

Handbook of the Committee on Academic Standing

Revised as of October 2024



BROWN



TABLE OF CONTENTS

THE COMMITTEE ON ACADEMIC STANDING	3
THE BROWN DEGREE.....	5
EVALUATION OF STUDENT WORK.....	9
GUIDELINES FOR DETERMINING ACADEMIC STANDING	13
PROCEDURES FOR THE ALL-COLLEGE SEMESTER REVIEW	19
COMMONLY REVIEWED PETITIONS.....	31
CREDIT-BEARING PROGRAMS APPROVED BY CAS.....	45
APPENDIX	52

THE COMMITTEE ON ACADEMIC STANDING

The Committee on Academic Standing (CAS) is a standing committee of the faculty, and [Faculty Rules](#) define its charge: “The Committee shall be responsible for actions concerning undergraduate academic status (including Warning, Serious Warning and Suspension); for return to studies of undergraduate students; for making exceptions to the Faculty Rules if it seems wise academically in individual cases; for advising the administrative officers in matters concerning undergraduate students’ academic programs; and in general for making recommendations to the Faculty for any actions necessary to ensure the fulfillment of basic policies set by the Faculty.”¹

COMMITTEE RESPONSIBILITIES

Consequently, CAS is responsible for all actions pertaining to undergraduate academic regulations as stipulated by the Faculty Rules and is empowered to approve exceptions to academic regulations in individual cases.

The committee oversees the separation and return to studies of students; advises administrative officers about undergraduate academic programs; and makes recommendations to the faculty on issues related to the College’s academic policies and degree requirements. Appeals to CAS rulings are heard by the dean of the College. This handbook articulates policies, practices and procedures that the committee uses to determine academic standing and progress to degree completion, and addresses areas commonly subject to petition.

A fundamental responsibility of CAS is to monitor the academic progress of undergraduates, to ensure that candidates for the baccalaureate degree have met — or are making good progress toward meeting — all degree requirements and to inform and advise students who are not on track to graduate. The committee also hears petitions from students regarding return to studies from academic suspension, admission to several special degree programs at Brown and exceptions to academic regulations.

Petitions for return to studies from academic suspension are generally heard at meetings held in May (for a summer session return), June (for a fall semester return) and November (for a spring semester return). Petitions for a semester of study abroad, a semester of study away in the U.S. or in a student’s home country, admission to the special degree programs and exceptions to academic regulations may be considered at all meetings.

¹ Faculty Rules and Regulations, Version 16.0, 2018, p. 33



[RETURN TO TABLE OF CONTENTS](#)

COMMITTEE MEMBERSHIP

The Faculty Rules stipulate that there be four faculty members and four administrators, who are ex-officio members. The administrators include the deputy dean of the College for academic advising, the registrar of the University and two senior associate deans of the College. The deputy dean is designated by the dean of the College to act as chair. In practice, all deans of the College may participate in the committee proceedings, and a third senior associate dean may act as an alternate, ex-officio, voting member. The dean of the College presides over appeals.

MEETING SCHEDULE

CAS meets at least once a month, with the exception of July and September, during which no meetings are held, and May, during which two meetings are held. In the January and June meetings, the committee reviews the academic progress of all degree-seeking undergraduates, determines which are not meeting academic progress expectations and what their academic standing should be, ensures outreach to all suspension-level students and decides their enrollment status, and takes actions to inform, advise and support all students identified as not in good academic standing. In alignment with Brown's statement of principles and [diversity and inclusion action plan](#), the committee facilitates appropriate academic and overall degree completion planning and takes highly extenuating factors into account. In order to handle routine petitions and the volume of petitions received, the CAS executive committee (at least five voting members) meets monthly in between each full committee meeting. Petitions that receive five affirmative votes are resolved and can be reported to the full committee. More complicated petitions or those short of five affirmative votes are deferred to the next full CAS meeting. For a subset of simple petitions, or when a quick decision is required, the chair or the Registrar may circulate an email ballot to CAS voting members. The executive committee also plays a role in shaping the agenda for the next monthly CAS meeting and for reviewing, in advance, issues involved in more complicated cases.



[RETURN TO TABLE OF CONTENTS](#)

THE BROWN DEGREE

Brown University offers two types of four-year baccalaureate degrees: the Bachelor of Arts (A.B.) and the Bachelor of Science (Sc.B.). A combined five-year program enables a small number of students to graduate with a single combined (or hyphenated) A.B.-Sc.B. degree. Exceptionally capable students may combine their last year or two of undergraduate study with graduate study, resulting in the concurrent completion of both a baccalaureate and a master's degree.

Select groups of first-year students are accepted to the Program in Liberal Medical Education, in which they complete their baccalaureate requirements before entering The Warren Alpert Medical School of Brown University; and to the five-year Brown | RISD (Rhode Island School of Design) Dual Degree Program, in which students earn an A.B. or Sc.B. from Brown and a Bachelor of Fine Arts from RISD. Students enrolled in these programs must meet certain requirements beyond Brown's standard undergraduate degree requirements.

DEGREE REQUIREMENTS

Every undergraduate² has to fulfill the following five requirements to graduate:

1. Successfully complete at least 30 course credits³

Most students attempt at least 32 courses in eight semesters and are required to achieve a passing grade in a minimum of 30 courses. (Grades of A, B or C — or Satisfactory — are passing grades.) Students usually enroll in four courses each semester; however, they may enroll in three, four or five courses per term and maintain full-time status. Registration for fewer than three courses (Course Load Reduction) requires special permission through consultation with a College academic dean, Student Support Services dean and/or Student Accessibility Services, with appropriate documentation. The major exception to this policy relates to [Resumed Undergraduate Education \(RUE\) students](#), who are allowed to enroll part-time and/or arrange for a course load reduction through the College every semester if they wish. "RUE-like" students are also allowed to enroll less than full time with permission from an authorized College academic dean (usually a senior associate or degree completion dean) as are students working with the dean for recovery/substance-free student initiatives.

² Please note that [Brown|RISD Dual Degree Students \(BRDD\)](#) have slightly different degree requirements.

³ Previously, 28 course credits were required to graduate; this was raised, by a vote of the faculty on April 5, 1988, to 30 course credits for any student who matriculated after December 1992.



[RETURN TO TABLE OF CONTENTS](#)

Approved study at another institution that follows matriculation at Brown may be applied toward the 30 course credit requirement. A maximum of 15 transfer courses and no more than four summer course credits (at Brown or elsewhere) and no more than four Brown summer session and/or Brown Wintersession course credits combined, and no more than four RISD cross-registration course credits may count toward this requirement.

2. Complete a concentration

Descriptions of all standard concentrations are on [Focal Point](#), in the [Brown University Bulletin](#), and on departmental websites. The number of credits required in any given concentration ranges between eight and 21. With the approval of the College Curriculum Council, students may also create an [independent concentration](#).

3. Demonstrate competence in writing

All students are expected to write effectively in all of their courses. When a student is identified by an instructor or academic dean as needing help with their writing, the associate director of the Writing Center works with the student to develop a plan for meeting the requirement. The student may take one or more English courses, work with a writing fellow attached to one of their courses, and/or work with a writing associate in the Writing Center. Some students, on the basis of materials students submit before matriculating, may be urged to complete a writing course soon after they enroll.

All students must demonstrate an ability to write well. The writing requirement is a developmental expectation and most often includes opportunities for significant revision or written work. This means that a student must make an effort to work intensively on their writing at least once during their first two years and at least once during their second two years at Brown. Within a student's first four semesters, they can address this requirement by taking a course that is engaged in the writing process: for example, a course in English, Comparative Literature or Literary Arts or one of the hundreds of offerings across the curriculum marked "WRIT." In the fifth, sixth or seventh semesters, a student must choose to take an additional writing course.

Some concentrations (German studies, math, biology — including the A.B./Sc.B., applied math-biology, biochemistry, molecular biology, biomedical engineering, biophysics, computational biology, and health and human biology) allow students to fulfill the second part of the writing requirement by demonstrating their writing in the discipline. This special writing project, uploaded to [ASK](#) is reviewed and assessed by departmental faculty. The second part of the writing requirement must be completed no later than the seventh semester unless given written approval by the associate dean for junior/senior studies. International students will not complete their academic check for Optional Practical Training (OPT) until after they have completed their writing requirement.



[**RETURN TO TABLE OF CONTENTS**](#)

4. Accumulate 32 enrollment units

Earning 32 enrollment units is one of four undergraduate degree requirements and may be satisfied either by full-time enrollment at Brown for eight regular (fall or spring) semesters of instruction or the equivalent as described below. A student earns four enrollment units for each regular (fall or spring) semester for which they are enrolled. It is important to note that completion of 30 courses at Brown therefore does not in and of itself translate to earning 32 enrollment units to fulfill the graduation requirement. Students passing four Brown summer or Brown Wintersession courses — in any combination — may waive four enrollment units.

5. Meet residency and minimum credit requirements

Every student pursuing a baccalaureate degree, or an equivalent special degree, must be enrolled full time (or the equivalent) at Brown for a minimum of four fall or spring semesters and must earn a minimum of 15 course credits at Brown. To be considered full-time, a student must be enrolled in no fewer than three course credits in any given term. Terms from Brown exchange programs, study abroad or study away at other U.S. institutions or home country institutions do not count toward the residency or 15 Brown course credits requirements. Enrollment in Brown summer and Brown Wintersession terms do not count toward the residency requirement but do count toward the 15 Brown course credits requirement.

DEGREES WITH DISTINCTION

Baccalaureate degrees may be awarded with distinction (*magna cum laude*) on the basis of the number of grades of A or of S with Distinction in a student's record. In order to be awarded a degree with distinction, a student must receive sufficient "quality" grades (grades of A or S with Distinction) to place them in the top 20% of the graduating class. The percentage of quality grades for each student is determined by the course load expected for the number of semesters a student was enrolled at Brown (i.e., four courses per semester, unless the student has documented permission for a Course Load Reduction (CLR)). The calculation is applied to each student's situation, whether the student was enrolled for all eight semesters at Brown or fewer, due to study abroad, study away or transfer from another institution. The percentage of grades of A or S with Distinction needed by a student to receive a degree with distinction changes slightly from year to year, because it is based on a relative measure (i.e., the overall performance of each graduating class).⁴

4 At the beginning of each grading period, the registrar sends a note to all instructors informing them of final grading procedures and deadlines, and that notice includes the passage from *Faculty Rules* regarding the grade of S with Distinction (S_DIST in Banner) for students who would have earned an A in the course.



[RETURN TO TABLE OF CONTENTS](#)

The Registrar's Office will make distinction marks that accompany grades available to the student upon request, and also to members of the faculty where reasonable need exists, as, for example, for purposes of nomination for post-graduate fellowships or election to academic honor societies.

Distinction marks that accompany grades will not, however, be entered upon the student's official transcript, and will not be released outside the University.

The registrar will submit to the CAS voting members the cutoff percentage for magna cum laude annually based on the performance of the graduating class. CAS votes to approve the cutoff so that those receiving honors can be determined.

POSTHUMOUS DEGREES

Posthumous degrees are awarded upon recommendation from the president or the dean of the College to the faculty and then to the Corporation.



[RETURN TO TABLE OF CONTENTS](#)

EVALUATION OF STUDENT WORK

BROWN'S GRADING SYSTEM

Beginning in the 1969-70 academic year, the grading system of the University has allowed students to choose to be graded by one of two methods: A, B, C/No Credit (G, or letter grade), or Satisfactory/No Credit (S/NC). Students may choose either grade option for most courses, with the exception of courses that are required S/NC (as is the case, for example, in some introductory writing courses, VISA courses, Math 0090 and many others). These mandatory S/NC courses appear in the internal academic record as "S*."

No courses at Brown can be passed with a grade lower than C. A student who earns less than the equivalent of a C will receive an NC (No Credit) instead of a D or an F, grades which are not used at Brown. The NC appears on the student's internal academic record, but neither the course title nor the NC appears on the external transcript. An NC will also appear beside a course in which a student enrolled but did not attend and did not formally drop prior to the deadline. Students may wish to retake a course in which they earn an NC.

The Satisfactory/No Credit grade option is intended to encourage students to explore subjects they might otherwise avoid because of concerns about their ability to earn a desired grade. A student may use the S/NC option for a variety of pedagogical and philosophical reasons, including the desire to explore subjects beyond their concentration or skill set.

Mandatory S/NC Courses

An instructor may choose to offer a course on an S/NC basis only, which means that the class cannot be taken for a letter grade. The designation of mandatory Satisfactory/No Credit must be announced by the instructor no later than the first day of classes and entails the responsibility for providing Course Performance Reports to all students who request them. An asterisk will accompany the listing on the external transcript of the grade of S (S*) for any successfully completed course that has been designated as a mandatory S/NC, with an accompanying explanation of the symbol.

Mandatory S/NC courses tend to be either introductory courses, in which it is assumed that students will be unfamiliar with the topic, methodology or skills associated with the subject, or courses that depend on a high degree of student collaboration.

Considerations When Choosing Grade Options

Students may take as many courses as they wish S/NC, but they are generally encouraged to take courses for a letter grade within their concentration, as well as in classes taken in anticipation of application to graduate, medical or law school. Deans generally advise students that taking one course on



[RETURN TO TABLE OF CONTENTS](#)

an S/NC basis each semester will have little or no effect on post-graduation plans; on average, a student who does so still will have taken 24 courses for a grade. Some (but not all) instructors will recognize truly distinguished work in a course by recording the S with Distinction on the internal transcript; this mark is included in determining eligibility for magna cum laude and Phi Beta Kappa. Detailed information can be found under the [“Prizes, Premiums, and Honors” section](#) of the Brown University Bulletin.

Grade Option Deadline

Students may [change the grade option](#) for a course through the fourth week of classes on Courses @ Brown. Students who successfully petition to add a course after the fourth week (the normal deadline for adding a course) must take the course on an ABC/NC basis, unless the grading in the course is mandatory S/NC (see below). If a student fails to specify a grade option for a graded course, they will be graded on the ABC/NC basis.

YEAR-LONG COURSES

A small number of courses are offered on a year-long basis, which means that students must satisfactorily complete both semesters before being assigned a final grade in the course. Most year-long courses are language courses such as Arabic, American Sign Language and Japanese. Typically, examinations in these courses at the end of the second term cover the work of two semesters, and a final grade for both is assigned at that time. Year-long courses are noted on the academic record with a “Y” to the left of the course title.

Instructors of year-long courses assign tentative grades to students at the end of the first semester. These grades appear on the internal academic record beside the course title. This grade will remain on the record only if the student satisfactorily completes the second semester of the year-long course. If the student fails to enroll in the second semester of the course within a year of completing the first semester, an NC appears for the first semester course, and the first semester credit is dropped from the academic record. In some exceptional cases students may [petition the department](#) to allow credit for the first part of the course when the second part has not been completed. The final grade submitted at the end of the year-long course covers the work of the entire year and is recorded as the final grade for both semesters. Students must abide by the [grade option](#) deadline, published in the Brown academic calendar, for each semester and take special note that the grade for the second semester will replace the tentative grade in the first semester (e.g., if a student selected S/NC for the first semester and earned an S, and a letter grade in the second semester and earned a B, the S grade from the first semester will be replaced by the B).



[RETURN TO TABLE OF CONTENTS](#)

COURSE PERFORMANCE REPORTS

Students who elect to take a course on an S/NC-basis but want a written evaluation may request a Course Performance Report (CPR) to be completed by the instructor. The electronic CPR request form is available in the Advising Sidekick System (ASK). (The instructor may decline to submit a report if they believe there is an insufficient basis to produce a qualitative evaluation.) As a general rule, the student should discuss their request for a CPR with the instructor early in the term, but no later than mid-semester. Students who have elected a letter grade option may also request a CPR, which may be done at the instructor's discretion. Instructors should give particular consideration to requests from students for whom the course is part of their concentration. The deadline for requesting a CPR is generally the last day of classes in the semester in which the course takes place.

While CPRs are not part of a student's internal academic record or official transcript, a student may request that the registrar include one or more CPRs with their transcript to be sent to graduate schools, potential employers or fellowship-granting agencies. In such cases, it is the student's responsibility to provide the Registrar's Office with copies of the CPR when submitting transcript requests (these can be attached when placing a transcript order online).

INCOMPLETE WORK

Course instructors may grant a student permission to complete required work in a course (excluding a regularly scheduled final examination) after the end of the term in which the course was offered. In such cases, the instructor enters a notation of "INC" (Incomplete) in place of a final grade. Unless an instructor specifies an earlier date, for the purposes of establishing the student's academic standing, the outstanding work from the fall semester must be completed by late January; outstanding work from the spring semester must be completed by early August; and outstanding work from the Brown summer session must be completed by the first day of the following fall semester. By default, grades of INC will expire into NCs on these timelines unless the instructor extends the INC deadline in Banner to a later date. Students may complete INC courses after these dates with permission from the instructor. If a student finishes an INC, the course will count toward the student's academic standing on a rolling basis.

When a student hands in work due for an authorized INC course by the deadline, but the faculty member does not submit a grade until after the deadline has passed, the student's academic standing (if affected) may be changed by the academic dean of the College assigned as the student's CAS advisor, under the oversight of the CAS chair, provided the faculty member verifies that the outstanding work was completed and received by the CAS deadline and will result in a passing grade. An INC not finished by



[RETURN TO TABLE OF CONTENTS](#)

CAS deadlines may impact a student's ability to enroll in a subsequent semester, depending on their overall academic standing status.⁵ Work submitted beyond these deadlines may be accepted and included as part of the final course grade by an instructor, who may submit a grade change in Banner, but only if the work is completed no later than one calendar year after the end of the semester in which the course was taken. In cases where the work is completed more than a year after the conclusion of the course, instructors may submit grade changes to CAS via petition for resolving older INCs in ASK, but such grade changes must be approved by CAS before they can be processed by the registrar. If the request is approved by CAS, the registrar changes the NC to a letter grade or an S, in accordance with the grade option selected by the student at registration. CAS will not approve grade changes for courses in which a grade and credit have already been recorded (e.g., for "grade improvement," to lower the grade due to suspicion of an academic code violation, etc.) by the registrar, except in cases in which a clerical error was made in recording the grade.

ABSENCE FROM FINAL EXAMINATIONS

If a student is absent without an approved excuse from a regularly scheduled final examination, the instructor will assign a grade of 0 for the examination, which may result in an NC for the course. Students with authorized absences from final exams (ABS), which are ordinarily approved in advance of the exam by the designated ABS deans of the College, will be offered a makeup examination proctored by the Registrar's Office at the start of the next semester, unless other arrangements are agreed to by the instructor and the student (and communicated to the registrar). ABS deans ordinarily approve ABS excuses for reasons of documented illness at the time of the exam, documented family emergencies or scheduled intercollegiate athletic competitions. When approved, ABS deans record the approval in the ASK ABS system and notify the instructor to issue a grade of INC, which is then overwritten with the grade of ABS by the Banner system at the end of the exam period. Students unable to take scheduled exams for religious reasons are not covered by ABS rules but by different guidelines.⁶

5 One-semester thesis courses taken in the first semester of senior year, if not completed by the end of the semester, result in a transcript grade of INC. If this presents a problem with post-graduation plans, or calculations for Phi Beta Kappa, students are strongly encouraged to register for departmental independent studies or single-semester thesis courses in the semester they will complete the thesis work.

6 In accordance with the University's nondiscrimination policy and Faculty Rules, instructors are expected to make reasonable accommodations for students who cannot take a quiz or exam, including final exams, on the scheduled date due to a religious observance. Faculty should include instructions regarding their own policies on these matters in course syllabi. Students must inform instructors of any conflicts within the first four weeks of the semester, or as soon as possible after the exam date is announced (whichever is earliest). As during the semester, students who cannot take a final exam on the scheduled date due to a religious observance must inform the instructors of any conflicts within the first four weeks of the term. In such cases, instructors are expected to offer a final exam on an alternate date within the same semester, noting the policy in the Faculty Rules that final examinations may be given only during the final examinations period. The College will notify the appropriate academic affairs dean in the Graduate School about any situations involving a graduate student.



[RETURN TO TABLE OF CONTENTS](#)



GUIDELINES FOR DETERMINING ACADEMIC STANDING

On February 5, 1991, the faculty approved the following rules for the determination of academic standing: To remain in good academic standing, Brown students must satisfactorily complete at least seven courses by the end of the first year, 15 by the end of the second year, 22 by the end of the third year and 30 by the end of the fourth year. In addition, students making satisfactory academic progress will complete a minimum of seven courses in any two consecutive semesters. Students who do not meet these requirements will have their cases referred to CAS for action to determine the student's academic status.

CAS has established progress guidelines to interpret the levels of academic standing approved by the faculty. Exceptions to these guidelines are subject to approval by the CAS chair (in consultation with academic and student support deans) when a student's individual circumstances (either academic or personal) warrant special consideration. To make satisfactory progress toward a degree and remain in good academic standing, a student will ordinarily pass eight courses in any two consecutive semesters. However, students have two opportunities during their eight semesters to pass only three courses in one semester. The chart below indicates the levels of academic standing that correlate with the number of courses passed in each of the eight semesters a student is normally enrolled.



[RETURN TO TABLE OF CONTENTS](#)

ACADEMIC STANDING CHART FOR FULL-TIME ENROLLMENT WITHOUT APPROVED COURSE LOAD REDUCTION

Brown students commonly complete all degree requirements in eight semesters of full-time study. “Academic standing” refers to a set of statuses determined by the number of courses students are expected to complete successfully each semester as they progress toward the minimum, required degree total of 30 course credits. The chart below shows the cumulative number of course credits students must pass each semester after matriculating to Brown in order to stay in good academic standing — and the appropriate standing when there is a credit deficiency.

Semesters at Brown	Good Standing	Warning	Serious Warning	Suspension
I	3	2	1	0
II	7	6	5	4
III	11	10	9	8
IV	15	14	13	12
V	18	17	16	15
VI	22	21	20	19
VII	26	25	24	23
VIII	30	29	28	27

Students who fall below academic progress requirements are placed on Warning, Serious Warning or Suspension as indicated above. In addition, students on Serious Warning for three consecutive semesters are subject to Suspension, as are students who pass no courses in a given term or students who earn less than five course credits in two semesters. Suspension involves a mandatory one-year separation from the University. An academic Suspension also is accompanied by a set of conditions a student must meet in order to return to studies. These conditions may include credit recovery, development of an academic plan with the appropriate advisor or other conditions that will serve the student in progressing in their academic path. In the judgment of the CAS, exceptions to these rules can be made based on the student’s performance in the semester most recently completed and/or the overall pattern and context of a student’s academic record (e.g., serious illness, death in family or other extenuating circumstances). Students can recover credits that count toward academic standing by taking summer courses at Brown or elsewhere, by taking Brown or RISD Wintersession courses, and by taking pre-approved courses at other regionally accredited institutions in the U.S. or similar institutions in their home country for transfer credit.



[RETURN TO TABLE OF CONTENTS](#)

In some other cases, CAS may decide on a status of Refused Registration by action of the dean, usually for compelling or encouraging completion of INCs or outstanding academic work — or for serious lack of compliance with an academic or other policy (e.g., failure to declare a concentration, failure to submit an updated and detailed academic plan, failure to send an official transcript for transfer credit processing, etc.). A student meeting all conditions may be returned to active status if the associated conditions are met by the deadlines designated by CAS for the start of a given term. Students who do not meet the conditions by said deadlines must be away from studies for at least that one term and until such conditions are met. In such cases, “Refused Registration” is noted on the permanent transcript.

INTERNAL ACADEMIC RECORD AND TRANSCRIPT NOTATIONS

Notations of Warning and Serious Warning are recorded only on the Internal Academic Record (IAR) and not on the official transcript. By contrast, academic Suspension is recorded on the transcript and remains there permanently. When a student is placed on Warning or Serious Warning for a credit deficiency in one term, it will be noted on the IAR next to the following term. In cases involving academic Suspension, the CAS chair will ensure that the Serious Warning designation is posted to the student’s first term of enrollment after return to studies.

For students with serious medical issues affecting academic performance, a substitute status of Medical Leave in Lieu of Suspension may be approved by Student Support Services, with appropriate documentation, to replace CAS’s determination of academic Suspension. This status is recorded on the IAR, but the external transcript will record only a Leave of Absence, without reference to the medical basis. Medical Leave in Lieu of Suspension is not an academic standing that CAS includes among its academic standing options or assigns during its academic standing meetings, although letters to students invite students to consider this option with the student support deans. This status also involves a mandatory one-year separation from the University. In a similar manner, a substitute status of Medical Leave in Lieu of Refused Registration may be approved for a mandatory one-semester separation from the University by Student Support Services. In such instances, students must petition the Medical Leave Clearance Committee as well as CAS and be approved by both to return to studies.

SUMMER COURSES AND ACADEMIC STANDING

Courses taken and passed at Brown (or elsewhere if the courses meet transfer guidelines) during the summer will improve a student’s academic standing in the following semester. The improved change in status will be noted next to the subsequent semester on the IAR. It is the student’s responsibility to confirm official transcripts for courses taken elsewhere are received by the Brown Registrar’s Office in a timely way.



[RETURN TO TABLE OF CONTENTS](#)

CRITERIA FOR RETURNING TO GOOD STANDING

When a student's cumulative course count rises to the appropriate level as indicated in the above chart or the student has passed four credits in two successive semesters, the student is returned to Good Standing. A student who is suspended for academic reasons and is readmitted remains on Serious Warning during their first term of enrollment after readmission, unless they recovered course credits during their time away, and will return to Good Standing if they pass four credits in two successive terms (at the discretion of their CAS dean).

COURSE LOAD REDUCTIONS

Per Faculty Rules, the College is authorized to approve course load reductions. For academic and overall degree completion planning purposes, the College authorizes course load reductions typically prior to the end of the registration period each semester, and ideally before the semester begins. Students who find themselves temporarily in circumstances that profoundly hamper their capacity to complete four courses in a term (such as a prolonged family emergency, an acute medical condition or a challenging personal ordeal of similar magnitude) may seek a Course Load Reduction (CLR) for one semester. Typically, such accommodations during a semester are documented and approved by Student Support Services. Students with documented disabilities for which a CLR is an appropriate accommodation may seek this accommodation for one or more semesters from Student Accessibility Services.

A course load reduction adjusts the number of courses a student needs to pass in order to maintain good academic standing. However, it does not change the total credits needed for graduation.

The standard course load at Brown each semester is four courses. Full-time students are permitted to enroll in a maximum of five courses and a minimum of three courses each semester, as long as doing so will not bring the student below the level of good academic standing.

With an approved CLR, a student may take three or fewer courses and their standing calculation will be adjusted accordingly. Notice of approval of a petition for CLR will be sent by the College or authorizing office to the registrar.



[RETURN TO TABLE OF CONTENTS](#)

ACADEMIC STANDING CHART FOR DETERMINING STANDING BY ENROLLMENT UNITS

Students who wish to inquire about a CLR should consult with an academic dean about their academic plans, as such adjustments can impact a student's degree completion timeline. Students are encouraged to finalize course registration no later than the last day to add a course (the end of the fourth week of classes). Failure to do so will result in full-time tuition charges.

When a student falls below progress requirements, they may be placed on Warning, Serious Warning or Suspension from the College, which includes a permanent notation on the student's internal transcript. Calculation of academic standing is based solely on credits earned after matriculation to Brown.

For students approved for a course load reduction, the chart on the following page is used to determine academic standing.



[RETURN TO TABLE OF CONTENTS](#)

BROWN UNIVERSITY

Attempted Credits	Earned Credits			
	Good Standing	Warning	Serious Warning	Suspension
	Credits earned are at or above expected count.	Total credits are one below expected.	Total credits are two below expected.	Total credits are three or more below expected.
1	1	0		
2	1	0		
3	2	1	0	
4	3	2	1	0
5	4	3	2	1
6	5	4	3	2
7	6	5	4	3
8	7	6	5	4
9	8	7	6	5
10	9	8	7	6
11	10	9	8	7
12	11	10	9	8
13	12	11	10	9
14	13	12	11	10
15	14	13	12	11
16	15	14	13	12
17	15	14	13	12
18	16	15	14	13
19	17	16	15	14
20	18	17	16	15
21	19	18	17	16
22	20	19	18	17
23	21	20	19	18
24	22	21	20	19
25	23	22	21	20
26	24	23	22	21
27	25	24	23	22
28	26	25	24	23
29	27	26	25	24
30	28	27	26	25
31	29	28	27	26
32	30	29	28	27



PROCEDURES FOR THE ALL-COLLEGE SEMESTER REVIEW

In January and June of each year, CAS reviews the academic progress of all students who are not in good standing according to [the academic standing chart](#). Once final grades become available and up to the scheduled CAS meetings, the Registrar’s Office runs the CAS Recommendations Cognos Report to generate the list of students whose cumulative course credit totals place them at the level of Suspension, Serious Warning or Warning, according to expectations for academic progress. This list is loaded into the ASK system’s CAS module and constitutes the preliminary agenda for the pending CAS meeting. Academic deans and CAS faculty will have access to the IAR and ASK screens with advising notes, notifications of CLR’s, a summary of any INCs or excused final exams — and many other items useful in determining a final academic standing.⁷

The CAS chair delegates student cases to all College deans for review. The chair also designates teams of deans who can rely on one another for consultation and peer review in preparation for the All-College Semester Review. Teams meet in advance to review the records of the students up

⁷ The internal record constitutes a more comprehensive record than the external transcript, which does not include information about dropped courses or courses for which an NC or an M (for missing grade) were recorded. Notations of “ABS” (which designates a course in which a student has received an official excuse for absence from a final examination) and “INC” (which designates a course in which a student has an instructor’s permission to complete coursework late) appear on the external transcript up to the official deadline allowed for the submission of grades covered by each notation. If credit is earned in either instance, a grade replaces the ABS or INC. If credit is not earned by the deadline, the ABS or INC reverts to an NC on the internal academic record.



[RETURN TO TABLE OF CONTENTS](#)

for review, calibrate status recommendations and serve as a learning and knowledge community to one another. A thorough review of student records results in many students being removed from the CAS agenda because of documented adjustments to academic progress expectations, such as CLRs, enrollment units earned during a medical leave of absence or resolution of missing or late grades. The teams decide which standings are by the count and which are by exception and which students should be added to the discussion agenda for consideration of their academic standing and enrollment status by the whole committee. When a student's cumulative course credits places their academic standing at Warning or Serious Warning "by the count" — meaning using the standing chart without adjustment or exception — the standing is usually considered routine and does not need to be placed on the discussion agenda for the committee, unless the student earned fewer than five course credits in two consecutive semesters or zero credits in the semester just completed. All cases that are eligible for Suspension (or Refused Registration) "by the count," according to the standing chart, or for which an exception is being requested by the dean, must be included on the discussion agenda.

COMPUTING ACADEMIC STANDING

For all students who matriculate at Brown as an undergraduate degree-seeking student, academic standing is determined on the basis of course credits earned after matriculation at Brown. This includes counting course credits earned in the Brown summer session or Wintersession and/or approved non-Brown transfer courses taken in another regionally accredited institution's summer, fall or spring terms (not winter) after matriculation as an undergraduate degree-seeking student. Course credits earned by transfer of pre-Brown courses do not count in the calculation of academic standing for any student, though they may satisfy degree requirements. For students generally enrolled full time each semester, the academic standing chart is used to determine a student's standing. For students enrolled less than full time each semester or who receive approval for CLRs, see the Academic Standing Chart for Determining Standing by Enrollment Units.

The IAR is used to review students' academic progress. In addition to letter grades and marks of S or NC, the internal record may include marks of INC, ABS or M. Each of these three marks must be investigated if they appear on a student's academic record for the most recent term.

INCOMPLETES

INCs are treated as if they were NC in determining a student's academic standing, until the grade is resolved. Deans should contact course instructors to inquire about the nature of the INC work and the expected date of completion. In cases that are included on the committee agenda, deans should be prepared to explain the status of the INC.



[RETURN TO TABLE OF CONTENTS](#)

Students whose status may be Refused Registration or Academic Suspension may be given a Pending status, allowing them the opportunity to complete INC work and thus improve their standing and continue their enrollment if their INCs are resolved by CAS deadlines as described below.

CAS INCOMPLETE DEADLINES

In order for a student to improve their standing and meet their Pending requirements, the student must submit all unfinished work to the instructor by early August after a spring semester and by late January after a fall semester. Specific dates will be determined by CAS for each term and communicated to the student by their CAS dean when the Pending status is determined. For the purposes of resolving Pending statuses, these deadlines are firm.

However, instructors may grant later deadlines to receive INC work. If the student is consequently placed on Warning or Serious Warning, this notation will appear on the IAR. If the student later completes the INC work and earns credit for the course, the CAS dean will revise the student's standing according to the standing chart. For students whose status is finalized as Refused Registration or Academic Suspension, later completion of the INC work may be a condition for their return to studies and can improve their standing upon return.

ABSENCE FROM THE FINAL EXAMINATION

An ABS on a student's record indicates that the student did not sit for a final examination and that the student's absence has been excused by an ABS dean. Instructors are guided to enter INC grades for students with an official exam excuse. The ABS deans enter approved excuses into the ASK ABS module and, at the end of the exam period, the registrar activates Banner to use that list to overwrite the student's INC grade and replace it with ABS. The student's ABS course excuse(s) will also be listed on the ASK CAS page for ease of reference. If an absence from a final exam is officially excused, the academic dean will count the course in question as earned credit toward academic standing and will assign a provisional standing to the student, pending completion of the makeup examination(s).⁸

MISSING GRADES

A mark of M may mean that a professor has not submitted grades for a course, or it may be an instructor's way of indicating a concern about the student's course performance. The assigned CAS dean should talk with both the student and the instructor about the status of the grade, if possible.

⁸ The student is presumed to be able to complete and pass the course by taking the final examination early in the spring semester (for an ABS in the fall), or shortly after classes resume in a fall semester (for an ABS in the spring). Each dean is responsible for checking on the outcome of the cases they are handling and for assigning final academic status at the beginning of the following term.



[RETURN TO TABLE OF CONTENTS](#)

However, by vote of the faculty, missing grades are to be presumed as passing grades, unless confirmed otherwise by the CAS dean. Where deans are uncertain, the M should be counted provisionally toward standing and checked at the beginning of the next term to confirm or adjust standing as might be appropriate.

COURSE LOAD REDUCTION

Deans must take special care to check for CLR, which should be factored into a student's academic standing. This is a critical step that, if neglected, results in students receiving Warning, Serious Warning or Suspension letters that are not warranted. It is each dean's job to examine the CLR notations in the IAR as well as the Brown Experience and Advising Records (BEAR), emails and other notes in the student files. The CAS ASK dashboard also has a CLR flag.

COMMUNICATING WITH SUSPENSION-ELIGIBLE STUDENTS

After the records of students on the agenda for discussion by the committee have been reviewed thoroughly by the College academic deans, a number of students will remain eligible for academic suspension. The deans must communicate with every student eligible for suspension to learn about their performance in previous semesters, determine whether there is evidence in the academic record (and BEAR) of circumstances that significantly compromised the student's performance in the current term, and assess the likelihood that they will be able both to complete unfinished work before the new term begins and successfully engage in coursework in the coming semester.

Once each dean has reviewed their caseload and determined a provisional standing for each of their assigned CAS advisees, the CAS non-discuss and discuss teams meet and review the status and condition recommendations made for consistency and any desired consultations. The Academic Advising Program Manager compiles a complete agenda for all discussion level cases by class year and distributes the agendas to CAS voting members before the academic standing review meeting. This class discussion agenda is available to deans and others in the ASK CAS module, using the class filters. Students whose status has been determined to be Warning, Serious Warning or Suspension are included on the agendas, but only students who are eligible for Suspension or complex cases marked for discussion in ASK are on the discussion agenda to be reviewed by the committee as a whole.

Attention is given when finalizing the agenda to consider F-1 students, athletes, transfer, RUE and veterans in batches at the beginning of each class agenda given particular rules and regulations that may apply to these students and consultations with offices that work closely with these students.



[RETURN TO TABLE OF CONTENTS](#)

MITIGATING CIRCUMSTANCES

In many cases discussed by the committee, nonacademic circumstances will have interfered with a student's ability to focus on or perform well in their studies.

The Committee may consider academic progress exceptions for a student who has experienced one or more of the following:

- personal tragedy, such as the death or terminal illness of a parent or sibling;
- physical illness or injury (e.g., mononucleosis, concussion, etc.);
- incidents of bias, discrimination and/or harassment and/or sexual assault/violence;
- high school curricular and co-curricular limitations and/or insufficient preparation for intended course of study; and/or
- personal hardship (e.g., unusual level of responsibility outside Brown, call to military duty or financial pressures).

When a student's standing is adjusted by the committee in consideration of mitigating circumstances, usually from suspension-eligible to Serious Warning (by exception) the chair and the CAS dean assigned to the student will write a letter to the student detailing the committee's expectations and the steps required for the student to avoid being suspended. Some students in this category may receive Refused Registration by action of the dean, if their credit or other deficiencies can be resolved in a shorter period of time (less than one year), despite their mitigating circumstances.

COMMUNICATING ACADEMIC STATUS TO STUDENTS AND PARENTS

Students who are deemed not in Good Standing will receive a letter detailing their academic standing and specifying particular steps to take to improve to Good Standing, as well as details about advising, academic support and financial aid. Deans draft letters using the templates and custom options in the ASK CAS module. Letters are typically sent out to the students' Brown email addresses as PDF attachments and the contents are recorded in BEAR. Letters should be prepared, vetted and sent out within a few business days of the conclusion of the CAS standing meeting.

Mindful of the provisions of the Family Rights and Privacy Act (FERPA), CAS does not routinely send notifications to parents unless students have activated their FERPA waiver in Banner Self-Service to have parents or guardians receive CAS letters — or unless parents have exercised their FERPA right to see the academic records of their students who are documented as tax dependents. However, parents or guardians of students who are



[RETURN TO TABLE OF CONTENTS](#)

being separated from campus by virtue of academic Suspension or Refused Registration will be notified by a short letter explaining that the student will not be attending Brown in the next semester and inviting them to talk with their student about the reasons why.

GUIDELINES FOR DETERMINING STANDING OF SPECIAL STUDENT POPULATIONS

First-Year Students

In their first semester of enrollment, students are expected to complete four courses. If only three courses are completed, CAS imposes no academic penalty. However, the chair and assigned dean will write to students who finish the first semester with three credits to remind them that they must earn four credits in their second semester to remain in Good Standing. If a student completes two courses, CAS assigns the academic status of Warning, and for one completed course imposes Serious Warning. Students who complete no courses in the first semester risk Suspension but historically have been allowed to continue with support measures. Reasons for allowing a student who has earned no credits in the first term to continue, may include the following:

- The student's secondary school preparation for the program elected at Brown is deemed insufficient and contributed significantly to failure.
- The student elected a narrowly structured program in the first semester, is willing to change their course selection in the second semester, and demonstrates receptivity to academic support.
- The student has been seriously ill and/or has experienced a family tragedy.
- The student's academic progress is impaired by a documented disability (for which they haven't yet sought accommodations).

Sophomores

The end of the fourth semester is a critical point in a student's academic progress. Four semesters of marginal performance bodes poorly, as does a sudden decline during the third and fourth semesters from satisfactory work during the student's first year. In such cases, CAS should be realistic in assessing a student's capacity for improved academic performance in subsequent semesters. A separation is often preferable to continued erratic or consistently weak performance extending into a fifth or even sixth semester. Interruption of enrollment after four semesters still leaves two full years of study, which is ample time for a student to complete the requirements of most Brown concentrations and make significant academic progress toward completing other degree requirements.

When a student has had academic difficulties in prior semesters, extenuating personal or medical circumstances should be considered only if it seems likely that the student will improve their performance in the coming



[RETURN TO TABLE OF CONTENTS](#)

semester. If the student's personal or medical difficulties are apt to continue in the coming term, even with an adjusted course load or academic plan, it may be unreasonable to expect that they will be able to improve academically, and CAS should not permit the student to enroll in the coming semester and should encourage the student to discuss a Medical Leave with the Student Support Services deans.

Transfer Students

Beginning with transfer students entering Brown in the Fall 2009 semester and thereafter, pre-Brown transfer credits from study elsewhere have no impact on academic standing. This is not retroactive. A transfer student's academic standing should be calculated strictly on the basis of the student's record at Brown, according to the academic standing chart — beginning with the student's first semester at Brown as Semester I on the chart. As for other students, this also excludes pre-Brown Brown credit.⁹

Part-Time Students

Some students have been approved for part-time enrollment. Frequently, these are RUE or RUE-like students. The IAR of students who have been approved for part-time enrollment display a "less than full-time" flag for each semester for which the approval was granted. Academic progress expectations are adjusted for students who are approved for a CLR with tuition adjustment.

Special or Visiting Students

Occasionally students who have taken pre-baccalaureate courses at Brown as special or visiting students will become degree candidates. In such cases, a student's pre-baccalaureate record will be merged with the course of study leading to a degree. Pre-baccalaureate credits may count toward the course credits requirement, the enrollment unit requirement and/or the minimum residence requirement (i.e., four full-time semesters in residence, and 15 course credits at Brown), if approved by petition to CAS.

Students on Approved CLR

Students approved to take a CLR (fewer than four courses) in one or more semesters because of a disability, medical condition or severe personal issue are expected to pass only the number of courses they are approved to attempt each semester, and their academic standing is based on this reduced number. Similarly, RUE, RUE-like, veterans, recovery/substance-free students and students working with a CAS dean or degree completion dean may arrange a CLR through the College for proactive academic planning purposes.

⁹ The number of courses required for Good Standing may differ from the total accumulated credits required at their actual semester level. For example, a student entering as a sophomore completing three courses in their first semester at Brown remains in Good Standing.



[RETURN TO TABLE OF CONTENTS](#)

A CLR is typically completed by the Student Accessibility Office, Student Support Services and/or the College, which helps advise the student about matters of degree completion and the estimated date of completion (EDOC). Permissions may involve a tuition adjustment; in such cases, the student's accumulated enrollment units may not correspond with the expected number of course credits for their semester level. Students who have adjusted their enrollment units in a particular semester are still obligated to complete the total number of enrollment units for their degree requirement (32 units). CLRs done after the tuition leave refund policy deadline set by Student Financial Services (after the fifth week of the semester) and recorded by the Registrar on the Academic Calendar do not have the tuition adjustment option.

Students with Disabilities

A student with a documented disability that impacts the pace of their academic progress may request a CLR and an extended academic plan to complete their degree requirements.

Students must be registered with Student Accessibility Services to receive the CLR accommodation over the course of more than one semester. A student may request to take a CLR in certain semesters and the usual load of four courses in others. Students who are granted permission for and who elect a CLR in more than one semester typically renew their status with Student Accessibility Services each semester and will want to carefully review whether their CLRs include tuition reduction or not. CLRs done as an accommodation should be done as proactively as possible and those with tuition adjustment must be completed by the end of the fifth week of the semester. Students requesting an academic plan that includes multiple semesters with CLRs will also need to meet with a College advising dean to develop a tentative plan of study for the remaining semesters, including provisionally selected concentration courses and electives.

Students who would like to request enrollment beyond the 32nd enrollment unit, or the equivalent of eight full-time semesters of enrollment, should meet with a degree completion dean (degreecompletiondeans@brown.edu) to discuss ninth semester permission. If a student has degree requirements that must be taken on Brown's campus, they can submit a necessary ninth semester petition through ASK.

Occasionally, a student with a CLR will request a necessary 10th semester (when they have accrued a 36th enrollment unit) and, rarely, a student will request a necessary 11th semester (for enrollment beyond a 40th enrollment unit); such requests must be considered by CAS. In considering such requests, the committee will account for semesters lost — for example, due to medical leaves, unforeseen significant disruption outside of the student's control in a semester of study and credit recovery via transfer that also resulted in accrual of enrollment units.



[RETURN TO TABLE OF CONTENTS](#)

Students with Histories of Substance Use¹⁰

Consistent with the University's desire to support students with identifiable needs, Brown is dedicated to providing resources to students in recovery from substance use. Although such students are expected to meet the same academic standards as other students, they may, under the supervision of the dean for recovery and substance-free student initiatives, receive adjustments in the modes by which they meet these standards.

Students who believe that their progress toward the degree has been impeded by substance use may consult with the dean for recovery and substance-free student initiatives about their academic progress and plans for completing the degree. Such students must provide the dean with appropriate documentation, when requested. They are also expected to demonstrate a continuing commitment to recovery. With the dean's support, such students may petition CAS for adjustments to their academic programs.

COMMITTEE DECISIONS ON ACADEMIC STANDING

Academic Suspension

If a student is at the level of academic Suspension and there are no mitigating circumstances indicating that the student's performance had been unduly compromised, CAS will vote for Suspension.

Each academic Suspension is accompanied by a set of conditions a student must meet in order to petition to return to studies. The development of an academic plan with an appropriate advisor is always a condition. These conditions may also include credit recovery from INC completion or transfer credit or other conditions that will serve the student in progressing in their academic path.

Academic Suspension is a required separation of at least two semesters. During the student's time away, one of the academic deans should periodically contact the student to discuss their progress and plans to petition to return. Upon their return to studies, the CAS dean will continue to support the student with regular advising and by facilitating the student's connection to additional resources they may need, helping them return to Good Standing and/or complete their degree.

Medical Leave in Lieu of Academic Suspension

If there is evidence that a student's academic difficulties are due, in large part, to a medical condition, CAS may vote to place the student on academic Suspension but recommend in the CAS letter that the student discuss with Student Support Services deans the option of Medical Leave in Lieu of Suspension. If a medical leave is granted by Student Support Services, the student's Suspension will be converted to a Medical Leave in Lieu of

¹⁰ This policy was adopted in 1987 after a one-year trial period under the direction of Associate Dean of the College Bruce Donovan.



[**RETURN TO TABLE OF CONTENTS**](#)

Suspension, which appears only on the IAR, unlike a Suspension, which appears on the permanent transcript. (If the student declines the Medical Leave in Lieu, the original academic Suspension will remain.) Generally, students should contact Student Support Services within two weeks of the date of their CAS letter to explore the feasibility of a Medical Leave in Lieu. Detailed information about medical leaves can be found on the [Student Support Services website](#). As with all other medical leaves, this leave is processed through Student Support Services, but the letter is co-signed by the CAS chair or designee. In order to return to Brown, the student must go through the medical leave clearance procedure through Student Support Services and, in parallel, petition CAS showing how the student has met academic criteria for their return to studies. CAS will not finalize approval of petitions from students on Medical Leave in Lieu of Suspension who have not been approved for medical leave clearance by Student Support Services.

Serious Warning by Exception

The committee may decide to place a Suspension-eligible student on Serious Warning by Exception (SWE). The two most common reasons for this decision are described below.

If CAS believes that a student's performance has been compromised by circumstances beyond their control and, further, that the student, with appropriate course selection and use of academic support services, can succeed in the next semester despite academic difficulties in previous semesters, it may decide to place the student on SWE and allow them to remain enrolled during the next semester. Reasons for exercising this option may include the following:

- The student has struggled with difficult curricula choices and has switched to another discipline in which they can better utilize their strengths and have had greater success.
- The student has experienced a difficult personal or medical situation that is more than likely to improve in the coming semester.
- The student is eligible for and has elected a CLR in future semesters.

When a student is technically at the level of Suspension for the subsequent semester but they have passed at least three course credits during the semester that is being reviewed or earned the number of credits for which they had an approved CLR, the committee can consider the student for SWE.

Suspension Pending

A student at the level of Suspension whose circumstances CAS believes warrant special consideration and who has two or more INC for the most recent semester may be placed on Suspension Pending (the completion of outstanding work), as distinguished from outright suspension. This status may be granted when the committee believes that the student's mitigating



[RETURN TO TABLE OF CONTENTS](#)

circumstances will be resolved before the start of the next semester and that the student will succeed in the following semester. In such cases, the INC must be resolved by late January before classes begin in the spring, and by early August for the following fall semester.

When a student is at the level of Suspension and has two or more INC pending in the prior semester, the student will be notified by their CAS dean that, in order to avoid Suspension, they must finish the outstanding work and the course instructors must be able to confirm that the work has been completed and is on track to earn a passing grade. Ordinarily, the student should copy their CAS dean when they submit the outstanding work to their professor for grading. If the appropriate deadline is not met, the student will be suspended, and a letter of Suspension will be sent at that time.

Refused Registration

At the discretion of the committee, a student who is Suspension-eligible may be considered for Refused Registration. Refused Registration is a separation for a minimum of one semester instead of two. This is done when it is believed that the student's challenges may be resolved in this shorter period of time or when mitigating circumstances may warrant a less extensive time away. Like academic Suspension, students on Refused Registration are given a set of conditions they must meet in order to petition to return to studies. These conditions will always include development of an academic plan with an appropriate advisor, and may include credit recovery from INC completion or transfer credit or other conditions that will serve the student in progressing in their academic path.

Refused Registration is often used in the following ways:

- to ensure that the student has time to finish INC work from a previous semester; and/or
- to compel a student to address one or more issues not related to the completion of outstanding coursework (e.g., completion or revision of a concentration form, conferral with a dean, finalization of documentation of transfer credits).

When conditions are met, the student may petition CAS to return to studies for the subsequent term.

Enrollment Satisfied, Requirements Pending

Enrollment Satisfied, Requirements Pending (ESRP) is the status assigned to a student who has completed eight semesters of enrollment (32 enrollment units) and a minimum of 26 course credits but who has not met all degree requirements. Such a designation usually requires that the student consult with a degree completion dean to arrange completion of outstanding degree requirements, often at another institution. Full-time study away status may also be arranged when a student is assigned ESRP status so that a student



[RETURN TO TABLE OF CONTENTS](#)

studying elsewhere full time to complete degree requirements may arrange with Brown's Financial Aid office access to any federal financial aid for which they may be eligible. Enrollment in a necessary ninth or 10th semester may be permitted when the courses in question can only be earned at Brown (e.g., upper-level seminars in the student's concentration, a writing requirement).

A ninth semester may be an option for students who have a good academic reason for requesting an additional semester at Brown (i.e., finishing a second concentration, completing an honors thesis, taking qualifying pre-professional courses such as pre-med requirements, studying abroad, etc.). Optional ninth semester students may take between one and four credits on a per-credit payment basis and are not eligible for Brown financial aid, although they remain matriculated, degree-seeking students in other respects. Optional ninth semester petitions must be approved by CAS.

Students with fewer than 26 credits cannot be placed on ESRP, but will need to be assigned another standing, usually Refused Registration, until the student earns enough transfer credits or finishes INC work to reach 26 credits. At that time, the student can become ESRP and finish academic requirements through study away or by petitioning CAS for a ninth semester. The rationale is that students with a minimum of 26 credits can reasonably finish 30 credits by one semester of study away or by an approved ninth semester at Brown.

Summer and/or Winter Study for Students on Suspension, Suspension Pending, Refused Registration or Refused Registration Pending

Students whose academic status is Suspension, Suspension Pending, Refused Registration or Refused Registration Pending are not allowed to enroll in Brown's summer session or Wintersession except with special permission from CAS. Under special circumstances, students on Suspension Pending or Refused Registration Pending are allowed by the committee to attend the summer session, when there is reason to believe that unfinished work from the spring semester could be completed by the beginning of Brown's summer session, or that participation in the summer session would not interfere with the completion of the work required to lift the Refused Registration Pending or Suspension Pending status, or would allow the student to recover credit(s) before the August CAS meeting.¹¹ After being separated for two semesters of Suspension, a student may petition to be reactivated for the Brown summer session following their year away.

11 This policy was approved on October 22, 1984, after CAS reviewed "Guidelines and Regulations Concerning Summer Study for Brown Students at the University." The practice of allowing students on Suspension Pending or Refused Registration to attend Brown summer session began "[i]n recent years," according to the 2007 revision of the CAS Handbook.



[RETURN TO TABLE OF CONTENTS](#)



COMMONLY REVIEWED PETITIONS

There are several kinds of petitions that are presented to CAS on a regular basis; they are described below. Additionally, there are a handful of other exceptions to academic regulations the chair routinely considers. The most frequent examples are courses with overlapping meeting times, permission to add a course just after the deadline when the student has inadvertently neglected to register it on their course schedule, or the postponement of a final examination, a duty shared among the ABS deans.¹² Before each meeting, the CAS chair reviews submitted petitions.

RETURN TO STUDIES AT BROWN (FROM ACADEMIC SUSPENSION, REFUSED REGISTRATION, PERSONAL LEAVE OF THREE OR MORE YEARS)

Before a Return to Studies petition is granted, students are expected to meet the conditions of their separation including any required duration of separation. To initiate the Return to Studies process the student must

12 With the implementation of Banner, which prevents students from registering for courses with meeting times that overlap by more than 10 minutes, it became apparent that students had been taking courses with conflicting meeting times. In 2007-08, the College Curriculum Council reiterated the necessity of enforcing the faculty rule that prohibits registration for courses with overlapping meeting times. Students petition the council chair to enroll in courses with overlapping meeting times. With the approval of the course instructors involved, the chair may approve petitions for courses that overlap by 10 minutes or so. Petitions to enroll in courses with required class meetings that overlap for more than 10 minutes are generally not approved, even if the course instructors have indicated their approval of the arrangement, unless there are alternative arrangements specified in writing that result in no loss of instructional time. By decision of the College Curriculum Council in Spring 2016, students in courses that have virtual or online components may not use those components to substitute for face-to-face instructional time for purposes of qualifying for an exception to the 10-minute overlap guidelines.



[RETURN TO TABLE OF CONTENTS](#)

petition CAS. Return to Studies is contingent upon approval by CAS, and financial obligations to the University must be met before Return to Studies can be approved. The committee will only consider petitions from students who have no outstanding balance due to the University.

A student who wishes to return should discuss their situation with their assigned CAS dean or contact the College if their dean is no longer at Brown. In addition to making a preliminary assessment of the student's readiness to return, the CAS dean will describe the components of the petition for Return to Studies, which must include the student's personal statement indicating how they have met any conditions of CAS and including an updated, detailed degree completion plan.

The petition for Return to Studies should include the following:

- a list of the courses the student believes they will enroll in next semester;
- a description of their remaining concentration requirements (if they have declared a concentration);
- a summary of their plan to complete remaining degree requirements beyond concentration requirements (i.e., 30 course credits, writing requirement, enrollment requirement);
- indication on if their overall academic plan involves completion of any INC courses, courses taken during summer session or Wintersession at Brown, any CLRs and/or enrollment in the previous eight semesters;
- a summary of academic resources they plan to utilize; and
- a detailed outline of all the specific conditions detailed in their CAS letter for returning to active status, and a description of how they have or have not yet satisfied those conditions. (If they have not been able to complete certain requirements, they are encouraged to discuss these with their CAS dean.)

In addition, the student's petition should provide a brief description of the academic difficulties they encountered; an account of their activities while away; reflections on the effect of separation on the student; and a statement explaining why they are now ready to succeed academically. The student should also produce a plan of their intended program of study and explain their choices. If the student is continuing in a program of study that caused the difficulties encountered during the preceding semester suspension, they should discuss why performance will improve upon return to studies. If the student is shifting to a different program of study, they should explain this decision. If the student had difficulty completing courses in their concentration, CAS requires a letter from the concentration advisor approving the plan developed in consultation with that advisor to complete the concentration in a feasible and timely manner.



[**RETURN TO TABLE OF CONTENTS**](#)

If the student is seeking to transfer credit(s), the Brown Registrar's Office must also receive an official transcript.

Petitions for Return to Studies are due via ASK by November 1 for students petitioning to return for a spring semester after a Suspension or Refused Registration, by May 1 for students petitioning to return for summer session after a Suspension or Refused Registration, and by June 1 for students petitioning to return for a fall semester after a Suspension or Refused Registration.

The academic standing of a student returned to studies following CAS separation will be set at SWE, and they will be expected to pass four courses in their first semester back, unless they have an approved CLR for fewer course credits; a student who meets this condition will be placed on Warning for the subsequent term. Completion of four courses in two consecutive semesters will promote the student to Good Standing. A student who completes three courses in their first semester back from a Suspension, without an approved CLR, will remain on SWE for the next semester. A student who completes fewer than three courses in the first semester back from a suspension is eligible for another, and final, Suspension or dismissal. Such cases should be carefully researched before review by CAS

Students who have been inactive for more than three years on any other status (e.g., personal leave) must also submit the Return to Studies petition to assure they have connected with an academic dean and developed an updated academic plan after this significant amount of time away from Brown. They are invited by the College to attend RUE orientation and program events, to join the RUE Student Association and/or to arrange for a CLR from semester to semester through the College as RUE-like students.

STATUS OF READMITTED STUDENTS WHO HAD BEEN SUSPENDED FROM THE PROGRAM IN LIBERAL MEDICAL EDUCATION

Readmission to the College does not mean automatic reinstatement into the Program in Liberal Medical Education. A student who has been readmitted to the College may, after successful completion of at least one semester of courses pre-approved by the associate dean of medicine, petition the Medical Committee on Academic Standing and Professionalism for readmission into the program.

STUDY ABROAD AND STUDY AWAY IN THE U.S. OR IN HOME COUNTRY (FOR F-1 STUDENTS)

Students are able to study abroad or away on a semester internship program for a semester through a number of pre-approved program options curated by the study abroad advising and experiential learning teams within the



[RETURN TO TABLE OF CONTENTS](#)

College. If a student would like to participate in a semester study abroad program that is not on the pre-approved list of programs maintained by the study abroad advising team, a student must work with a study abroad advisor to [submit a petition](#) by the deadline published on the [study abroad advising deadlines page](#). Study abroad petitions are only accepted if the student's rationale for petitioning is academic in nature (e.g., petitions are not accepted simply for location preferences). Students can also study full time for a semester in the U.S. or in their home country if they submit a petition to the Undergraduate Study Away Committee. Petitions to study at other colleges and universities in the U.S. are submitted to the Office of the Dean of the College staff member designated to handle such petitions. The senior associate dean for study abroad and the dean for study away present summaries of the students whose petitions they have recommended for approval to study abroad or for transfer credit from study at other colleges and universities in the student's home country.

TRANSFER STUDENTS AND STUDY ABROAD

Junior Transfer Students

Junior transfer students (i.e., those matriculating with transfer credits equivalent to four semesters at Brown) can study abroad so long as they meet the [residency requirement](#) (i.e., be enrolled at Brown for at least four semesters as a full-time student and earn a minimum of 15 course credits at Brown — terms from Brown study abroad programs do not apply toward the residency requirement) for their remaining time by choosing one of the following academic plans:

- petition for an optional ninth semester in order to earn at least 15 course credits at Brown across four semesters and transfer in credits from study abroad; or
- study abroad during the Wintersession or summer session. Otherwise, juniors may take not-for-transfer credit courses in a fall or spring by taking a leave of absence and enrolling through another institution.

Sophomore Transfer Students

Sophomore transfers (i.e., students matriculating with two or three semesters of advanced standing at Brown) may be permitted to study abroad after commencing their studies at Brown, as long as they keep within Brown's four-semester residency requirement and requirement of earning at least 15 course credits at Brown. Students will be charged Brown tuition regardless of the program.

Mid-Year Sophomore Transfers

Provided they have not completed more than three semesters at their former institutions prior to their acceptance to Brown as transfer students, incoming mid-year transfer students will be allowed to engage in the following activities:



[RETURN TO TABLE OF CONTENTS](#)

- Students may apply for a spot on a Brown-administered study abroad program for the fall prior to their formal matriculation to Brown, as a “special visiting student” through the Global Partnerships and Programs team within the Office of Global Engagement under the process established for students from other colleges who want to attend a Brown program abroad. (They would not be considered Pre-Baccalaureate Special Students through the Office of Admission.) Course grades will appear on the Brown transcript following guidelines previously established for special visiting students. Credit will be processed by the study abroad office following the same procedures established for visiting study abroad students. Students will be charged Brown tuition. Note: There may be restrictions on spots available due to the admission policies of various partner institutions pertaining to student immigration status, residence and/or citizenship.
- Students may study abroad prior to their formal matriculation to Brown through a U.S.-based institution’s sponsored program that, upon the student’s completion of the program, will provide an official U.S. college or university transcript. Transfer credit for study abroad and advanced standing at Brown will be processed by the associate dean of the College for curricular integration, who coordinates the intake and advising of transfer students following the same procedures and guidelines established for pre-Brown transfer credit for transfer students. In the case of an independent study abroad organization, an official transcript must be received by its official U.S. college or university school of record. Students will enroll directly through the program sponsor and will not be charged Brown tuition.
- Students may study through a college or university in the student’s own country of permanent residence for the fall prior to their formal matriculation to Brown. Students will directly enroll and will not be charged Brown tuition. They cannot enroll as degree-seeking students; they must have visiting student status. Transfer credit eligibility will be determined by the associate dean of the College for curricular integration, who coordinates transfer student credit; translation of credit for international institutions may involve consultation with the study abroad office or the associate dean of the College for international students to ensure consistency.

In all cases, study abroad must align with Brown’s four-semester residency requirement. In none of the above options will students be eligible for scholarship aid from Brown. Students, moreover, will be responsible for adhering to all program policies and fee requirements governing study abroad that have been established by the given program sponsor. As with all transfer students, formal matriculation to Brown commences with the start of the term following a transfer student’s acceptance to Brown. Study abroad during the fall interlude shall in no way affect the transfer student’s formal matriculation to Brown; it does not imply earlier matriculation.



[**RETURN TO TABLE OF CONTENTS**](#)

SPECIAL DEGREE PROGRAMS

Concurrent Degree Program Leading to a Baccalaureate Degree and a Master's Degree¹³

This program allows exceptionally capable students to combine their last year or two of undergraduate study with graduate study, resulting in the simultaneous completion of both a baccalaureate degree and a master's degree.

The student must apply for the four-year concurrent degree program during their sixth semester. Their petition must first be approved by CAS, which will determine whether the student's academic performance has been both outstanding and sufficiently broad and whether the student's request has the strong support of the faculty. The Graduate Council may place additional requirements on admission to this special program. If approved by both CAS and the Graduate Council, the student must complete a minimum of 36 courses within eight or nine semesters (44 credits in 10 or 11 semesters for programs that combine the A.B.-Sc.B. with a master's degree) and complete the requirements of both the baccalaureate degree and the master's degree. No more than two courses may be used to satisfy both baccalaureate concentration requirements and master's requirements.

Considerations for the Concurrent Degree Program

The four-year baccalaureate/master's candidate will be a student with broad-ranging academic interests, whose academic goals include breadth in undergraduate preparation as well as depth in the area of concentration. The student's courses leading to the master's degree constitute a program of high quality that in all respects meets the normal academic requirements for both the baccalaureate and master's degrees. Generally, candidates will be far along in meeting their concentration requirements at the time that they submit their petition during their sixth term of enrollment.

Although distribution is not a requirement for a baccalaureate degree at Brown, CAS has in this context interpreted "breadth in undergraduate preparation" to mean broad distribution across the humanities, life sciences, physical sciences and social sciences disciplines, arguing that candidates should represent exceptional academic achievement, (i.e., students who have engaged in Brown's Open Curriculum and interdisciplinary study with a spirit of intellectual curiosity and earned excellent grades). This stipulation engenders thoughtful review and discussion by CAS. Ultimately, students are required to complete at least two courses in each of the major disciplinary areas, identified above, totaling a minimum of 10 breadth courses.

Candidates for the four-year concurrent degree program typically meet with the CAS chair early in their studies to review the criteria and plan course

¹³ Possible combinations include: A.B.-A.M., A.B.-Sc.M., Sc.B.-A.M., Sc.B.-Sc.M., A.B.-Sc.B.-A.M. and A.B.-Sc.B.-Sc.M.



[RETURN TO TABLE OF CONTENTS](#)

taking. Students at this early stage must discuss carefully with faculty in the department or program the student's suitability for candidacy. CAS uses a student's detailed concurrent degree petition (often accompanied by an academic plan spreadsheet), including the main elements below, to help assess petitions for admission to candidacy for the concurrent baccalaureate/master's program.

- **Academic performance:** The student must be in good academic standing and must have compiled a record in which two-thirds of grades earned are A or S with Distinction.
- **Breadth of study:** The academic program must reflect the goals of a liberal education — i.e., courses that range across the humanities, life sciences, physical sciences and social sciences. The student must take at least these 10 breadth courses outside their chosen area of concentration and at least two courses in each of the aforementioned major disciplinary areas. When the two degrees (e.g., A.B. and A.M.) are in different divisions of the College, the number of courses outside the two fields of specialization may be reduced. The extent of that reduction will depend on the relationship of the two fields, or the interdisciplinary aspect of the two fields.
- **Depth of study:** While the concentration provides in-depth study of a particular field, the student is also expected to explore other areas of study. In particular, they should develop a course of study that includes courses exploring a particular subject or subjects from multiple perspectives, and a minimum of two or more courses in a discipline beyond the introductory level (1000 level or above).

In planning for the concurrent degree program, the student must discuss the program's guidelines with a faculty sponsor, the undergraduate concentration advisor and the graduate advisor in the appropriate department(s) or program(s). The student should compare the relative benefits of pursuing a concurrent degree with other options, such as completing an honors thesis in the concentration, or applying for the five-year baccalaureate/master's program. If the student is planning a Ph.D. in the future, for example, a master's degree at this stage may not be the best path. Prior to submitting a petition in ASK, the student must consult with the CAS chair to discuss the particulars of the application process and the likelihood of receiving the approval of the committee. The application and all supporting letters of reference must be presented to CAS by the end of the sixth term of enrollment. All supporting letters should be sent to the student and submitted with the application as one package. If approved by CAS, the application, which includes departmental approvals, will be forwarded to the Graduate Council for its consideration.



[RETURN TO TABLE OF CONTENTS](#)

The concurrent degree program is a fully combined endeavor and must be completed and awarded simultaneously. If a student elects to receive the baccalaureate degree before the master's degree is complete, they must drop the concurrent degree and receive the undergraduate degree only. The student cannot subsequently return to the College to complete the master's degree. Whether or not the student applies to become a graduate student and is allowed to count some of the credits taken as an undergraduate toward a graduate degree is a matter that must be decided by the Graduate School.

Fifth-Year Master's Program

Brown's Fifth-Year Master's Program allows a student, after completing a baccalaureate degree and graduating from the College, to continue at Brown for a master's degree and to use some courses taken as an undergraduate toward partial satisfaction of the master's course requirements. For every eight courses required for the master's degree, two may be completed while the student is an undergraduate, even if taken before the student was admitted to the master's program. However, at least six semester courses must be taken while in residence as a graduate student at Brown. While the student must be an active undergraduate at the time of application, admission to the graduate program can be deferred for up to two years with approval of the department and the Graduate School. This option does not impose the requirements of the Concurrent Degree Program outlined above, for the four-year option. Please note that applications for the Fifth-Year Master's Program are not reviewed by CAS. Students should be directed to the department and to the Graduate School for further information.

Combined A.B./Sc.B. Degree

There is also an option for students to graduate with a single, combined A.B.-Sc.B. degree, which requires at least 38 credits and 10 semesters of enrollment (five years). This option requires students to demonstrate intellectual breadth by completing requirements for both a STEM discipline and a discipline in the liberal arts. Students who follow this path organize a five-year program of study in which the work for the single, combined degree proceeds concurrently. Students interested in pursuing this five-year option must declare their intentions before the end of their fifth semester and work with the associate dean of the College for undergraduate research and inclusive science well before that to plan their programs. In rare cases, students who miss the fifth-semester deadline due to qualifying extenuating circumstances may seek approval from CAS to join the program late. All cases where declaration exceptions are sought must be resolved before the end of the petitioning student's sixth semester. Petitions from seniors will not be approved nor even considered by CAS.



[RETURN TO TABLE OF CONTENTS](#)

Students planning to join the combined degree program must seek both initial and final approvals from the associate dean of the College for undergraduate research and inclusive science. Initial approvals are given to students who are very close (within two to three courses) to finishing at least one of their combined set of program requirements before the end of their fifth semester. These students can then seek final approval when they are in their seventh semester as long as they are on track to complete their second concentration. Upon successful review of the academic record in the seventh semester, these students will receive a final approval to be combined degree candidates. This student's transcript lists, for example, "Bachelor of Arts and Bachelor of Science: Sc.B.-Computational Biology, A.B.-History."

Exceptional students may be allowed to complete the combined degrees in nine semesters, rather than 10 but must meet all requirements and must have CAS approval.

Advanced Standing

Students are ordinarily expected to complete academic requirements in eight semesters, expressed in the degree requirement of 32 enrollment units, earned at four enrollment units per semester. Students who wish to complete the enrollment requirement in fewer than eight semesters at Brown may do so using one of the pathways identified below, provided they will have enrolled in at least four full terms of study in-residence at Brown.

- one semester of effective standing based on successful completion of four Brown summer and/or Brown Wintersession courses; or
- one semester of advanced standing based on a minimum of three qualifying Advanced Placement (AP) exams, international exams or transfer credits for (non-Brown) pre-matriculation college courses taken during regular fall/spring terms; or
- one semester advancement from approved domestic (or home country) study away at another institution during a regular fall/spring term post-matriculation (not study abroad) full-time (or the equivalent).

Students who already have successfully applied for a semester of advanced standing from one of these pathways, however, should note that they may not obtain a second semester of advanced standing or the equivalent to graduate with fewer than seven semesters of enrollment without petitioning and receiving CAS approval for exceptional circumstances.

Students (including transfer and RUE students) who wish to advance their standing or complete requirements early and who do not meet the advanced standing criteria, or who miss the fifth-semester application deadline, or who wish to request a second semester of advanced standing or the equivalent, may petition for an exception from CAS. Petitions will only be approved under exceptional circumstances, and it is anticipated that most petitions



[RETURN TO TABLE OF CONTENTS](#)

will not be approved. CAS may consider an exception to Brown's standing/enrollment requirements in the following situations:

- A student faces an extraordinary personal or family circumstance, emergency or call to duty to which they must attend, and the emergency would unreasonably delay the student's ability to meet the ordinary enrollment unit requirement.
- There is a significant, rare and time-sensitive opportunity for the student, and delaying graduation would have significant negative consequences for taking up the opportunity.

In all cases, the student would have to meet all other graduation requirements except the enrollment unit requirement and be actively enrolled. Petitioning students also must be without existing or pending academic or behavioral code of conduct violations. In no case will an approval of exception provide for graduation with less than four semesters of full-time enrollment at Brown. (Brown study abroad semesters do not count toward the required four semesters.)

Student petitions should delineate:

- how a student has or will have completed all other requirements for graduation; and
- what exceptional circumstances the student faces, and documentation that the circumstance requires immediate attention.

EXCEPTIONS TO ACADEMIC RULES

Amending the Academic Record

Students will on occasion seek to petition for a change to their external transcript or their internal academic record. Although infrequent, such inquiries include changes to or removal from the IAR of courses (the student believes) that were dropped for which an NC has been recorded. These petitions are generally rejected, except in cases in which the student can document University error in the entry of an item on the external or internal record. By vote of the faculty in 2016-17, the standing designations of academic Warning and Serious Warning are only on the IAR and not on the permanent transcript, which effectively eliminated petitions in this area. Refused Registration and academic Suspension remain on the external transcript.

Late Grade Option Change

The grade option for a course may be changed up to the end of the fourth week of classes of each term.¹⁴ This change may be executed through

¹⁴ Note: Each term begins on a Wednesday; therefore, for the purpose of determining the "academic week," the week is considered as beginning on a Wednesday, and ending on a Tuesday.



[RETURN TO TABLE OF CONTENTS](#)

Courses @ Brown. Students are responsible for confirming the [accuracy of the grade option](#) for their course(s) before the deadline.

Exceptions to the grade option deadline are granted only in cases of serious illness or family emergency at the time of the deadline, or in cases of demonstrated clerical error. This list, which is representative but not exhaustive, suggests the range of explanations that do not constitute grounds for a late request to change a grade option: accidental or intentional neglect of the published deadline; less than extraordinary medical reasons at the time of the deadline; extraordinary illness or other personal difficulty arising after the deadline; personal difficulties; failed travel connections; student error in properly submitting a grade option change in University systems; lack of information on course performance at time of original request; concern that the expected grade will affect chances for graduate admissions or departmental prizes; and the desire to expunge from the student transcript either an undesired letter grade or an S. CAS has authorized its chair to review all requests for late changes in grade options and to determine whether the full committee should hear a petition. It is the committee's clear expectation that the chair will disallow the great majority of petitions.¹⁵

Late Course Addition

After the fourth week of the semester, a student must obtain CAS approval to add a course. Such approval will be granted only in cases in which the student can demonstrate that they have been actively involved in the course since the beginning of the semester. In petitioning the committee, the student must indicate the date that they began attending the course and characterize their engagement in it, including attendance, class participation, papers submitted, exams taken and any evaluation they have received. Students must have the approval of the faculty member and a reasonable explanation for why they missed the published deadline for adding the course. If registration for the course would give the student more than five courses for the semester, they must indicate which current course(s) should be dropped by the registrar; otherwise, the additional course will not be added. CAS is strict about the deadline and generally approves petitions only when there are circumstances beyond the student's control, such as departmental or clerical error. CAS has authorized its chair to review all requests for late course additions usually within 24 hours of the deadline and to determine whether the full committee should hear a petition.

Students adding courses after the fourth week of the semester do not have a choice of grade option; they must take the course on an ABC/NC basis, unless the course grading is mandatory S/NC.

¹⁵ At its meeting on March 5, 1997, CAS authorized the chair to review all requests for late changes in grade option and to determine whether they should be brought before the full committee.



[RETURN TO TABLE OF CONTENTS](#)

Request to Exceed the Four-Credit RISD Limit

Brown has a cross-registration agreement with RISD that allows Brown students to count four RISD courses toward their 30-course degree requirement (including RISD Wintersession courses, which are recorded on the subsequent spring roster and counted toward a student's spring semester enrollment for the purposes of academic standing).

Once approved for Brown students, each RISD course (three to six credit hours) is regarded as the equivalent of a Brown course and, upon satisfactory completion, is recorded on the student's transcript.

Students may petition CAS for permission to exceed the four-course RISD limit.

Before granting exceptions to the four-credit limit, the committee requires written approval from the student's concentration advisor. The student is responsible for preparing their petition and for soliciting the appropriate materials.

'Necessary' Ninth and Optional Ninth Semester Permission

Most students will complete their degree requirements in eight semesters (expressed typically as 32 enrollment units at four units per semester).

Students who have not completed their requirements in eight semesters and who have earned a minimum of 26 credits and 32 enrollment units will have ESRP status and typically finish degree requirements away, using the transfer credit approval system. Any other pathway requires CAS approval.

Students who need more time typically have approved CLR's or have experienced academic setbacks, such as one or more semesters in which they earned fewer than three credits, being suspended, taking a leave from Brown, or taking courses elsewhere to transfer for credit recovery that also resulted in accrual of unneeded or surplus enrollment units. Leaves are particularly impactful if the leave was taken during the term — and enrollment units were charged but no academic credits were earned. Such students may be granted a ninth semester instead of having ESRP status. Justifications usually involve circumstances beyond the student's control, and the chair or delegated degree completion deans can approve a necessary ninth semester (after meeting with the student and reviewing their simple petition in ASK), extending the completion date of the student by one semester. More rarely, a student may need a 10th semester to complete. If so, enrollment in a 10th semester needs approval of the whole committee, and approvals are usually limited to students who have experienced academic challenges as the result of moderate to severe personal, medical or mental health-related concerns.

A necessary ninth semester may also be granted when the student needs concentration courses that cannot be taken outside the University, making



[RETURN TO TABLE OF CONTENTS](#)

degree completion away (in ESRP status) impossible. Students receiving permission for a necessary ninth semester may continue to receive financial aid, including Brown institutional aid, if they were otherwise eligible.

Students seeking permission on purely academic grounds (not required by Brown for degree completion) to attend Brown for a ninth semester (i.e., students not eligible for the necessary ninth semester) may petition CAS for an optional ninth semester.¹⁶ Students with 32 enrollment units may seek an additional semester, either full-time or part-time, to supplement required features of their degree programs. Students approved for continuation in an optional ninth semester remain in active degree-seeking status. However, the following two provisions apply:

- Students with an optional ninth, even those who ordinarily receive financial aid, are not eligible for Brown institutional funds nor for University housing — unless vacancies were available in the optional ninth semester.
- Such students are regularly enrolled, however, and may be eligible for other kinds of financial aid. (Students must be enrolled “at least half time” to be eligible to apply for federal aid. Half time is considered two course credits at Brown.)

The following circumstances allow students to petition CAS for the optional ninth semester:

- The student is completing courses at Brown to reach the minimum academic requirement of 30 credits — an optional alternative to completing under ESRP status.
- The student is taking a capstone course, when not strictly required for degree completion.
- The student is completing an honors thesis course, when not strictly required for degree completion.

¹⁶ With the provost’s approval of the optional ninth semester, the older practice of allowing some students to attend part time for academic reasons, sometimes called “split eighth semester,” was discontinued in 2014.



[**RETURN TO TABLE OF CONTENTS**](#)

- The student is completing a second concentration, when that concentration could be completed no later than the end of the optional ninth semester.
- The student is participating in a study abroad program through a Brown-affiliated program — or taking an additional study abroad semester to extend to a year-long study abroad experience.
- The student is a junior transfer student participating in a Brown study abroad experience.
- The student is completing an eighth semester at Brown after a study away semester.
- The student is completing a research project sponsored by the concentration advisor, director of undergraduate studies (DUS) or other faculty member.
- The student is taking additional courses endorsed by the concentration advisor or DUS.
- The student is completing courses to satisfy or strengthen pre-med or other pre-health application requirements.
- The student is taking an independent study course as part of an approved curricular practical training (CPT) opportunity for F-1 students.

Students will need their concentration advisor or the faculty member under which they will be conducting research to submit a support letter through the ASK petitions portal and thus are encouraged to contact them early and discuss their degree completion plan thoroughly. Approved students have their estimated date of completion modified to reflect the completion of their project, course taking or study abroad. They remain degree-seeking students.

Other Exceptions

On rare occasions, other petitions for exceptions to degree requirements come before the committee. If CAS finds reason to approve an exception, the recommendation may be submitted to the faculty and the Corporation's Board of Fellows for further review and approval.



[RETURN TO TABLE OF CONTENTS](#)

CREDIT-BEARING PROGRAMS APPROVED BY CAS

STUDY ABROAD

The senior associate dean for study abroad oversees the approval of course credits earned in study abroad programs and summarizes petitions for courses of study to CAS. Guidelines for approving such petitions are below. When exceptions to these guidelines are sought by students, petitions are made to the senior associate dean, who presents the petitions to CAS for consideration on the student's behalf.

Study abroad is intended to provide students with opportunities not available at Brown, and to complement the University's curricular offerings. In order to qualify for transfer credit back to Brown, the courses taken must be either a part of a degree-bearing program at a foreign institution of higher learning, under the aegis of the responsible office of that country or offered by a study abroad program provider that is able to document completed coursework through a U.S. school of record that provides a transcript for the earned credits. Brown students are ordinarily subject to the same rules and regulations governing the degree-seeking students of the host university. Special arrangements may be approved for the evaluation of student work if the local institution does not normally evaluate student work at the end of the student's study abroad period. This exception, however, does not permit students to deviate from the host university's normal program of study or its calendar.

Students may study abroad through programs that are Brown sponsored, Brown approved or CAS-petition approved. In all cases, pre-approval from the study abroad office is required before a student may study abroad for academic credit. Under no circumstances are students allowed to study abroad without first obtaining pre-approval if they intend to use those courses toward their Brown degree requirements. It is also not possible to study abroad without pre-approval and then apply retroactively for transfer of study abroad credit, unless this coursework is completed during the summer. Credit earned independently on a summer study abroad program is eligible for transfer if the program meets the above-described accreditation standards, transfer credit policies are adhered to and the student has a demonstrated credit recovery need.



[RETURN TO TABLE OF CONTENTS](#)

Home Tuition Policy

All students who matriculate to Brown after July 1, 2006, are charged Brown University tuition while studying abroad for academic credit. The revised fee structure enables study abroad to be integrated into the Brown four-year academic experience while ensuring equity across the broad socioeconomic spectrum of Brown students.¹⁷

Academic Standing Requirement

Study abroad is usually not appropriate for students in academic difficulty; therefore, students must be in good academic standing in order to obtain approval to study abroad. Students on Warning may petition the study abroad office for an exception to this rule, and must have a degree completion plan developed with their CAS dean to be considered for an exception.

Language Requirement

Students who wish to attend programs in countries where Brown offers a language concentration (French, German, Italian, Portuguese and Spanish) must demonstrate proficiency in the host country's language before studying abroad. Competence is certified by the appropriate language department at the level required for study abroad by the language departments and the study abroad office. When studying abroad in these countries, students are required to take all courses in the local language. Some approved programs, such as Granada, allow students to begin study of the language at lower levels.

In host sites where the local language is not routinely available for study by the average Brown student, students may enroll in English language programs administered by or on behalf of the host university. Such students are generally required to study the local language as part of their study abroad programs.

Enrollment Requirement

Study abroad requires that a student enroll full time for courses in an accredited undergraduate study abroad program. Students must register for study abroad courses for a letter or number grade (i.e., not Pass/Fail), and must pass each course with the equivalent of a C or better. Students may receive up to 10 transfer course credits for work undertaken during one academic year. The maximum number of courses accepted

17 The fee structure reflects the University's belief that all undergraduates should have the opportunity to study abroad and that the University should strive to meet the full need of students eligible for financial aid, whether they are studying at Brown or abroad. Further, it reflects a commitment to ensure that when students enter Brown they have the opportunity to choose their programs with academic fit in mind, rather than the relative expense of one program over another. Students are therefore charged Brown tuition over the course of eight semesters, and the University assists them in accordance with their financial need. Because students studying abroad are considered to be enrolled full-time at Brown, they may no longer take a leave of absence to earn credit in a study abroad program if they intend using those credits toward their degree requirements. They remain classified with their Class year and semester cohort, and are thereby able to pre-register for classes, pre-arrange on-campus housing while abroad, etc., at the same time as their cohort. Course titles taken abroad, in all cases, are reflected on their transcripts. Class of 2010 students and beyond receive their full Brown scholarships when going abroad.



[RETURN TO TABLE OF CONTENTS](#)

for concentration credit may not exceed four. Courses taken for general credit toward graduation are reviewed and approved by the study abroad office in consultation with relevant departments. Transfer of courses taken for concentration credit requires written post-approval by the student's concentration advisor. As is the case with all courses transferred back to Brown, letter grades are not recorded on the Brown transcript.

Special Programs

Study abroad institutions created primarily for American and other foreign students will not ordinarily bear credit at Brown. Exceptions to this rule include:

- programs that provide a structured curriculum in areas represented in Brown's curriculum but often not available at universities in other countries (e.g., theater and studio arts, development studies, environmental studies and community health);
- programs in which students pursuing a relevant field of study or language at Brown cannot be expected to have mastered the local language well enough to function alongside local students; and
- programs in a specific area of study or field of research either unavailable at Brown or better pursued at a foreign site with special opportunities.

Excluded Programs

Credit is not granted for "itinerant programs" (those in which students spend a week or less in different locations or countries), shipboard education programs or most programs created primarily for American and other foreign students (see Special Programs above for exceptions). To earn transfer credit for courses completed in a non-university-based program, students must spend the majority of their time living and studying in the country in which the program is based, or working with members of the host country.

Computing Transfer Credit

The maximum number of credits earned abroad in one semester that will transfer to Brown is five, even if the student completed more than the equivalent of a full Brown course load abroad. Because of differences in the way credits are calculated throughout institutions of higher education, the number of credits taken in a program abroad may not transfer one-to-one to Brown.¹⁸

18 In a semester-hour credit system, one Brown credit is equal to four semester-hour credits. Therefore, to receive four Brown credits, a student must earn a total of 15 to 16 semester-hour credits in a term abroad program. In a quarter-hour credit system, one Brown credit is equal to six quarter-hour credits. To receive four Brown credits, the student must earn a total of 24 quarter-hour credits. In systems that do not use a comparable credit-hour method, the student must demonstrate that they took the full-time course load at the host institution, in order to receive four credits at Brown.



[RETURN TO TABLE OF CONTENTS](#)

Academic Standing Upon Returning to Brown

Students studying abroad are subject to the same academic standing regulations as when they are in residence at Brown. Students who return from study abroad with fewer than the equivalent of four Brown courses should be aware that their academic standing could be negatively affected, and that they must address the resulting credit shortfall, if any, in the subsequent semester.

Enrollment Unit Requirement

In order to earn a degree, students must accumulate eight semesters of enrollment units (i.e., 32 enrollment units), signifying the completion of eight semesters of full-time study. A minimum of three course credits per semester from study abroad will grant a student one semester of enrollment units. A minimum of seven course credits per year will grant a student two semesters of enrollment units. In the event that a student earns fewer than three transfer credits for a semester of study abroad or fewer than seven transfer credits for a year abroad, the student's expected date of graduation may be altered.

STUDY AT OTHER INSTITUTIONS

With the appropriate permissions, Brown students are allowed to earn credit from other colleges and universities as part of their Brown degree requirements. U.S. citizens and permanent residents of the U.S. may petition the College (by the associate dean of the College for curricular integration or designee) to study at a institutionally accredited two- or four-year degree-granting college or university in the U.S.; students studying on F-1 visas may petition to study at a two- or four-year institution in their home countries. Students must obtain advance review and approval of their proposed coursework from the College in order to transfer course credit back to Brown, using the transfer credit approval process. Students who wish to use non-Brown courses to satisfy concentration requirements must independently obtain permission from their concentration advisor. Many departments will allow only two concentration requirements to be fulfilled with transfer courses. (Students should confirm departmental rules in advance.) Transfer credit cannot be granted until the student has completed their work with a grade of C or better, submitted an official transcript from the visited institution, and finalized approval in ASK.

One option for studying at other institutions is study away, which connotes full-time study at an approved institution as a visiting (non-matriculated) student. With appropriate approvals, students may receive enrollment units for such approved study away. Students should discuss their plans well in advance with a degree completion dean and with their concentration advisor to review and gain approval for both academic courses and enrollment unit calculations. In some cases, students eligible for financial aid may be able to arrange aid at the other institution through a consortial agreement



[RETURN TO TABLE OF CONTENTS](#)

worked out with the financial aid office. The associate dean of the College for curricular integration (or designee) will make regular reports to CAS on approved study away plans.

CONCENTRATION APPROVAL FOR NON-BROWN WORK

Subject to a concentration advisor's approval, students may substitute non-Brown work for concentration requirements. Examples might include approved study abroad courses, pre- (for transfer students) or post-Brown transfer credit, Advanced Placement test scores or a summer internship completed as part of a professional track, capstone or Engaged Scholars practicum. Transfer credit (as defined above) is not required to grant concentration credit; however, some concentration advisors may make concentration credit approval conditional upon University transfer credit or placement notation approval, so students are advised to consult with their concentration advisor for specific policies. Students and concentration advisors may find instructions for incorporating non-Brown work into a student's concentration course plan in the Information Technology ASK knowledgebase.

THE BROWN-TOUGALOO PARTNERSHIP SEMESTER EXCHANGE PROGRAM

Brown's connection with Tougaloo College, a historically Black college in Jackson, Mississippi, began in 1964, when activists from Brown traveled to Jackson to help in the struggle for civil rights. Since then, the two schools have developed a number of programs designed to expand educational and service opportunities for Brown and Tougaloo students, faculty and staff. Current programs include faculty exchanges, a semester-long student exchange program, a Swearer Center travel program and the Early Identification Program (EIP).

EIP is a cooperative venture between The Warren Alpert Medical School of Brown University and Providence College, Rhode Island College, the University of Rhode Island and Tougaloo College. EIP aims to increase opportunities for careers in medicine to Rhode Island residents and to students from racial and ethnic groups underrepresented in American medicine. Students are identified by their pre-medical advisor in their sophomore year of college, participate in professional development activities and enroll in medical school after receiving the bachelor's degree. Up to two students may be admitted annually from each school. For more information, contact the College staff member who is assigned to the Brown-Tougaloo Partnership and/or Semester Exchange — this is currently the assistant director of experiential learning programs. The program handles processing of Tougaloo credits.



[**RETURN TO TABLE OF CONTENTS**](#)

WHEATON COLLEGE CROSS-REGISTRATION

Wheaton College is a small liberal arts college located in Norton, Massachusetts, approximately 20 miles from Brown. A cross-registration program allows Brown students to take courses at Wheaton that are not available at Brown, such as courses in elementary and secondary education. Applications for cross-registration must be submitted by the end of the second week of any given semester at Brown. Interested students should speak with the associate dean of the College for curricular integration.

SUMMER AND WINTERSESSION CREDITS

Credits earned in Brown's summer session or Wintersession may be counted toward the 30-course credits requirement, concentration requirements (with approval by the relevant department) and academic standing. No more than two course credits may be earned in the Brown summer session in any one summer, and a maximum of four Brown summer session or Wintersession credits may be applied to the 30-credit requirement. No more than four summer courses including transfer credit can be applied toward the 30-credit requirement; external winter session courses are not transfer-eligible. CAS reviews petitions for students who want to count more than four summer/winter courses toward the 30-credit requirement.

A student who has declared their intention to accelerate degree completion, has been enrolled for seven semesters of full-time study or its equivalent, and has taken and passed four summer or Wintersession courses at Brown, may request effective advanced standing (a waiver of the final eighth semester of the enrollment requirement). Students must be actively registered in the prior fall semester at Brown in order to register for a Brown Wintersession course. By contrast, students participating through the cross-registration program and taking a RISD Wintersession course will have that course recorded on the next spring semester's Brown roster and included in the maximum of five allowable course credits for a fall or spring semester.

SUMMER COURSES TAKEN ELSEWHERE

Students on Warning or Serious Warning may improve their academic standing by taking one or two courses in Brown's summer session or one in the Wintersession. By vote of the faculty in 2016, summer courses and other approved transfer courses taken elsewhere can also be counted for academic standing at Brown. A student enrolled in courses elsewhere, for credit recovery purposes, can still earn a maximum of two Brown course credits and abide by the four-credit maximum for summer/Wintersession courses taken at Brown. Students taking transfer credits in the fall/spring semester can only enroll in a total of two course credits across multiple fall/spring semesters or they will earn enrollment units.



[RETURN TO TABLE OF CONTENTS](#)

Because designations of Warning and Serious Warning are applied to the student's next term of enrollment, a student placed on Warning or Serious Warning at the June CAS meeting who enrolls in Brown summer session, for example, will have their standing noted on the academic record next to the summer term. If the credits earned during summer or Wintersession at Brown improve the student's standing, this change will be recorded on a rolling basis. Students on Suspension, Suspension Pending or Refused Registration will ordinarily not be permitted to attend the Brown summer session unless approved by CAS to do so.



[RETURN TO TABLE OF CONTENTS](#)

APPENDIX

COURSE REGISTRATION PROCEDURES

Registering for Courses

Continuing students register for fall semester courses during the preceding April and, for spring semester, during the preceding November, in accordance with a schedule established by the registrar. Students may add courses and make other course changes through Banner during the designated pre-registration period. Students will be able to pre-register for four, not five, courses. They can register for a fifth class, as long as they are not on Serious Warning (which requires CAS dean approval) during the shopping period. Students on Serious Warning or Serious Warning by Exception will have a hold placed on their registration after the June or January review and will be required to meet with their CAS dean to remove the hold in order to add additional courses or to swap their courses. CAS deans are expected to meet prior to pre-registration with their CAS advisees to review performance in current semester courses and the student's academic plan for the next semester; a hold on pre-registration for students on Serious Warning or SWE may be applied to facilitate this advising.

Once the semester begins, all registration transactions can be made online during the first two weeks of classes. During the third and fourth weeks of the semester, an override code may be required to add a course. A \$15 per course fee will be charged for every course added after the shopping period ends. Grade option changes can be made online up to the end of the fourth week, after which they can no longer be made via any method. Courses can be dropped online until the last day of classes for a given term. Beginning in the academic year 2018-19, enrolled students on Serious Warning will have their drop privileges curtailed and must see an advising dean to discuss the proposed drop and its likely effect on academic progress — and to acquire a drop code, which the student must then enter no later than the last day of class, if the decision is to drop the course.

Instructor or Advisor Permissions

Students may add and drop courses online during the first two weeks of the semester, without the instructor's permission, unless the Banner course description indicates that instructor permission is required.

Faculty who wish to control who enters a course once the semester starts are instructed by the Registrar's Office to request that "instructor permission required" be included in the course description.

Late Course Additions

Starting with the third week of classes, students must obtain a course override code from the instructor to add a class.



[RETURN TO TABLE OF CONTENTS](#)

The last day to add a course is the last day of the fourth week of classes. Course adds after this date are allowed only via CAS petition as described in the relevant section above. CAS has authorized the CAS chair to apply their discretion to approve late course addition requests received by the College within 24 hours of this deadline.

Alternate PINs for Course Registration

First-year and sophomore students must obtain an alternate Personal Identification Number (PIN) from their advisor to pre-register and register for fall and spring semester courses. The PIN assigned to the student applies only to the term for which it is issued. Thus, a PIN that enables a student to register for fall semester courses may not work when the student is pre-registering for spring semester courses. The student must see their exploratory advisor or an academic dean in the College in order to obtain a new PIN for spring term pre-registration and registration. Transfer, RUE and veteran students, regardless of semester standing, do not need to obtain an alternate PIN.

FACULTY RULES ON SPECIAL COURSES OF INSTRUCTION AT BROWN¹⁹

Year-Long Courses

A year-long course is one in which the subject matter has continuity over two semesters. Neither semester may be elected independently without special permission. The grade at the end of the first semester is temporary. A permanent grade based on the work of the entire year is given at the end of the second semester and is the final grade for both semesters of the course.

In any year-long course when a change of instructor occurs at the end of the first semester, two independent grades, one at the end of each semester, may, at the discretion of the department involved, be given.

Whenever independent final semester grades are given in a year course for this reason, such grades shall be given to all students registered in the year course whether or not different sections are involved.

Two-Semester Course Sequence

A two-semester sequence is one in which the subject matter has continuity over two semesters. The grade at the end of each semester is final. The final semester may or may not be a prerequisite to the second as specified by the department. The department may also specify that neither semester may be taken independently except by special permission.

19 Faculty Rules and Regulations, Version 16.0 2018, pp. 57-58



[RETURN TO TABLE OF CONTENTS](#)

Summer Reading Courses

With the approval of the department and CAS, students may satisfy a course requirement by completing specified reading assignments during any summer under the supervision of a faculty member and passing a final examination on the material covered. The student will be required to pay the full tuition charge for such a course, and the summer credit will be calculated into the student's semester standing. This generally rare privilege is restricted to exceptionally capable students and in no case may be used to satisfy a deficiency resulting from a failure.

Independent Study Projects, Academic Internships and Global Independent Study Program

Any student may register for an independent study course or courses for any semester. Each such course must have the approval of a Brown University instructor who shall be responsible for the scrutiny of the proposal, the evaluation of the work done and the assignment of a grade. Some Independent Study Projects (ISPs) have a language learning component and receive extra support from the Center for Language Studies. Student-designed independent studies with an internship component are categorized as Academic Internships (internships for credit). Global Independent Study Program (GLISP) courses must be part of a Brown-approved plan for study abroad. ISP and GLISP sponsors are not expected to give regular tutorial instruction.

Proposals for ISP and GLISP courses will be reviewed by the College Curriculum Council to assure the academic quality of the proposed course and to avoid undue duplication. Proposals for the fall semester should be turned in by April of the preceding spring semester; proposals for the spring semester are due in November of the fall semester (precise deadlines are listed on the College website). Proposals submitted after these dates, but not later than the first day of classes of the pertinent semester, will be considered only upon clear justification to the College Curriculum Council of the late submittal. Students interested in designing an ISP, Academic Internship or GLISP may visit the Curricular Resource Center or the study abroad websites and can speak with an advisor to learn more about the proposal process.

ISP and GLISP courses appear on the transcript with a unique course number and title.

Group Independent Study Projects

Group Independent Study Projects (GISPs) are cooperative inquiries in which participating students bear major responsibility for both planning and conduct of the work. They provide an opportunity for academic pursuits, which might not be available in regular courses. They carry course credit.



[RETURN TO TABLE OF CONTENTS](#)

Each group study is sponsored by a Brown University instructor whose central functions are to assess the proposed study, to provide advice during the work and to be responsible for the evaluation of each student's work. GISP courses permit instructors to interact with more students than independent studies can realistically permit. A teaching assistant or teaching associate may sponsor a GISP course if the department chair recommends that they be permitted to do so.

Proposals for GISP courses will be reviewed by the College Curriculum Council to assure the academic quality of the proposed study and to avoid undue duplication. Proposal deadlines for the fall and spring semesters are the same as those for ISP courses. Students interested in designing a GISP may visit the [Curricular Resource Center website](#) and can speak with an advisor to learn more about the proposal process.

GISP courses appear on the transcript with a unique course number and title.

Departmental Independent Study Program

Departmental Independent Study Program (DISP) courses allow students to pursue a reading, research or thesis project with a Brown instructor. Because the course appears on the transcript with a generic course number and title and each department has their own process for their independent study review process and oversight, no additional approval from the College Curriculum Council is necessary.

The College Curriculum Council has prepared a set of recommended guidelines for departmental independent studies, which can be found on the website of the Office of the Dean of the College and on the registrar's website.

The last day to register for a DISP course is the same as the last day to add a course: the end of the fourth week of classes.



[RETURN TO TABLE OF CONTENTS](#)

Handbook of the Committee on Academic Standing

