



Office of the Dean of the College

Brown University Departmental Recommendation For Undergraduate Transfer Credit

CIRCLE ONE:

PRELIMINARY APPROVAL

RETROACTIVE APPROVAL

Please

Print _____ Banner ID# _____
Last Name First Name MI

E-Mail Address _____ Box _____ Phone _____

Completed

Work at _____ From ____/____/____ to ____/____/____
Institution Location mo. yr. mo. yr.

IMPORTANT INFORMATION: (Please read and sign below. This form will NOT be accepted without student's signature.)

- a) I have read and understood the information presented in the Study Away in the USA FAQs document on the Study Away website.
- b) I am aware that if the cumulative total of the number of credit hours of the courses I have taken elsewhere is less than 4 (on a semester system) and less than 6 (on a quarter system) I will NOT be eligible for ANY course credit at Brown.
- c) I am aware that if the department at Brown requires post-approval, it is MY responsibility to obtain this from the department when I have completed the course.
- d) (For those seeking to apply a course(s) toward their Concentration Requirements Only): I am aware of the number of transfer credits that my particular concentration will accept.
- e) (For those seeking Preliminary Approval Only): I am aware that in the event that I change any courses for which I have received preliminary approval, final departmental approval must be obtained for the new courses.

Student's Signature

Date

INFORMATION FOR FACULTY MEMBERS:

For work completed at another institution to be accepted for transfer credit toward a Brown degree, it must be evaluated for both content and quantity. In general, academic departments are responsible for determining the academic content of the courses and the Registrar is responsible for determining the total number of course credits involved; however, especially for work completed at institutions which do not issue standard transcripts (e.g., foreign) it may be necessary to rely on departmental recommendations concerning the specific number of course credits which should be allowed.

A student's work must be validated by the appropriate department at Brown. It is the department's responsibility to ensure that the work has been completed satisfactorily prior to recommending that transfer credit be granted for it.

If the faculty member is granting approval for a course(s) that will be applied toward concentration requirements, we strongly recommend that the faculty member review concentration policies regarding transfer credits with each applicant.

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