a semester or a year as "visitors" at Brown to pursue course work (toward credit at their own college) not offered at their own institution. Other students are accepted on a non-matriculated basis for a limited number of courses and are classified as special students.

## Resumed Education Program

The Resumed Undergraduate Education (RUE) Program is a small, highly competitive program ideal for students who interrupted or delayed their formal education due to family commitments, financial concerns, health issues, military service, employment opportunities, or simply a compelling need to explore other paths. Applicants must have earned a high school diploma or equivalent and have been out of high school for six or more years by the time of proposed enrollment at Brown.

Interested people should write to:

The Resumed Undergraduate Education Program  
The College Admission Office, Box 1876  
Brown University, Providence, Rhode Island 02912  
or call (401) 863-2378.

## Requirements for Baccalaureate Degrees

### Baccalaureate Degree Programs

At Brown, two baccalaureate degrees are awarded—the Bachelor of Arts (A.B.) and the Bachelor of Science (Sc.B.). The degree awarded is determined by a student's chosen concentration program. All Brown undergraduates must complete the requirements for either an A.B. or a Sc.B. in order to earn the baccalaureate degree at Brown.

The Sc.B. degree recognizes a science concentration that demonstrates both breadth and depth in science beyond the minimum required for the A.B. degree in the same field. An Sc.B. program normally follows these guidelines:

1. The concentration program, with the exception of Engineering, shall require no more than ten courses in any one department. The total number of concentration courses required shall not exceed twenty (twenty-one for Engineering).
2. At least one semester course of independent study, research, or design in the concentration discipline must be included.
3. Additional electives must be chosen to meet the quantity requirement for all baccalaureate degrees. In cases, where the student may successfully complete the Sc.B. degree on the basis of one concentration as well as an additional concentration associated with an A.B. degree, only one degree (Bachelor of Science) is awarded upon graduation. \*See below for requirements associated with combined degrees.

### Degrees with Distinction

Baccalaureate degrees may be awarded with distinction (*magna cum laude*) to those students whose percentage of quality grades -- grades of "A" or "S with Distinction" -- in courses taken at Brown puts them in the top 20% of the entire undergraduate graduating class. The Registrar will provide an opportunity for students to indicate that they do not wish to be considered for a degree with distinction.

### Quantity and Progress Requirements

In order to graduate with a Brown baccalaureate degree, a student must successfully complete at least 30 courses (equivalent to 120 semester hours), 15 of which must be taken at Brown. A maximum of 4 summer and/or Brown Wintersession courses may be applied toward this requirement. Approved study at another institution may also count toward the 30-course degree requirement.

The standard semester course load at Brown is four courses. Full-time students are permitted to enroll in a maximum of five courses/credits in a given semester; students may take three courses in a semester as long as doing so will not bring them below the level of good academic standing. A student may not enroll in fewer than three courses in any semester without written permission from a designated academic dean. Resumed Undergraduate Education students may study on either a part-time or full-time basis.

### Residence Requirement

With the exception of students admitted to the Resumed Undergraduate Education (RUE) Program, every candidate for a baccalaureate degree must be in residence at Brown for at least four semesters as a full-time student. Credits from Brown Exchange programs, Brown Approved Alternative Study Abroad programs, and the Brown Summer School do not apply to the residency requirement. Students in the RUE Program must be in residence for the equivalent of four full-time semesters. RUE students may study on either a part-time or full-time basis. Every student must spend sufficient time in concentration studies to permit faculty evaluation of his or her concentration.

### Writing Requirement

Learning to write well is a developmental process that occurs over time. Brown students are therefore required to work on their writing at least twice: once in their first two years of study, and a second time as juniors or seniors. Students must complete an approved writing course at Brown in their first two years of study. Exceptions are made for transfer students,

who may meet this part of the requirement with an appropriate course from their prior institution.

As juniors and seniors, all students must demonstrate that they have worked on their writing a second time in a course they have taken at Brown. Students may take another approved writing course to meet this part of the requirement, or if approved by the concentration, they may upload a substantial piece of writing developed within the concentration. Writing completed in courses taken away from Brown will not meet Part 2 of the writing requirement. Learn more about the University Writing Requirement (<https://www.brown.edu/academics/college/degree/curriculum/writing-requirement>).

### Concentration Requirement

An academic concentration is the focal point for a student's undergraduate educational experience at Brown. It is an in-depth study centering on a discipline or disciplines, a problem or a theme, or a broad question. Concentrations aid intellectual development by encouraging conceptual and methodological study on a sophisticated level. A concentration may coincide in some ways with specific prerequisite training for professional goals, but professional training is not the central aspect of the concentration process. Rather, the concentration is designed to foster students' command of an area of knowledge and ability to use a concentration's concepts and methods in a coherent manner.

Brown offers standard concentrations that lead to either the Sc.B. or the A.B. degree. In keeping with the philosophy of the open curriculum, students may design an independent concentration if standard concentration offerings do not match their interests. Independent concentration proposals are sponsored by at least one faculty member and must be reviewed and approved by a subcommittee of the College Curriculum Council.

A listing of departmental and interdepartmental concentration programs that are currently available may be found at: <http://www.brown.edu/academics/college/concentrations/>. The programs have been approved and are subject to periodic review by the College Curriculum Council. Guidelines for preparing an independent concentration proposal are on the Dean of the College website.

All students must request, in writing, admission to a concentration program no later than the middle of their fourth semester, before pre-registering for semester five (usually spring semester of sophomore year). The written proposal should outline the student's major objectives in choosing the concentration, while also listing the specific courses to be taken. This proposal functions as a kind of contract, and is signed jointly by the student and the concentration advisor for the relevant department or program. Once the contract has been signed, the departmental concentration advisor becomes the student's advisor for the remainder of his or her time at Brown.

Students may complete as many as three concentrations during a regular four-year program; Brown does not offer minors. A student who satisfactorily completes more than one concentration program may have that fact indicated on his or her permanent record. In order to accomplish this, the student must have filed a declaration form for each concentration by the last day of classes in the student's seventh semester. Sponsorship and authorization of each concentration program shall follow the usual procedures.

No student will be permitted to register for his or her fifth semester unless a declaration of concentration has been filed. Students failing to complete registration on time because of the failure to file a concentration declaration will be subject to the same action taken by the University for all cases of late registration (**see Financial Information** (<http://bulletin.brown.edu/financialinformation>)).

*Honors in the Concentration:* Students whose work in the field of concentration has demonstrated superior quality and culminated in an honors thesis of distinction are awarded departmental honors at Commencement. The designation "Honors" is included on the student's transcript and diploma. No distinctions are made among quality levels of honors work. Students considering honors work should consult their departmental, interdepartmental, or independent concentration advisor.

Recommendations for honors are due in early May preceding Commencement. Brown does not grant honors retroactively. Therefore,

students who consider taking a grade of Incomplete in a thesis project should understand that they will not receive honors unless the thesis is completed in time to be evaluated by faculty readers and a recommendation submitted before graduation.

## Enrollment Requirement

By decision of the Corporation, prior to the awarding of a baccalaureate degree each student is required to accumulate eight semesters, or 32 units, of enrollment credit. The eight-semester enrollment requirement is separate from and in addition to any other degree requirements. A semester of enrollment credit can be earned by studying full-time at Brown for a semester, by transferring in a full semester's worth of work from an approved program of study at another institution, from certain Advanced Placement (AP) exams, and from some international certification programs such as the British A-Levels and the International Baccalaureate. Brown Summer or Winter courses do not count toward the enrollment requirement unless students successfully complete four summer/winter courses at Brown. (See section below on Tuition Regulations Relating to Brown Summer/Winter Session Courses.)

## Requirements for Combined Degree Programs

### Combined A.B./Sc.B. Degree

Students who wish to earn a combined A.B. and Sc.B. degree may do so in a five-year program in which work for both degrees proceeds concurrently. Students who elect this five-year plan will usually arrange their programs of study so that they may change to either degree candidacy alone prior to the fourth year.

Requirements for this degree program are as follows:

- Declaration of intent. A formal application approved by the appropriate dean must be filed with the Registrar no later than the student's fifth semester of study.
- Satisfactory completion of the Sc.B. requirements for a standard concentration program in the life sciences, physical sciences or mathematics, or an approved independent Sc.B. program spanning one or more of these areas.
- Satisfactory completion of the A.B. requirements for a standard or independent concentration in the humanities or social sciences.
- A minimum of 38 courses passed. Transfer credits are awarded according to the University's standard rules and regulations.
- At least three years in residence.
- Ten semesters, or 40 units, of enrollment credit. At least six of the ten semesters must be completed in residence at Brown.

The ten-semester enrollment requirement is separate from and in addition to any other degree requirements. A semester of enrollment credit can be earned by studying full-time at Brown for a semester, by transferring in a full semester's worth of work from an approved program of study at another institution, from certain Advanced Placement (AP) exams, and from some international certification programs such as the British A-levels and the International Baccalaureate. Summer school courses do not count toward the enrollment requirement unless students successfully complete four summer/winter courses at Brown (see section below on Tuition Regulations Relating to Brown Summer/Winter Session courses.) (Note: The Brown Corporation has enacted a provision allowing students in the five-year A.B.-Sc.B. program who complete all academic requirements in nine semesters to terminate their studies at that point, provided the Committee on Academic Standing (CAS) approves the breadth and quality of the student's program. In that case, the enrollment requirement will be reduced to nine semesters. This provision is subject to review by the Corporation's Academic Council.)

### Concurrent Program Leading to a Baccalaureate Degree and a Master's Degree

Subject to the prior approval of the department involved, the Graduate Council, and the Committee on Academic Standing, exceptionally capable

students may be permitted, in their junior year, to enter a graduate program of study leading to the earning of both baccalaureate and master's degrees at the end of eight or nine semesters. Students who are granted this permission complete a minimum of 36 course credits\* within eight or nine semesters. Specific requirements for both degrees must be met, although some courses may be used for credit toward both degrees. Normally, no more than two courses counted toward the undergraduate concentration may be used to fulfill the requirements of the graduate degree. The program includes at least two 2000-level courses, not including any 2000-level courses counted for the independent project or thesis.

*\*Effective May 2, 2017 the required number of credits for the concurrent degree was raised from 34 to 36. Any students accepted into concurrent program after May 2, 2016 must complete 36 credits.*

In cases where the requirements for an advanced degree are partially completed by students in meeting the requirements for a baccalaureate degree, graduate credit for such work may be allowed upon formal admission to the Graduate School. The Graduate Council shall, in consultation with the department involved, determine the remaining requirements to be satisfied for the advanced degree.

The Committee on Academic Standing follows certain guidelines in considering requests for admission to this combined degree program. Interested students should obtain a copy of these guidelines at the Office of the Registrar prior to filing an application.

### Five-Year Baccalaureate–Master's Degree Program

With the approval of the Graduate Council, academic departments may establish integrated programs leading to the successive awarding of the bachelor's and the master's degrees. In such programs, a student may offer up to two courses taken during undergraduate study at Brown in partial fulfillment of the requirements for the master's degree. In all cases, the equivalent of at least six semester courses must be taken in-residence at Brown University.

A student must apply for admission to a 5th Year program no later than the end of the third week of his or her penultimate semester of undergraduate study. Admission to the Graduate School for the fifth year will ordinarily be a matter of course; however, such admission must be applied for at the proper time and decided on in the regular way. Students interested in this program should consult with the Associate Dean for Academic Affairs in the Graduate School.

### Brown-Rhode Island School of Design Dual Degree Program

In this five-year program, students complete a baccalaureate degree at Brown and a Bachelor of Fine Arts (B.F.A.) degree at RISD. The Brown degree earned by students in the program will ordinarily be an A.B. degree. Earning a Bachelor of Science degree is not prohibited, but doing so is difficult because Sc.B. programs are more credit heavy than A.B. programs. For this reason, permission to pursue an Sc.B. in this program is granted on a case-by-case basis. The RISD degree will in all cases be a bachelor of fine arts (B.F.A.) degree. Other degrees offered at RISD ordinarily take five years and thus are excluded from the program.

To gain admission to the program, students must apply to and be admitted by both schools. Because of the program's strict requirements, only students applying to enter as first-year students are eligible. Approximately 15 students matriculate in the program each year. Once admitted to the program, students must complete 156 credit hours, at least 60 of which (15 courses) must be taken at Brown. This requirement does not include courses earned on Brown sponsored exchange or approved study abroad programs nor Brown summer/winter session courses.

### Program in Liberal Medical Education

Each year, Brown's Program in Liberal Medical Education (PLME) matriculates approximately fifty first-year students who will pursue an undergraduate degree and professional studies in medicine in a single eight-year program. As undergraduates, PLME students may choose to work toward an A.B. or Sc.B. degree in the sciences, or toward an

A.B. in the humanities, social sciences, or behavioral sciences. The undergraduate experience is designed to prepare students for the last four years of the program, which constitute the medical school years and culminate in the MD degree.

To apply to the PLME program, students submit the standard Brown application. Candidates considered admissible by the College Admission Office are reviewed by the PLME Advisory Board. Applicants not admitted to PLME are still considered candidates to the College for the Bachelor of Arts or Bachelor of Science degree.

## Academic Advising Programs

A strong network of advisors and mentors helps students engage fully and successfully with Brown's open learning environment. Brown's advising programs are designed to facilitate these relationships and provide students with maximum opportunity to formulate and achieve their educational objectives. Students are expected to take the initiative in seeking out and working with advisors to make the best use of their time at Brown.

To ensure that students have the guidance and support they need to make informed choices, the University assigns each first-year student two advising partners: an academic advisor. The academic advisor provides long-term institutional perspective on educational options while generally informing, sometimes encouraging, and occasionally challenging students. The student Meiklejohn provides an experienced perspective on the ins and outs of course registration, course reputations, prerequisites, and the like.

As first-year students transition to the sophomore year, they are encouraged to stay with their first-year advisors so that they can benefit from the continuity and depth of a two-year advising relationship. Most do stay with the same advisor, although some select a different faculty member or administrator. The efforts of assigned sophomore advisors are augmented by Randall Advisors and Sophomore Deans in the Dean of the College Office. These advising resources constitute the foundation of "sophomore advising" at Brown and help students navigate the critical second year of undergraduate study.

Students declare a concentration in their fourth semester of study. Concentration advisors help with this process by explaining the dimensions of their academic disciplines, reading and providing feedback on students' concentration declaration essays, and advising students during their final two years at Brown. Faculty of individual departments and programs that administer concentrations often serve as informal advisors to their concentrators.

Students in all four years can interact informally with advisors over coffee or tea in Advising Central, located on the third floor of J. Walter Wilson. Academic deans and Faculty Advising Fellows hold office hours in Advising Central every weekday afternoon. Faculty Advising Fellows (FAFs) are experienced academic advisors who are interested in students' lives both in and outside the classroom. By directing students to Brown's many programs and resources, FAFs can help first years, sophomores, juniors, and seniors make the most of their college experience.

A broad network of academic, co-curricular, and personal counseling complements the work of assigned advisors and faculty fellows. Throughout the year, deans in the College and in the Office of Student Life provide one-on-one consultation to all students who request it. Additional support is available from the Tutoring Program, the Curricular Resource Center, the Sarah Doyle Women's Center, the Brown Center for Students of Color, the Career Development Center, the professional staff in University Health Services, and the chaplains. Peer advising groups include Brown's Meiklejohn advising program, residential peer leaders, minority peer counselors, Career Center peer counselors, pre-med peer counselors, and athlete peer advisors.

## Academic Support Services

A number of programs support undergraduates' academic success and help them take full advantage of the curriculum.

- The Office of Co-Curricular Advising and Tutoring organizes academic coaching, group tutoring, and individualized tutoring. Group tutoring is

offered for select courses in chemistry, economics, math, and physics. Individual tutoring is available by application.

- The Curricular Resource Center provides advising, facilitation and reference materials for students wishing to design their own courses (ISPs and GISPs), to craft independent concentrations, and to explore options for time away from Brown.
- Student and Employee Accessibility Services (SEAS) coordinates and facilitates services for students, faculty, and staff with physical, psychological, and learning disabilities.
- The Math Resource Center assists students in introductory mathematics courses.
- The Science Center offers academic support, tutoring, science-related activities, and a network of faculty and peer advisors familiar with Brown's science curricula. Through various events and workshops, the Center works to increase the Brown community's understanding of science.
- The Writing Center provides individual and group writing support to any member of the Brown community. Writing Center staff members help students with all stages of the writing process, from finding a topic through drafting, revising, and final editing. Writing Center associates also offer workshops for groups of students on various writing topics.

## Academic Standing

The Brown Faculty and Corporation set the minimum standards students must meet in order to earn the baccalaureate degree. Undergraduate students are normally expected to take 4 courses each semester for a total of 32 courses in 8 semesters and will ordinarily complete 8 courses in every 2 consecutive semesters. Students *must* complete a minimum of 30 courses in 8 semesters. (Successful completion means a course completed with a grade of A, B, C, or S.)

To remain in good academic standing, Brown students must satisfactorily complete at least three courses by the end of the first semester, seven courses by the end of the second semester, eleven courses by the end of the third, fifteen by the end of the fourth, eighteen by the end of the fifth, twenty-two by the end of the sixth, twenty-six by the end of the seventh, and thirty courses to graduate after eight semesters. In addition, students making satisfactory academic progress will complete a minimum of seven courses in any two consecutive semesters. Prior to summer 2016, academic standing was determined only on the basis of courses completed at Brown. Effective Summer 2016, academic standing is determined on the basis of courses completed at Brown or via approved transfer credit noted on the transcript AFTER a student has been matriculated as a degree candidate. Any pre-Brown matriculation credit, such as Advanced Placement (A.P.) credit, IB, college credits for transfer students, etc. do not figure in the determination of academic standing.

Undergraduates who, in the judgment of the Committee on Academic Standing, have unsatisfactory scholastic records may be placed in one of three categories—Academic Warning, Serious Warning, or Academic Suspension. Academic Suspension or Dismissal (second suspension) includes a permanent transcript notation. The Committee's judgment will depend on the extent of a student's academic deficiency as defined by rules approved by the Faculty on February 5, 1991:

*Academic Warning* cautions a student that his or her record is below the standard for graduation.

*Serious Warning* notifies a student that, unless the record improves, he or she will be subject to academic suspension at the end of the semester.

*Academic Suspension* may be ordered when the Committee finds that a student's academic record falls more than two credits below the number expected for the student's semester level.

Students on Academic Warning and Serious Warning are required to obtain special academic advising from an assigned dean.

## Guidelines for Study Elsewhere

Students who wish to transfer credit for study completed at a regionally accredited, degree-granting, two or four-year institution. may do so with prior approval of the appropriate departments and the Committee on Academic Standing (CAS). The rules governing transfer credit for

study away from Brown are complex. One set of rules governs study abroad; another applies to Domestic Study Away. Yet another set of rules applies to summer study transfer credits. This section describes the policies and procedures that are most commonly called into play when matriculated students wish to have credits from elsewhere added to their Brown transcript.

Students may receive up to eight course credits for work undertaken during one academic year. In a semester credit hour system, one Brown course is considered the equivalent of four semester hours. In a quarter credit hour system, one Brown course is considered the equivalent of six quarter hours. For that reason, the number of course credits received for study away from Brown may not be equal to the number of courses taken. For example, a student taking three four-semester-hour courses, all properly approved for Brown transfer credit, will receive the equivalent of three Brown course credits. However, a student taking three four-quarter-hour courses, all properly approved for Brown transfer credit, will receive the equivalent of two Brown course credits. It is the student's responsibility to clarify in advance any concerns regarding the amount of transfer credit that may be awarded.

In order to be considered for transfer credit, courses must be completed with a grade of C or better (C- does not qualify), and an official transcript must be received by Brown's Office of the Registrar from the host institution. This transcript will be retained by the University. All transfer credit must receive faculty and Committee on Academic Standing approval. Students should also keep all records from their work away, including: course syllabi, exams, papers, notes, projects, and portfolios, in the event that post-approval is required from an academic department at Brown.

The Brown transcript will indicate the name of the host institution, the time period during which the student studied there, as well as the courses taken and/or unassigned credits at Brown. In the case of Brown sponsored exchange and approved study abroad programs during the academic year, all course work is reflected with the actual course title and a grade of 'S.' Students applying to graduate and professional schools are often asked to provide official transcripts from all institutions at which they have been enrolled. In such cases, the student will need to request copies of their transcripts from the study-away institution.

## Domestic Study Away

Students planning to study elsewhere in their home country of citizenship should obtain an instruction sheet and a preliminary transfer credit approval form from the Dean of the College website. Students should then work out a program and present it to their concentration advisor and/or other appropriate faculty members for approval. When the preliminary transfer credit form is returned to the study away dean, that dean will approve it on a tentative basis for the CAS or advise the student to petition the CAS, in which case instructions for that petition will be made available. Students should also keep all records from their work away, including, course syllabi, exams, papers, notes, projects, and portfolios, in the event that post-approval is required from an academic department at Brown.

## Study Away during the Summer

Two avenues of study are available to undergraduate students interested in summer work. They may take courses in Brown's 7 week Summer Session, or apply for transfer credit from other summer programs—either domestic or international—that meet certain conditions. Whether studying in the U.S. or abroad, students must study at accredited, degree granting institutions. Extension division courses are generally not allowed. Students should obtain preliminary approval for summer study away from Brown by the Committee on Academic Standing and appropriate faculty.

Students may count as many as four summer courses from all sources (or their equivalent, if summer courses carrying fewer than 4 credits were transferred to Brown) toward the baccalaureate degree. In addition, Brown Wintersession courses count towards the 4 maximum allotment (Winter session courses from other institutions are NOT transferable). No more than the equivalent of two Brown courses will be transcribed for any given summer of enrollment. Summer transfer credit may not be used to advance a student's date of graduation. Students interested in summer

study elsewhere should consult staff in the Dean of the College office or the Office of International Programs (OIP), as appropriate.

## International Study

Brown's Office of International Programs (OIP) coordinates all study abroad undertaken by Brown students either on Brown sponsored programs or on Brown approved programs. At present, Brown sponsors programs in France, Spain, Cuba, Czech Republic, Italy, Germany, Denmark, Sweden, The United Kingdom, Tanzania, Japan, Barbados, Brazil, India. Students interested in study abroad should check with OIP as far in advance of any intended study as possible. Brown students of any nationality are not allowed to study abroad in countries where there is a travel ban by the U.S. State Department.

The College Curriculum Council (CCC) has established the following guidelines for study abroad by Brown students:

To receive credit for international study, students must spend at least one semester enrolled in a international institution of higher learning, subject to the same rules and regulations as the host institution's regular students. There are two exceptions: where the language of study is one in which sufficient proficiency is unlikely to be achieved by the average Brown undergraduate, but the student should study the language while in the country; and where the usual assessment procedures may not be appropriate, in which case special arrangements may have to be made. Students may *not* study on itinerant programs (i.e., those which travel through many sites rather than being based in one primary site). Nor may they study at institutions created for overseas study for Americans, with special exceptions: for study of a specific area and/or field research unavailable at Brown or better pursued at an international site OR in sites where "the average Brown student" cannot study alongside local students because of the language, e.g., Keio, Denmark, Sweden, Czech Republic.

Exceptions include Syracuse-in-Florence, for art history students; ICCS in Rome for classics students; programs that provide a structured "field studies" curriculum appropriate for students in such fields as development studies, environmental studies, ecology, geological studies, etc.; and programs providing for studies pursued at Brown but often not found in regular university programs overseas, such as studio art or theater arts. Prerequisites for such programs will be stated and must include previous course work pertinent to the intended study abroad.

## International Study and Brown Curriculum

International study should complement the student's program of study at Brown. This should be ascertained by the Office of International Programs (OIP) in consultation with the CCC subcommittee on International Study, the Committee on Academic Standing (CAS), and regional advisory committees.

## Non-Brown programs

Brown's Office of International Programs works closely with key academic departments to develop a list of programs approved for international study. This list includes all Brown-sponsored programs and programs administered by institutions other than Brown in each region. All such programs should conform to the above guidelines for international study. Students do not need CAS approval for study on these programs. The list will be reviewed every two years, and any new Brown-sponsored programs are added immediately.

## For Programs Not on the List

Students may petition for approval to study on other programs but should be sure to check the international study guidelines to see if the proposed program meets the criteria. Grounds for exceptions include: the desire to study in a country where there is no approved program; or the desire to study at an institution known for excellence in a specific field. Students must submit a written rationale, a tentative list of courses, and a supporting statement by a faculty member who is familiar with the program or who has expertise in the field of study being pursued. The proposal will be evaluated by the appropriate regional committee; CAS will make the final decision.

OIP reports annually on petition actions to the CCC subcommittee on international study.

Students planning to study abroad must be in good academic standing. They must be able to demonstrate competency in a foreign language, if one is involved in the international study opportunity. Brown program applications are reviewed by faculty committees. Prior approval of the Committee on Academic Standing is required for all students intending to study abroad on non-Brown programs not on the approved list for transfer credit. Prior approval of departments must also be secured for credit towards concentration.

Information and counseling about international study is provided by the OIP staff and student peer counsellors as well as by department advisers.

Students planning to study abroad should visit the OIP Resource Library, meet with an OIP advisor, and with their concentration advisor. Students may receive up to eight course credits for work undertaken during one academic year. Normally no more than four concentration credits will be allowed. Credit cannot be obtained until the student has successfully completed the work and obtained documentation of what has been accomplished. Approval for concentration credit must be obtained from the appropriate concentration advisor. This credit is usually granted after the student presents documentation including evidence of work completed in the course(s) to the departmental concentration advisor.

Official transcripts should be sent to the Registrar. When other forms of evaluation or other documentation are to be used, these should be brought by the student to the Office of International Programs. Students not on Brown sponsored programs may be asked to take such materials to faculty advisers for review and final approval.

For students not on Brown sponsored programs, validation of credit may be carried out on a course by course basis. If the nature and quality of a student's work in a specific course cannot be sufficiently determined on the basis of the available documentation, the department in question may give the student an oral or written validating examination. Validation should be completed as soon as possible after the student returns to Brown, normally no later than midsemester.

Time spent on study abroad does not apply to the four semester residency requirement for the degree. All students are asked to write to the Office of International Programs about returning to Brown. Such notification should be received no later than December 1 for return in the spring semester and no later than May 1 for return for the fall semester.

Credit may be awarded for summer study abroad, particularly for language study. Students considering this option should consult with the Office of International Programs.

## The Summer Session

Brown's Summer Session offers courses on campus and at international sites during the summer. Summer classes meet for six weeks; exams and final work are completed during the seventh week of the program. Brown students take summer courses to enhance their degree work or to maintain their progress toward degree completion. Summer Session courses are open to all Brown students and to students from other institutions by application.

Governed by Faculty Rules, Brown's Summer Session maintains guidelines that are similar to those followed during the academic year. The courses are equivalent to academic year offerings, are approved by the College Curriculum Council, and, as of summer 2000, count toward official determination of academic standing.

Brown undergraduates may complete up to two courses in any given summer, and may apply a total of four summer courses toward their bachelor's degree (Brown Winter Session courses are also included in the 4 max allotment). Brown Summer Session courses at the 1000-level may count toward graduate degrees. A special Corporation rule allows undergraduates who have completed four Summer/Winter Session courses at Brown to request one semester of enrollment credit (*Note: This provision does not extend to students enrolled in the Five Year Brown-RISD Dual Degree Program*). Undergraduate fees for summer courses are set annually by the Corporation at a rate lower than the per-course fee during the academic year.

For more information, contact Brown's School of Professional Studies, Box T, Providence, RI 02912 (401) 863-7900, or visit [www.brown.edu/academics/summer-session/](http://www.brown.edu/academics/summer-session/).

Each year's Summer Session calendar is posted on the Brown Registrar's web site, <http://brown.edu/about/administration/registrar/home>, as well as at the site above.

## Brown Winter Session

In 2016-2017 Brown Launched a Wintersession pilot for Brown undergraduate degree candidates. In accordance with Brown Summer session rules, students can count no more than 4 summer/winter session courses and may also apply for a waiver of one semester of enrollment credit if 4 Brown Summer/Winter courses are completed (*Note: This provision does not extend to students enrolled in the Five Year Brown-RISD Dual Degree Program*).

For more information and guidelines as they relate to Brown's Wintersession please visit <https://www.brown.edu/academics/college/special-programs/wintersession/brown-wintersession>

## Font Notice

This document should contain certain fonts with restrictive licenses. For this draft, substitutions were made using less legally restrictive fonts. Specifically:

Helvetica was used instead of Arial.

The editor may contact Leepfrog for a draft with the correct fonts in place.