

Knowledgebase > Teaching Learning and Research > ASK > Advisors and Students: Concentration Approval for non-Brown Work (internships, study abroad, transfer credits, etc.)

Advisors and Students: Concentration Approval for non-Brown Work (internships, study abroad, transfer credits, etc.) Stephanie Obodda - 2018-11-28 - Comments (0) - ASK

Stephanie Obodda - 2016-11-26 - Comments (0) - ASK

Steps for Seeking Concentration Approval for Non-Brown Work

A concentration advisor can record their approval of non-Brown work for substitution of a concentration requirement in a student's ASK concentration declaration. Instructions below.

Important Notes for Students and Advisors:

- Even with course equivalence approval, an EXCH or SAB CRSE will not be reassigned to the Brown equivalent course.
- Transfer credit approval does not mean the course will appear on the internal academic record; a non-Brown course that is less than 4 semester credit hours will not by itself confer transfer credit, and for courses that are 4 semester credit hours, transfer credit will only post after the Registrar's Office has received an official transcript and verified satisfactory completion of the course.

Student Instructions

Step 1: Log onto <u>http://ask.brown.edu</u>. Go to the concentration declaration section and to "Declare" if you have not yet declared a concentration or "Change" to modify an existing declaration. Click "Add Course." Choose either "manually create/edit" or "select from academic history" for items that are already on the internal record.

Ø	Brown	AFRI 0210	Afro Latin Americans 2013-Fall A
Ø	Brown	AFRI 115	Edit Course
Ø	Brown	AFRI 121	Sourc Select from academic history
Ø	Brown	AFRI 163	Academic Histor, Manually create/edit
0	Brown	ENGL 1710J	Comments
0	Brown	AFRI 009	
•	Brown	ETHN 1060E	Files Add File
	_	AFRI 136	* For courses you have already taken, please enter the term in which you were enrolled
	Brown		or use the "Select from academic history" option. For courses that you have not taken, please enter the term in which you plan to take the course.
Key:	Brown Overlaps with a	another dec	

Step 2: Add relevant information, upload required documentation, and save. Submit the declaration.

Upload a syllabus, sample work, and any other information required by the concentration advisor, such as approval for assignment as equivalent to a Brown course by another department's transfer credit advisor.

Example 1: internship	(not for Univ. c	redit)	Example 2: Study	abroad
	Edit Course			×
	Source	Select from academic history \$		
		[EXCH CRSE] Social Psycholog Brown Exch Prog-Granada Spain EXCH CRSE	y Exch Prog-Grana	da Spa \$
			proved for concentration credit. Ask yo nation they will need for any non-Brow	
	Requirement	[Select an option]		
	Comments			
	Files	spain-paper		Û
	* For courses you have	history" option. For courses that yo	rm in which you were enrolled, or use t u have not taken, please enter the ten	
course (earns Univ. cred	lit)		Save	Cancel

Edit Course		×
Source	Manually create/edit	
Institution	Non-Brown (specify below)	
	AS220	
	Non-Brown work needs to be approved for concentration credit. Ask your concentration advisor what information they will need to review this course, then attach files below.	
Course Number	N/A	
Title	10-week summer Internship	
Term (expected*)	2016-2017 - Summer 🗘	
Comments	Attached, please find the reflection paper I wrote and some wo products from my summer internship.	rk
Files	Internship work.png	Û
	Add File	
or use the "Select from	already taken, please enter the term in which you were enrolle academic history" option. For courses that you have not taken, a which you plan to take the course.	
	Save Cancel	

Concentration Advisor Instructions

Step 1: On the student's course plan, a checkbox will appear to the right of any entry that needs additional review. This could be pre-Brown work or a study abroad course, evidence of language competency, an internship or practicum, etc. A red line appears on the left if the course doesn't appear on the internal record.

		1260		Spring	
0	Brown	MATH 1010	Analysis: Functions of One Variable	2016- Spring	
•	AS220	N/A	10-week summer internship	2016- Summer	4

Step 2: Click the checkbox on the right. Review the content, including any attachments (transcript, past work, etc.). Click **Yes** or **No**. Save.

Concentration Approv	val	×			
Course Summary	AS220 N/A 10-week summer Internship Attached, please find the reflection paper I wrote and some wor products from my summer internship.	k			
Files	Internship work.png				
Approval	The course above is approved for concentration credit.				
	 Yes No 				
Comments					
Last Updated never					
	Save Cancel				

On the course plan, approved non-Brown items will have a check mark. *Ex. 1: Summer internship (not for credit) Liniv. credit) Ex. 2: Study abroad course (earned Univ. credit)*

0	Brown Exch Prog- Granada Spain	EXCH CRSE	Social Psychology	2015- Fall	S			2
0	AS220	N	'A 10-we	ek summer inte	ernship	2016- Summer	4 9 1	

Step 3: Before you exit, **approve the declaration** to finalize the approval of this item for concentration credit.