

## 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			

Key: | Overlaps with another declaration (term/grade) - course plan term does not

[Add Course](#)

**Edit Course**

**Source** ✓ Select from academic history  
Manually create/edit

**Academic History** Exch Prog-Granada Spain

**Comments**

**Files** [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](#)

**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** Select from academic history

**Academic History** [EXCH CRSE] Social Psychology Exch Prog-Granada Spain

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** [Select an option]

**Comments**

**Files** spain-paper [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](#)

*course (earns Univ. credit)*



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.