



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

### 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 <http://ask.brown.edu>. 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.

Status	Institution	Course	Title	Term	Grade
✓	Brown	AFRI 0210	Afro Latin Americans	2013-Fall	A
✓	Brown	AFRI 115			
✓	Brown	AFRI 121			
✓	Brown	AFRI 163			
✓	Brown	ENGL 1710J			
○	Brown	AFRI 009			
✗	Brown	ETHN 1060E			
	Brown	AFRI 136			

**Edit Course**

Source  Select from academic history  
 Manually create/edit

Academic History

Comments

Files

\* For courses you have already taken, please enter the term in which you were enrolled, 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.

**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. credit)*

*Example 2: Study abroad*

**Edit Course**

Source

Academic History

Brown Exch Prog-Granada Spain  
EXCH CRSE

Non-Brown work needs to be approved for concentration credit. Ask your concentration advisor what information they will need for any non-Brown courses, then attach files below.

Requirement

Comments

Files spain-paper

\* For courses you have already taken, please enter the term in which you were enrolled, 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.

---

*course (earns Univ. credit)*

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 work products from my summer internship.

**Files** Internship work.png

Add File

\* For courses you have already taken, please enter the term in which you were enrolled, 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.

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.

-	Brown	126U MATH 1010	Analysis: Functions of One Variable	Spring 2016- Spring	☐
-	AS220	N/A	10-week summer internship	2016- Summer	☐

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

**Concentration Approval**
✕

**Course Summary** AS220 N/A 10-week summer Internship  
*Attached, please find the reflection paper I wrote and some work products from my summer internship.*

**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)      Ex. 2: Study abroad course (earned Univ. credit)*

✓	Brown Exch Prog- Granada Spain	EXCH CRSE	Social Psychology	2015- Fall	S	→	 
✓	AS220	N/A	10-week summer internship	2016- Summer			 

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