



BROWN

UNDERGRADUATE TRANSFER CREDIT APPROVAL FORM

Brown students who wish to study at other U.S. colleges or universities must obtain approval from the Dean of the College office and the appropriate academic department if they want to transfer course credits back to Brown. Courses approved for transfer credit count toward Brown's 30 course degree requirement, but they do not count toward academic standing.

Please review Brown's policies and procedures for transfer credit before seeking approval. They are described on pages 3 and 4 of this document and posted online at www.brown.edu/college.

Student section

Student name _____ Banner ID _____

Visa status _____ Phone _____ Campus Box # _____

Study Away Institution _____ City/State _____

Is this school on a semester or quarter system? Circle one: Semester Quarter

Term(s) of study (circle all that apply): Fall Spring Summer Year _____

List the courses you plan to take on the next page, along with the credits they carry and the departments/concentrations at Brown that must authorize them.

Dean of the College Approval

By signing below, the authorized academic dean approves the institution, program, and term of study indicated above. Any deviation from the approved plan may jeopardize transfer credit.

Dean's signature _____ Date _____

Any undergraduate on a student visa must obtain advance approval to study away from the Office of International Scholars and Students Services (4th Floor, J. Walter Wilson)

Department/Concentration Approval

To qualify for transfer credit, a course must be validated by the appropriate academic department, as indicated on the next page. Concentration approval requires a separate approval process. Students should keep all course syllabi and work produced for transfer courses; departments and concentrations often want to review the work completed before approving a course for transfer.

SUBMIT COMPLETED FORM TO: Registrar's Office, 313 J. Walter Wilson, Brown University, Box K, Providence, RI 02912. Have the institution send a transcript directly to Brown's Registrar's office.

Department Recommendation

STUDENT COMPLETES		BROWN FACULTY MEMBER COMPLETES			
Course Number and Title	Number of Credit(s) OR Credit Hours	Equivalent Brown Course; OR Amount of unassigned Credit;	Partially covers Brown Course(s), which may not be repeated at Brown	Department Approval (Mandatory)	Concentration Approval (If Applicable)
		_____ no specific area		_____ Department _____ Faculty Name (Print) _____ Faculty Signature _____ Post-approval required: Y/N _____ Date	_____ Department _____ Faculty Name (Print) _____ Faculty Signature _____ Post-approval required: Y/N _____ Date
		_____ no specific area		_____ Department _____ Faculty Name (Print) _____ Faculty Signature _____ Post-approval required: Y/N _____ Date	_____ Department _____ Faculty Name (Print) _____ Faculty Signature _____ Post-approval required: Y/N _____ Date
		_____ no specific area		_____ Department _____ Faculty Name (Print) _____ Faculty Signature _____ Post-approval required: Y/N _____ Date	_____ Department _____ Faculty Name (Print) _____ Faculty Signature _____ Post-approval required: Y/N _____ Date
		_____ no specific area		_____ Department _____ Faculty Name (Print) _____ Faculty Signature _____ Post-approval required: Y/N _____ Date	_____ Department _____ Faculty Name (Print) _____ Faculty Signature _____ Post-approval required: Y/N _____ Date



Undergraduate Transfer Credit Policies and Procedures

Qualifying institutions and programs

- The college or university must be a 4-year accredited institution that grants baccalaureate degrees.
 - Junior or community college courses do not transfer unless the student took the courses prior to matriculation to Brown.
 - Professional or career-oriented courses (e.g. business, law, medicine), including those housed in 4-year accredited institutions, do not transfer.
- The courses must meet physically on the campus.
 - Online courses are not eligible for transfer credit.
- Brown accepts transfer credit from a few reputable schools that house courses in extension or continuing education divisions. Courses from these programs are accepted on a case-by-case basis.

Types of courses that transfer

- **Semester courses** that carry four credits transfer 1-for-1 to Brown.
 - Semester courses carrying fewer than four credits do not transfer to Brown on a one-to-one basis. Such courses may transfer to Brown if the student takes a combined course load of at least four semester credits.
- **Trimester courses** carrying six credits transfer 1-for-1 to Brown.
 - Trimester courses carrying fewer than six credits do not transfer to Brown on a one-to-one basis. Such courses may transfer to Brown if the student takes a combined course load of at least six trimester credits.
- **Summer courses**
 - Must be at least five weeks long and meet at least eight hours each week.
 - A maximum of two summer courses will be transcribed for any given summer.
 - Up to four summer courses may be counted toward the Brown degree.
 - Transfer summer courses do not count toward Brown's eight-semester enrollment requirement.
- **Winter session and January term** courses **do not transfer** to Brown.

Enrollment credit policies

- Eight semesters of enrollment credit are required for the Brown degree.
- To earn one semester of enrollment credit, you need to transfer the equivalent of three Brown courses taken elsewhere during the fall or spring terms.
 - One Brown course = four semester credits/six trimester credits
 - Three Brown courses=12 semester credits/18 trimester credits
- To earn two semesters of enrollment credit, you must transfer the equivalent of 7 Brown courses (28 semester hours or 42 quarter hours) taken during the fall or spring term.
- Summer courses taken away from Brown do not carry enrollment credit.
- You may combine fall or spring courses you take at two or more institutions after matriculation at Brown to determine tuition credit.
- Courses taken *before* matriculation at Brown may not be combined with courses taken after matriculation to earn enrollment credit.

Number of courses that transfer

- With the appropriate approvals, students may transfer up to 8 course credits for work undertaken elsewhere during an academic year.
- A maximum of 15 transfer courses may count toward the Brown degree.
- A maximum of 4 summer courses may count toward the Brown degree.
- Many concentrations allow only one or two transfer courses to count toward concentration requirements. Policies vary by department; be sure to obtain necessary concentration advisor approval *before* you study away.

Grade requirement

- To qualify for transfer, 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.
- When a transfer credit is transcribed on the Brown record, a "T" is recorded to denote that the course was taken at another institution. The grade earned does not transfer.

International students

- Students studying at Brown on a visa must obtain approval from the Office of International Students and Scholars in order to study at another U.S. institution.
- International students who wish to study in their home country while away from Brown may request transfer for these courses according to the rules described in this document.

Financial Aid

- If you receive financial aid, consult with a counselor in the Financial Aid office to see if any of your aid will travel.