

# IR

## Transfer Credit Study Abroad

**Students must declare their IR concentration before going abroad.** This ensures that students select courses while abroad that build upon their IR program at Brown. IR concentration credit is contingent upon appropriate course content and level and student performance.



### Before You Go

**IR Concentration Advisor Pre-Approval.** Before leaving, you must visit the IR concentration advisor to obtain preliminary approval for the IR requirements to be taken abroad. To receive preliminary approval, take the appropriate OIP form with a description of the courses you plan to take, indicating which requirements they are to fulfill, to the concentration advisor. While transfer of *Brown graduation* credit is automatic when students study in Brown-sponsored programs, students must still discuss their courses with the IR concentration advisor in order to receive *IR concentration* credit.

### When You Return

**Return to Brown.** You must bring course syllabi and all course work back to Brown for final concentration approval. This is true for all students, including those on Brown-run programs.

### TRACK OR LANGUAGE CREDIT

Students must first obtain course equivalency approval from appropriate department **before** IR concentration credit can be approved.

### How to obtain IR concentration credit

**1. IR Concentration Advisor Final Approval.** Take the completed IR Credit Approval Form, syllabus, course materials, and transcript to the IR concentration advisor during office hours for final concentration approval.

**2. Update ASK.** Upload all materials to ASK (signed IR Concentration Credit Approval form, syllabi, coursework, transcript) and add approved study abroad courses to your course plan. The Concentration Advisor will approve your courses in ASK during the 7<sup>th</sup> semester revision process.

## Checklist

To petition for concentration credit, you need:

- Completed IR Credit Approval Form
- Course syllabi indicating the course objectives, required readings, assignments, and course evaluation
- Course work (e.g., papers, exams, notes, reading lists)
- Transcript from the study abroad institution documenting course grades

A maximum of 2 credits per semester for work satisfactorily completed at any non-Brown institution may be counted toward the IR concentration. If the student is abroad for one year, then 4 credits (2/semester) may, with concentration advisor approval, be applied toward IR. In IR, study abroad courses may fulfill the regional requirement or, if directly related to the concerns of the chosen track, and approved by the concentration advisor, one track course. Language study done abroad may also be applied to the language requirement, typically fulfilling one semester of the language sequence. Credit for language study while abroad is determined by the appropriate language department at Brown.

# IR

## Transfer Credit Transfer Student



- 1. Collect all materials** (syllabi, transcript) for relevant courses from your previous institution.
- 2. Meet with the IR Concentration Advisor** to discuss applicability/credit of courses.
- 3. Meet with the appropriate academic department** which will determine equivalencies or credit (don't forget to take your syllabus, transcript, and the transfer credit form!).
- 4. Fill out the IR Concentration Form** available on the IR Program website.
- 5. File IR Concentration with the IR Concentration Advisor.**

### What do I need?

- syllabi and transcript from former institution
- the completed IR Concentration Form
- the signed retroactive transfer credit form
- any information on transfer credit awarded to you by one of Brown's transfer credit deans

**Transfer students** are students who started their undergraduate degree at another institution and will finish their degree at Brown.

### Transfer students should keep in mind the following regarding approval of transfer credits for IR.

- Equivalency:** some courses, most importantly our core courses POLS 400: Intro to IR, POLS 200: Comparative Politics, ECON 110 or 1210, and methods must be equivalents and, therefore, must have official approval—first from these departments and, then, from Dr. Elliott, the IR Concentration Advisor. It is important to do this ASAP so you can register for POLS 400 (offered only once/year) and a methods course if needed. Otherwise, you might get stuck taking these core courses senior year and be ineligible to apply for the honors program (which requires completion of POLS 400 or 200 & methods prior to 7<sup>th</sup> semester).
- Course level:** some of our requirements must be upper level courses. Therefore, the IR Program must review the course syllabus.
- Coherency:** courses "count" only if they add to the intellectual coherency of the student's IR concentration—i.e., speak to the core concerns of the track or region. Therefore, it is imperative to devise a thoughtful, albeit tentative, plan of study using the IR Concentration Form and to schedule a meeting with the IR concentration advisor.
- AP/IB credit:** The IR Program does not give concentration credit for AP/IB work. Your background in these courses, however, allows you to take higher level courses to fulfill IR requirements (with approval of the Concentration Advisor).