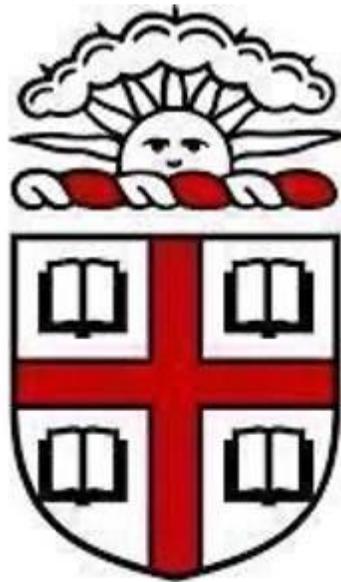


**BROWN SCHOOL OF ENGINEERING
INNOVATION MANAGEMENT AND
ENTREPRENEURSHIP (PRIME)
MASTER'S STUDENT HANDBOOK**



BROWN

ACADEMIC YEAR 2025-2026

Welcome to Brown University's School of Engineering!

We are glad that you have chosen to conduct your graduate studies at the Brown School of Engineering. Brown University has a proud history in American engineering education. Engineering at Brown is the third oldest civilian program in the country and the first program founded in the Ivy League.

The School of Engineering embodies the rigor, collaborative spirit, and creativity of its faculty, as well as the idealism, curiosity, and pioneering ethos of its students. Teaching and research in the School of Engineering reflects the unique position Brown holds in higher education – an institution that provides the close mentoring relationships characteristic of a liberal arts college, and the intellectual excitement of a research-intensive university. Your enrollment in our highly selective programs is an opportunity to foster your intellectual independence and exploration, contributing in your own way to understanding and developing technology that addresses the challenges of the future.

As a student in the STEM-designated Master's in Innovation Management and Entrepreneurship, you're embarking on a transformative journey that blends theoretical knowledge with practical skills, preparing you for success in the rapidly evolving world of business and technology. The program offers a multidisciplinary curriculum that encompasses core business skills in entrepreneurship, innovation, finance, strategy, decision-making, globalization, and management. You'll have the opportunity to engage in internships, participate in a week-long immersion trip, and access resources like the Brown Design Workshop and The Nelson Center for Entrepreneurship.

Whether you choose the residential or fully online format, you'll benefit from close faculty mentorship, dedicated career planning, and access to entrepreneurial resources. PRIME is designed to develop technology leaders with the skills to maximize impact in companies and society. We encourage you to take full advantage of Brown's open and collaborative environment. Let this handbook guide your journey, and don't hesitate to reach out to the PRIME leadership team when you need support or inspiration.

Note: This handbook is a supplement to the [Graduate School Handbook](#). Its format is intended to be viewed digitally as it contains many links to related university resources. The current digital version can be viewed at: <https://www.brown.edu/academics/engineering/graduate-study/graduate-programs-guide>

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I. STATEMENT OF PURPOSE

This handbook is provided to students enrolled in the Program in Innovation Management and Entrepreneurship (PRIME) at Brown University’s School of Engineering. It is designed to help you navigate the program, understand key policies, and access essential resources during your time at Brown. Although it does not replace academic advising or official university policies, this guide serves as a valuable resource to support your success in the program. It will assist you from your first class through graduation and into your professional journey.

II. INTRODUCTION

This handbook is designed to support new students in their transition to graduate school and to assist all students in achieving the successful completion of their degree while fulfilling the associated requirements. It is each graduate student's personal responsibility to read and understand the information pertaining to graduate studies at Brown, which can be found in this handbook, in the [Graduate School Handbook](#), and in the [University Bulletin](#).

III. MISSION STATEMENTS

[The Missions of Brown University and the School of Engineering](#)

IV. PRIME COMPETENCIES

The PRIME Master's Program ensures that students build a strong foundation in business, innovation, and entrepreneurship while gaining practical experience in applying those skills to real-world challenges. The program aligns its learning outcomes with competencies in technology integration, venture development, and leadership. These competencies are embedded in the core PRIME curriculum and further supported by experiential learning through internships, immersion trips, and mentoring.

A. PRIME Foundational Innovation Knowledge

Learning Objectives

1. Explain the foundational principles of business strategy, finance, globalization, and operations.
2. Describe how emerging technologies and digital tools can be leveraged for innovation and competitive advantage.
3. Discuss the role of entrepreneurial ecosystems, venture funding, and go-to-market strategy in launching new ventures.
4. Explain the impact of global markets, policy environments, and cultural context on innovation and entrepreneurship.
5. Apply systems thinking and ethical reasoning to evaluate opportunities and challenges in innovation-driven industries.

B. PRIME Competencies

Technology and Innovation Integration

1. Identify opportunities for technology-enabled innovation in products, services, or business models.
2. Evaluate the viability of innovation initiatives using market analysis, financial modeling, and feasibility assessment.
3. Apply tools and frameworks to integrate technology into strategic business planning.

Experiential Learning and Applied Practice

4. Apply for and secure internships aligned with personal career goals.
5. Complete internship deliverables that demonstrate practical application of business and innovation skills.
6. Reflect on and articulate growth in capabilities through experiential learning such as PRIME@Work and immersion experiences.

Entrepreneurship and Venture Development

7. Conduct customer discovery and market validation to inform product development.
8. Create and present a business plan and investor pitch for a proposed venture or technology concept.
9. Develop a strategic plan to transform innovative ideas and technologies into viable businesses.

Leadership and Professional Skills

10. Demonstrate leadership and collaboration within interdisciplinary teams.
11. Apply negotiation, communication, and decision-making strategies in professional and academic settings.
12. Explore career pathways and develop job readiness skills through advising, resume review, and interview preparation.

Communication and Strategic Influence

13. Communicate complex ideas clearly to diverse stakeholders through oral presentations, written reports, and pitch decks.
14. Adapt messages for different audiences, including investors, corporate partners, and technical teams.
15. Demonstrate cultural competence and professionalism in both academic and business communication settings.

Specialization and Innovation Depth

16. Pursue elective coursework that deepens knowledge in selected innovation domains.
17. Engage with cutting-edge tools and technologies through advanced electives and expertled sessions.

18. Build domain expertise and expand professional networks through direct interaction with industry leaders.

V. PRIME PROGRAM CURRICULUM

All students in the PRIME Master's Program complete a set of core courses designed to build foundational business knowledge and applied innovation skills across strategy, finance, management, and decision-making. These courses are developed to prepare students to identify market opportunities, evaluate new technologies, and lead innovation in both startups and established companies.

In addition to the core curriculum, students select two graduate-level electives that align with their interests and professional goals. Working closely with their faculty advisor, students create an academic plan that may include coursework in areas such as data science, sustainability, healthcare innovation, product design, or emerging technologies. Electives must be 1000-level or higher and require approval from the PRIME academic director. Only during the fall term, students may also [cross-register at Harvard University and the Rhode Island School of Design \(RISD\)](#).

Experiential learning is a central component of the PRIME curriculum. Through PRIME@Work, students participate in a semester-long internship or applied project that enables them to apply classroom knowledge in a professional setting. These opportunities enable students to develop practical skills, establish industry connections, and explore potential career pathways. The program team works to match students with opportunities that align with their interests, whether in climate technology, digital health, venture capital, social impact, or other innovation sectors.

Students also participate in an immersive experience, visiting major innovation hubs, meeting with founders, policy leaders, and executives, and exploring entrepreneurship in an international context. This immersive experience enhances classroom learning and provides valuable insight into how different regions foster innovation and growth.

To earn the Master of Science (Sc.M.) degree in Innovation Management and Entrepreneurship, students must successfully complete eight graduate-level courses. This includes six required courses, two approved electives, the PRIME@Work experiential learning component, and participation in an immersive experience or a research paper. The program begins in the summer and is completed over the course of one academic year.

A. PRIME Core Course Requirements

(6 Required Courses plus 2 Graduate Level Electives, Director approved)

To earn the Master of Science (Sc.M.) degree in Innovation Management and Entrepreneurship, PRIME students must successfully complete six required core courses. These courses are designed to build essential knowledge in business fundamentals, technology strategy, innovation leadership, decision-making, and global market readiness.

Required Core Courses

Students are required to complete the following six graduate-level courses:

- **ENGN 2110:** Business Engineering Fundamentals I
- **ENGN 2120:** Business Engineering Fundamentals II
- **ENGN 2150:** Technology Entrepreneurship and Commercialization I
- **ENGN 2160:** Technology Entrepreneurship and Commercialization II
- **ENGN 2125:** Engineering Management and Decision Making
- **ENGN 2180:** Globalization Immersion Experience and Entrepreneurship Lab

Required Experiential Components

In addition to coursework, students must also complete the following experiential learning requirements:

- **PRIME@Work Internship** (embedded in ENGN 2160)
- **Immersion Experience** (embedded in ENGN 2180)

B. Program Format Options

PRIME offers two enrollment formats to support students' professional goals and learning preferences. Students may choose the In-Person Option, which begins with two online summer courses (ENGN 2110 and ENGN 2120), followed by in-person instruction during the fall and spring semesters. Alternatively, the Fully Online Option enables students to complete all six courses and experiential components remotely, utilizing a combination of synchronous and asynchronous instruction.

Once a student selects an enrollment format, they are expected to remain in that format for the duration of the program. Requests to switch formats must be submitted in writing and approved by both the Academic Director and the Program Director.

C. Sample Elective Courses

For a list of popular elective courses among PRIME master's students, visit the [PRIME website](#). These electives must be 1000-level or higher and receive approval from the PRIME academic director. For the most recent course offerings, please visit Courses@Brown.

D. PRIME@Work

PRIME@Work is a required and credit-bearing component of the PRIME program, providing students with the opportunity to apply their classroom learning in real-world contexts. It is designed to build professional skills, deepen applied knowledge, and expand students' networks. Completion of PRIME@Work is mandatory for graduation.

Students may fulfill the PRIME@Work requirement by pursuing one of four distinct pathways:

1. Interning with an organization in a relevant field
 2. Working on an entrepreneurial project, supported by an external mentor
 3. Conducting a faculty-mentored research project
 4. Waiving the requirement for students working full-time or in extenuating circumstances
- Students may complete PRIME@Work during either the fall or spring semester. The experience typically spans 12 weeks and requires a commitment of 8 to 10 hours per week, up to 15 hours a week as specified by each job description. Depending on the nature of the opportunity, the experience may be in person, remote, or hybrid.

Participation and Eligibility

Students must obtain and maintain all required work authorizations prior to starting their PRIME@Work experience. Failure to do so will result in immediate removal from the program and the internship or project.

Once a PRIME@Work pathway has been selected and approved, students are expected to:

- Actively participate in all related workshops, meetings, and program activities
- Communicate professionally and promptly with supervisors, mentors, and program staff
- Proactively raise concerns or challenges to ensure timely support
- Maintain thorough records of their work and learning progress
- Complete required mid-semester and end-of-semester surveys
- Acknowledge and respond to anonymous feedback provided by host organizations through surveys

Accountability and Academic Impact

PRIME@Work is associated with ENGN 2160 (Fall) or ENGN 2125 (Spring). Students who miss key deadlines or fail to meet program expectations, including receiving poor evaluations from host organizations or failing to complete required surveys, may receive a grade of No Credit (NC). An NC in these courses may result in disqualification from completing the PRIME@Work requirement and impact eligibility for graduation. Exceptions to this requirement are granted only in rare and documented circumstances and must be approved by the Academic Director.

E. Immersion Trips and Company Visits

A cornerstone of the PRIME experience is the San Francisco Immersion Trip, which is directly tied to the course ENGN 2180. This trip provides students with firsthand exposure to one of the world's most dynamic innovation and entrepreneurship ecosystems. During the immersion, students participate in curated visits to startups, venture capital firms, design studios, and established technology companies. These sessions are designed to connect classroom learning with real-world innovation strategies and practices.

Participation in all scheduled sessions and activities during the San Francisco Immersion Trip is mandatory. Failure to attend all required elements of the trip will result in an "Incomplete" (INC) grade for ENGN 2180. Students who are unable to participate in the trip must notify the program in advance and will be assigned a separate curricular assignment to fulfill course objectives.

While the San Francisco trip is the central immersion experience, additional optional company visits may be offered throughout the academic year. These trips are designed to extend the PRIME learning experience into other innovation environments. Students will be notified in advance of any additional trips, along with any associated costs. Students are responsible for any additional fees required to participate.

Professional conduct is expected at all times during immersion experiences. Students must be punctual, prepared, and respectful in all engagements. Failure to fully participate or to conduct oneself in a professional manner may result in removal from the trip and its activities by the PRIME directors. In such cases, the student will receive an "Incomplete" (INC) for the course and will be required to complete an additional academic assignment to meet program requirements.

Professional Conduct During External Engagements

Whether engaging with startups, research labs, or global corporations, students are expected to uphold the highest standards of professionalism. This includes:

- Dressing appropriately and behaving respectfully during all engagements
- Being punctual and clear in all communications
- Upholding confidentiality agreements and professional ethics
- Representing Brown and the PRIME program positively in all external interactions • Using social media responsibly and avoiding posts that could reflect poorly on the host organization or program

For more information about PRIME@Work, email primeatwork@brown.edu.

VI. PRIME MASTER'S DEANS AND DIRECTORS

Dean of the School of Engineering	Tejal Desai
Associate Dean of Educational Initiatives	Celinda Kofron
Director of Graduate Studies (DGS) for Engineering	Robert Hurt
Innovation Management and Entrepreneurship (PRIME) Master's Academic Director and Program Director	Ja-Nae Duane Tina Garfinkel

VII. UNIVERSITY POLICY INFORMATION

The following links provide information for important university-wide resources:

[University Bulletin Affirmative Action](#)

[Nondiscrimination and Anti-Harassment](#)

[Gender Discrimination and Sexual Violence \(Title IX\)](#)

[Relationship and Interpersonal Violence](#)

The University Bulletin also includes a [General Regulations](#) section containing information on academic requirements, course registration, grading, exams, and [Student Conduct and Community Standards](#).

VIII. ETHICS AND PROFESSIONALISM

A. University Standards and Policies

Both Brown and the School of Engineering have strict policies regarding ethics and professionalism. Unethical behavior or any academic dishonesty will not be tolerated. As a graduate student, you are responsible for knowing and abiding by the [Student Conduct and Community Standards](#).

All students are expected to have read the Brown [Academic Code](#) and [Code of Student Conduct in full and be familiar with them](#). In addition, all students conducting research must complete [BEARCORE](#), the University's program on ethics and responsible research conduct, which details responsible conduct of research.

B. Academic Integrity in PRIME

We encourage you to work with and learn from your peers in the course. However, on all individual assignments, you should do the work on your own before consulting with classmates. The work you submit on an individual assignment should represent your independent effort, not something that is arrived at by consensus, or by sharing work burden, in collaboration with others.

You may find it helpful to form study groups outside of class, perhaps in part to discuss aspects of assignments after your initial individual work. In a similar vein, you are encouraged to research and read deeply in the available literature to support your work. Here are some guidelines for you to follow. If you are uncertain about these boundaries, don't hesitate to discuss with your instructor.

Acceptable behavior

- ... discussing readings and course materials with others in the class.
- ... sharing verbally your independent findings and conclusions as you work on your individual assignments, in the spirit of supporting learning, but not just to provide answers to a colleague.
- ... working closely with your partners on a team project to create the final work product. Practice professional-level group collaboration. Timely communication (no “ghosting”), transparency, making good on your commitments, and a supportive and inclusive attitude toward all team members.

Unacceptable behavior

- ... submitting work that is not fully your own. Any form of copying / pasting / modifying / submitting the work of any other person as if it is your own is unacceptable. Acts of plagiarism are considered serious breaches of the Academic Code of Brown University and are subject to severe penalties, including potential expulsion from the program.
- ... hiring external individuals such as tutors or reviewers to write, edit, or revise your work, or receiving significant conceptual or analytical assistance from anyone not directly involved with Brown University
- ... providing your work to another student for their use in completing assignments.
- ... working on individual assignments “as a committee.” You should not begin work on individual assignments in a group setting, where you step through the prompts and craft answers by consensus.
- ... embedding the work of others (published or unpublished), even simple websites, in your assignments without proper attribution and citation.
- ... failing to contribute to the work of your team in an appropriate allocation of effort. Not following through with your commitments to the project.

Use of artificial intelligence (e.g., ChatGPT)

- PRIME recognizes that AI is a powerful technology that can be used for both good and nefarious purposes.
- PRIME supports the use of AI as a means to enhance student learning, either as a research tool or as a tutor to explain concepts from a different perspective.
- However, in its current state of development, AI is generally not an authoritative source of knowledge. Be critical, and perhaps even skeptical, of AI-generated information and do not rely on it as a single source.
- If students use an AI tool to proofread, edit, modify, or enhance content that a student wrote originally, the student must include a notation briefly explaining and quantifying the extent to which the resulting output is the student's original work. For example: "An original answer to this question was created solely by me. This submitted answer, with changes suggested by [AI Tool], is approximately []% the same as my original answer."
- Under no circumstances is it acceptable to submit original output from an AI tool as if it is the students' own work. Submitting AI-generated unattributed production, even with the students' subsequent editing, as their own original work is considered plagiarism, just as would be the case with a student's use of others' works. If a student uses AI-generated original output of any kind in their submitted work, they must document that with proper citations and referencing.
- Under no circumstances should a third-party tool be used to check for AI use without proper attribution.

To properly cite the use of ChatGPT, please refer to the information provided by Brown University's Library: <https://libguides.brown.edu/c.php?g=1338928&p=9868287>

First-time cases where an AI tool is used without proper citation and attribution will result in an academic warning. A second occurrence of AI use will result in automatic withdrawal from the PRIME program.

C. Attendance

Consistent and fully prepared attendance is required in all core courses due to their highly interactive and participatory nature. Each class session may include lectures, group work, student presentations, and case discussions. As such, full attendance and active engagement are essential. Students are expected to arrive on time and fully prepared, having completed all assigned readings and analyses prior to class. Participation may involve being called upon directly to contribute to class discussions.

Students with more than two unexcused absences will forfeit their participation grade and may incur additional grade deductions if their absences negatively impact group performance. Students with four or more unexcused absences will receive an NC within the course.

Excused absences may include illness, urgent family matters, or other emergencies. These must be communicated in advance and approved by the instructor. Instructors may request documentation to substantiate excused absences. All missed work must be made up in a timely manner. Students should notify the instructor as early as possible if they are unable to attend class.

D. Classroom Electronics Policy

To support active engagement and deep learning, the use of electronic devices in PRIME classrooms is restricted. Unless otherwise specified by the instructor, students must keep all electronic devices, including laptops, tablets, and phones, stored in their bags during class. If notes are needed for reference, students are expected to bring printed copies. Students who do not follow this policy may be asked to leave the classroom.

This policy is based on extensive research indicating that the use of electronic devices in class often reduces learning effectiveness. Key findings from the literature include the following:

- Multitasking decreases comprehension and attention. When attempting to follow multiple streams of information, students are less likely to engage meaningfully with the material.
 - Even when used for notetaking, laptops and tablets often become sources of distraction, which can interfere with learning.
- The use of electronic devices by other students nearby can be disruptive and negatively affect others' focus.
- Taking notes by hand leads to better long-term understanding and memory retention compared to typing notes.

Students may review the following studies for further insight:

- [How distracting are laptops in class? – Washington Post](#)
- [Take notes by hand for better long-term comprehension – Association for Psychological Science](#)
- [A learning secret: Don't take notes with a laptop – Scientific American](#)

This policy aims to foster a focused, respectful, and productive learning environment for all students. Faculty may remove students from the classroom if their behavior is disruptive or inconsistent with program expectations. If, after the first incident, this behavior recurs, the student will receive a warning letter from the academic director. If the behavior occurs a third instance and the faculty member removes the student from the classroom, the student will receive an NC in that class.

E. Online Course Etiquette

PRIME courses may be offered in an online format. All students are expected to participate fully and uphold the same standards of professionalism and engagement.

- Students attending remotely are expected to:
- Join the class on time from a quiet, distraction-free environment.
 - Keep their camera on unless instructed otherwise or unless a documented accommodation has been made. Avatars may not replace a student actual face, nor will photos or looped videos of a student be prohibited.
 - Use a headset or microphone to ensure clear audio and reduce background noise.
 - Mute their microphone when not speaking.
 - Use the chat function respectfully and only for questions or comments relevant to the course.
 - Avoid multitasking during class to remain focused and present.
 - Dress appropriately for a professional academic setting.
 - Ensure a reliable internet connection to minimize disruptions.
 - Notify the instructor in advance if you expect or encounter technical issues during class.

Zoom-based instruction is a professional learning environment, and students are expected to conduct themselves as they would in a physical classroom. Faculty may remove students from the Zoom room if their behavior is disruptive or inconsistent with program expectations.

IX. STUDENT TIMELINES, TUITION, AND STANDING

A. Timelines for Master of Science (Sc.M.) Students

The PRIME Sc.M. program duration default is enrollment for three (3) semesters. All PRIME Sc.M. students are admitted into the three-semester, one-year trajectory (2+3+3). Students are required to complete two elective courses, in addition to six core courses, totaling eight courses over the one-year program.

These electives must be 1000-level or higher and receive approval from the PRIME academic director. Students have the flexibility to choose electives from various departments at Brown University, and cross-registration opportunities are available with Harvard University and the Rhode Island School of Design (RISD) during the fall semester.

For Brown undergraduates pursuing the 5th-Year Master's option, may apply up to two approved courses taken as an undergraduate student towards their graduate degree allowing them to complete the program with six courses.

The typical timeline is three semesters or 1 year:

1 st semester	2 nd semester	3 rd semester
2 core courses	2 core courses plus one elective	2 core courses and plus one elective

If you vary from the expected courses or number of courses per semester, you must receive approval from the program director as a UFunds form is required to be submitted to the registrar. Please note, there may be visa implications for international students who deviate from the program's structure. International students must be enrolled full-time. Please check with the program directors and OISSS, as regulations for international students frequently change.

B. Tuition Deadlines and Expectations

The deadline for paying your summer semester tuition bill is the second week in June; the payment deadline for fall semester is in August; the payment deadline for the spring semester is in January. [Billing and Payment Information](#) can be found on the Graduate School website and the [Bursar](#) website.

All students will be billed for a minimum of two courses. Once you have registered for a third course, you will receive an updated bill for that third course. [2] Account balances not paid by the deadline are assessed a 1.5% late fee. Students with account balances will have a hold placed by the [Bursar Office](#) on their student records. Please note: The University Bursar hold will prevent students from receiving academic transcripts, receiving their diploma, bookstore charging privileges, and participating in pre-registration for upcoming terms.

Once the student account is paid and cleared, holds are released and privileges restored.

Current tuition deadlines and policies may be found on [Brown's Graduate School](#) site and also in the [Policies section](#) of the Bursar webpage.

C. Academic Standing

Students receive a copy of the PRIME Academic Standing Policy within this handbook before starting the program. They are asked to confirm that they have received the policy, read it, and will adhere to it prior to the program's start. Any student who does not sign this acknowledgment may not begin the PRIME program. The PRIME Academic Standing Policy is located in Appendix A.

Evaluation of Good Academic Standing

Each student in PRIME is assigned a faculty advisor at the start of the academic year. Students are expected to meet with their advisor regularly to discuss academic goals, course planning, experiential learning components, and professional interests. Advisors serve as a primary resource for students navigating their academic journey and making the most of the PRIME experience.

PRIME maintains an internal progress record for each student, tracking course completion, performance, and participation in required experiential learning elements, such as PRIME@Work. This record is used to monitor each student's advancement toward meeting degree requirements and to identify any emerging concerns.

At the end of each semester, the Academic Director and Program Director review the academic progress of all PRIME students. This review encompasses final course grades, faculty feedback, and the completion of milestone activities aligned with the curriculum. If any concerns arise, such as low grades, missing requirements, or failure to meet expectations in experiential learning, the Academic Director and Program Director will confer with the student's advisor and follow up with the student directly to discuss next steps.

The end-of-semester review process also helps the program team identify patterns across the student cohort, such as shared challenges or curriculum-related issues. These reviews inform program improvements, guide adjustments to advising approaches, and ensure that the PRIME curriculum continues to meet the evolving needs of students and industry.

Early in the spring semester, the PRIME Academic Director and Program Director conduct a graduation review for each student on track to complete the program. Students will be notified of their standing based on one of the following: (1) The student has completed all degree requirements, (2) The student is expected to complete all remaining coursework and experiential requirements by the end of the spring semester, or (3) The student is not on track to complete the program and will need further guidance to plan for future completion or withdrawal.

D. Leave of Absence

All students seeking to take a leave of absence from their program of study must complete the appropriate leave of absence (LOA) request in [UFunds](#). Students considering a [medical leave of absence](#) should consult with [Janaé Victoria](#), Assistant Dean of Student Affairs in the School of Professional Studies (SPS). [University Health Services](#) and/or [Counseling and Psychological Services](#) may also be utilized as needed. All other leaves (personal, professional development, family, and academic probationary) require the student to complete the graduate leave of absence form in UFunds. You must identify PRIME's Academic Director **AND** Program Director as recommenders before submitting, as a UFunds form needs to be submitted by the program to change the EOD (end of completion date).

E. DEADLINE FOR COMPLETING DEGREE REQUIREMENTS

Full-time students typically complete the PRIME program within one year. Students may request part-time status, but they must complete all degree requirements within a five-year period. In unusual situations, where a student needs to extend beyond the five-year timeline, the student can request an extension. The request must include a detailed timeline and plan for finishing all PRIME degree requirements. The PRIME program directors and the Dean of the Graduate School will review requests.

F. 5th Year Master's Program

Students enrolled in the 5th-year master's program following receipt of their Bachelor of Science (Sc.B.) degree may apply two relevant 1000- or 2000-level undergraduate courses from their Brown undergraduate program, even if they were used to satisfy Sc.B. degree requirements. The 5th Year Master's program is typically completed in one academic year.

G. Cross-Registration

[Cross-registration agreements](#) in place between Brown and the Harvard University Faculty of Arts and Sciences, as well as between Brown and the Rhode Island School of Design, that allow for the cross-registration of graduate students in courses without incurring tuition fees at the host institution. Cross-registration is available for Sc.M. students. A request for cross-registration should be based on an interest in specific courses that are not offered at Brown University but are available at the graduate level at the other institution. The host institution and Brown expect an academic performance threshold. Each cross-registration request is reviewed with these two criteria in mind. PRIME master's students in Good academic standing are typically allowed to cross-register for one course over the duration of their program.

H. Transfer Courses

Brown's School of Professional Studies allows at most one course taken elsewhere to be transferred to Brown to be used towards your Master's requirements. This course must have been taken after you received your bachelor's degree and must not have been used towards any other degree. The course should be a four-credit course taken in the semester system (as opposed to a three-credit course or a course taken in the quarter system). If, for example, you've taken two three-credit courses in the semester system, or two or more courses in the quarter system, they might be combinable into something equivalent to a Brown course. It's also important that the course (or combined courses) cover the same material as one of our courses (and thus replace that course). If you think you have a course (or courses) that qualify, please contact the PRIME

Master's Academic Director. You must receive a B or higher for a course to be considered for transfer credit. [Brown has credit guidelines that vary for graduate students.](#)

If a PRIME student cross-registers and takes a course at Harvard or RISD in the fall term, that is considered their transfer credit. No other transfer credits will be accepted.

Please note that 5th-year master's students are not eligible to use transfer courses to satisfy their master's degree requirements, as they do not take electives and cannot cross-register.

XII. ADVISING AND GRADUATION

A. Program Advisors

The Academic Director and faculty serve in an advisory role to PRIME master's students. Each student will be assigned an advisor and will meet with one of these advisors to review their preparation and goals, discuss the choice of a tentative degree plan, and course progression. These advisors will continue to advise the student on their progress throughout the period of study, maintaining an open line of communication, providing individual guidance, and monitoring each student's progress.

B. Optional Research Opportunity

Students in the PRIME program have the option to pursue research in addition to their required coursework and experiential learning. This opportunity is not guaranteed and requires the student to independently identify a faculty member who is willing to support their participation in a lab or research project.

Engaging in research can be a valuable way to deepen expertise in a specific area of innovation, technology, or entrepreneurship. If a student is interested in this path, they are encouraged to begin exploring potential research topics during the summer or fall semester and to contact faculty whose work aligns with their interests directly.

The decision to pursue research should be made thoughtfully, considering time commitments, alignment with career goals, and the capacity to meet expectations in both the research setting and the core program. If approved, the research work typically begins during the spring semester and may be structured as an independent study or research elective, subject to advisor and program approval.

Any engineering graduate student who plans to work in an engineering laboratory must attend an [Environmental Health and Safety](#) Training Seminar. The Engineering Safety Officer informs all graduate students by email of the dates and times that these three-hour seminars are held. Failure

to attend this required training may result in the revocation of a student's TA or RA appointment or laboratory access. Depending on the nature of the research in which a student participates, other safety training may be required before we grant student access to a lab (i.e., hazardous waste, laser safety, biosafety, radiation safety etc.). An introductory [Laboratory Safety](#) training course as well as more specialized training are required, depending on the nature of your work and the type of lab. Laboratory safety courses are available through Brown's Office of Environmental Health & Safety. Please visit the [EHS website](#) to view courses available and descriptions of who is required to attend.

C. Finalization of Degree

Brown offers degree conferral in May, October, and February. All students who plan to receive a degree must file an [Application to Graduate](#) in Banner Self-Service. Refer to the Registrar's website for dates and deadlines. If your graduation plans change after you have applied, please inform the Registrar immediately.

Your completed graduation application is first sent to the Registrar and then forwarded to the School of Engineering, where it is reviewed for completion of requirements by Student Affairs and the Director of Graduate Studies. Applications to graduate are reviewed in September for October graduates, in January for February graduates, and in April for May graduates. Note: The only commencement ceremony at Brown is held in May; graduates from October and February are invited to participate in the May ceremony.

If your application to graduate is not submitted by the due date, the Graduate School will deny the application and you will be required to register for the next available degree conferral. For additional information, please visit

<https://www.brown.edu/academics/gradschool/about/commencement>

D. Attending Commencement

For those planning to attend [Commencement](#), you also must [register](#) to participate. When you register, please identify any awards and honors you received while a graduate student at Brown for possible inclusion in the Commencement program. Please complete this task regardless of whether you plan to attend the ceremony. The Graduate School provides graduating students [detailed information](#) on how to plan for and participate in Commencement.

XIII. MISCELLANEOUS

A. Awards

There are a number of ways to be recognized for the work that a student does throughout their time within the program. Please see the [School of Engineering](#) and [PRIME](#) web pages for more information on the awards given at the end of the school year.

B. Community: The Graduate Student Council

Graduate Student Council

The [Graduate Student Council](#) (GSC) helps foster a sense of community among graduate students across departments, facilitates collective action on issues affecting graduate students, and serves as a voice for the graduate community. Like the GSC Facebook page to keep current with [events](#). Resources, such as alternative sources for [conference funding](#), are available to support the academic and social lives of Brown graduate students.

C. Wellness Resources

When Brown students are psychologically healthy, they perform better academically, form and sustain more meaningful relationships, and can make the most out of their time while at Brown. We are committed to supporting the wellness of our students and have created a space for relaxation within the Engineering Research Center (ERC). Our private single-occupant **Wellness Room** is located on the 2nd floor of the ERC, Room 203. Use of this space must be reserved for up to two 30-minute increments per day. This room is for wellness use only, including restful breaks to support mental health, for nursing mothers, and for private conversations with health care providers. Priority is given to nursing mothers, both in scheduling priority and unlimited usage. Check the [online schedule](#) for room availability and to make your reservation. You will receive a Google calendar confirmation once you have scheduled the space for yourself.

[Counseling and Psychological Services](#) (CAPS) provides crisis intervention, short-term individual therapy, group therapy, community outreach, and referral services. They offer consultation to students, faculty and staff who are concerned about the well-being of students. Walk-in appointments are free of charge and confidential. CAPS is located at 69 Brown Street in Page-Robinson Hall, 5th floor, Room 512. To make an appointment, please call (401) 863-3476 or visit CAPS, Room 512 of 69 Brown St.

Friends are often the first to notice when a student is experiencing high levels of distress. Please access these [resources for a friend in distress](#) as needed. We hope you never feel alone or that you have to face difficult situations on your own. [Many university services](#) stand ready to assist you in an emergency as well as in non-emergencies.

Important contact in the School of Professional Studies

The Assistant Dean of Student Affairs is well-versed in the challenges and issues unique to master's students. Master's students may see her to discuss:

- Medical and personal leave
- Support for individual students
- Support practices and policies

D. Student Life Resources

[Academic Support](#) (Office of the Dean of the College, University Hall): Provides academic support services that supplement the support provided by course instructors.

[Brown Center for Students of Color](#) (68 Brown Street): The Brown Center for Students of Color is a student-focused center designed to provide students of color with a base for social, academic, administrative, cultural, and organizational support.

[Brown Recreation](#): Information about on-campus fitness facilities, aquatics, and club sports.

[Health Education Services](#) (13 Brown Street): Make an appointment with the nutritionist, talk with a Health Educator about alcohol or sexual health, and get information about sexual assault.

[Center for Master's Student Excellence](#) (CMX) at Brown University serves the diverse needs of master's students to ensure an excellent experience while at Brown and beyond. From expert advice to industry insights, resume and interview preparation to networking tips, the career development center is designed to support and empower master's students on their journey towards successful and fulfilling careers. The Center works in collaboration with academic departments to connect students with career resources; help students identify their skills, interests and values and to explore a wide range of career options; and to articulate their unique experiences to employers.

[Counseling and Psychological Services \(CAPS\)](#), (69 Brown Street, Page-Robinson Hall, 5th Floor, Room 512): Provides crisis intervention, short-term individual therapy, group therapy, community outreach, and referral services.

[Graduate Student Professional Development](#), (Horace Mann, 47 George Street): Development opportunities include advanced teaching opportunities, Global Mobility grants and research travel funds, interdisciplinary scholarly opportunities at Centers and Institutes, communications workshops and public research talks, and a series on exploring careers in higher education administration.

[Health Services](#), (13 Brown Street): Your resource for emergency medical services, non-urgent medical care, and confidential sexual assault hotline. [Bwell Health Promotion](#) provides educational resources for nutrition, sexual health, sexual assault and dating violence, physical and emotional health, alcohol and drug use, and more.

[LGBTQ Center](#) (22 Benevolent Street): Provides a comprehensive range of education, information and advocacy services and works to create and maintain an open, safe, and inclusive environment for lesbian, gay, bisexual, transgender, queer and questioning students, faculty, and staff, their families and friends, and the campus community at large.

[Office of the Chaplains and Religious Life](#) (69 Brown Street, Page-Robinson Building, 4th Floor,

Room 410): Works to ensure that a diversity of beliefs has voice and vitality throughout the University community. OCRL sponsors many faith-based programs and coordinates a broad set of chaplains and affiliates that advise a breadth of spiritual traditions.

[Office of Institutional Equity & Diversity](#) (Horace Mann 3rd Floor): Provides leadership for the formulation and oversight of policies related to pluralism and equity and initiates programs and practices that promote diversity, inclusion, and fair treatment for all members of the Brown community.

[Office of International Student and Scholar Services](#) (OISSS, 69 Brown Street, Page-Robinson Hall, 3rd Floor): Facilitates the integration of international students and scholars into the Brown community. OISSS provides advising services on immigration and visa matters, work permission, orientation, cultural adjustment, and personal concerns.

[Division of Campus Life](#) (20 Benevolent Street): Provides a variety of services, support and outreach to undergraduate, graduate, and medical students designed to promote academic achievement and personal development.

[Office of Military-Affiliated Students](#) (Vartan Gregorian Quad A, 101 Thayer Street, Room 106): Brown is committed to building a community that actively supports veterans who are beginning, returning to, or advancing their pursuit of higher education. This office supports the experience of all student veterans, including those who served in the military for countries other than the United States.

[Ombuds Office](#), (Hillel Building, 80 Brown Street, 3rd Floor): The Ombuds Office provides an independent, confidential, neutral and informal resource for faculty, staff, postdoctoral fellows and associates, graduate students and medical students who have concerns arising from or affecting their work and studies at Brown.

[Sarah Doyle Center for Women and Gender](#) (26 Benevolent Street): Seeks to provide a comfortable, yet challenging place for students, faculty, and staff to examine the multitude of issues around gender. The Center offers programs and services for all members of the Brown community and is a site for research into and exploration of gender issues that extend into and beyond the classroom.

[SHARE Advocates \(Sexual Harassment and Assault Resources and Education\)](#), (Andrews House, 13 Brown Street): Confidential services include support for a survivor or friends of a survivor, help filing a complaint (if that is the student's choice), and help navigating resources at Brown and the community.

[Sheridan Center for Teaching and Learning](#), (Sciences Library, 201 Thayer Street, 7th floor): Provides practical advice about teaching and professional development; promotes best practices and promising new practices in teaching; supports instructors as they launch and develop their professional careers.

[Student Accessibility Services \(SAS\)](#), (20 Benevolent Street): SAS coordinates and facilitates services for students (including graduate students and postdoctoral trainees), faculty, staff and visitors with physical, psychological, and learning disabilities. Click [here](#) for FAQs.

[Substance Abuse Support](#) (addiction and recovery): The University dedicates resources to support students in recovery from addiction and substance use disorders, and to assist all students negatively affected by their own or others' substance use. The Dean of the College office and the Division of Campus Life provide overlapping services to students with substance use disorders, to develop campus policies regarding alcohol and other drugs, and to educate all members of the campus community about alcohol and drugs and their effects. For more information about available services, please email our Dean for Recovery and Substance-Free Student Initiatives, [Lindsay Garcia](#), in the Office of the Dean of the College.

E. Attending School Seminars and Talks

A key component to being a successful graduate student is intellectual curiosity. As such, the department strongly encourages all graduate students to attend thesis defenses. Ongoing Engineering seminars are held throughout the year by visiting scholars and other professionals, which we also encourage you to attend. You may view [Engineering's events calendar](#) to see current and upcoming school-wide activities. There are two travel funds you can apply to:

The [School of Professional Studies](#) offers funding for Graduate Students presenting at research or academic conferences, both in-person and virtually, for both domestic and international conferences. Students can apply for up to \$1,000 to cover registration, travel, and other related expenses.

F. Writing Resources

In graduate school, it is expected that students become proficient in technical writing, including but not limited to class reports and summaries, term projects, technical papers, thesis or dissertation proposals, and thesis or dissertations. [The Writing Center](#), located in the Sciences Library, 201 Thayer Street, 5th Floor, is an excellent resource accessible to all master's students. View additional [library resources](#) for research on engineering-related topics.

Other Writing Resources:

Thyer, B. A. 1994. [Successful Publishing in Scholarly Journals](#). SAGE Publications.

Beer, D. and Mc. Murrey, D. 2013. [A Guide to Writing as an Engineer](#), Fourth edition: Wiley.

G. Engineering Contacts

GRADUATE PROGRAM LEADERSHIP	
Director of Graduate Studies (DGS) for Engineering	Robert Hurt
Co-Directors of Graduate Studies (co-DGS) for Biomedical Engineering (BME)	Michelle Dawson Vikas Srivastava
Biomedical Engineering Master's Program Director	Marissa Gray
Chemical Engineering (ChemE) Master's Academic Director	Franklin Goldsmith
Data-Enabled Computational Engineering and Science (DECES) Master's Academic Directors and Program Director	Yuri Basilevs George Karniadakis Michael Donohue
Electrical and Computer Engineering (ECE) Master's Academic Director and Program Director	Pedro Felzenszwalb Ted Tracy
Materials Science (Materials) Master's Academic Director	Lucas Caretta
Mechanical Engineering and Applied Mechanics Master's Academic Directors	Daniel Harris Bill Curtin
Master in Innovation Management and Entrepreneurship (PRIME) Academic Director	Ja-Nae Duane
Master in Innovation Management and Entrepreneurship (PRIME) Program Director	Tina Garfinkel
Master of Arts in Design Engineering (MADE) Program Director	Beth Altringer Eagle

SCHOOL OF ENGINEERING STUDENT AFFAIRS STAFF

Celinda Kofron	Associate Dean of Educational Initiatives	B&H 316	863-9992
Carolyn Harris	Manager, Analytics, Curriculum, and Student Programming	B&H 314	863-6859
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Dary Chheng	I-BEAM Program Coordinator	B&H 235	863-6007

Victoria Riccitelli	MADE Program Coordinator	B&H 312	863-1471
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A School of Engineering Faculty and Staff Directory may be found at <http://www.brown.edu/academics/engineering/people>

FACULTY

Visit the School of Engineering website for a listing of our current faculty and areas of expertise: <http://www.brown.edu/academics/engineering/people/faculty>

GRADUATE STUDENTS

A full graduate student directory, including PhD and Master's students, may be found at: <https://www.brown.edu/academics/engineering/graduate-student-directory>

BROWN UNIVERSITY PEOPLE SEARCH

<http://directory.brown.edu/search>

Appendix A: PRIME Good Academic Standing Policy

Masters in Innovation Management and Entrepreneurship Program Good Academic Standing Policy

June 2025

Overview

To maintain good academic standing in the PRIME Master's Program, students must consistently demonstrate strong academic performance and professional conduct throughout the one-year program. PRIME students are required to complete 6 required letter-graded courses (ABC/NC) and 2 elective letter-graded or satisfactory/no credit (S/NC) and to actively engage in associated experiential learning components, such as PRIME@Work, when applicable. Courses may use proctoring technology to help ensure academic integrity.

Grading Standards

Students receive full letter grades of A, B, or C. There are no plus or minus designations, and no grade of D is awarded. Failing grades are recorded as "No Credit" (NC). All required PRIME courses must be taken for a letter grade unless the course is designated as mandatory Satisfactory/No Credit (S/NC) by the instructor. Independent studies must be taken for a letter grade.

Grades of Incomplete, No Credit, or late withdrawal will be noted in internal academic progress reviews and may impact academic standing and program continuation.

Definition of Good Academic Standing

To maintain good academic standing, PRIME students must:

- Complete all six required courses within one academic year.
- Maintain a grade average equivalent to a “B” or higher across all courses.
- Earn no more than two grades of C during the program.
- Earn no grades of No Credit (NC).
- Fulfill all expectations related to experiential learning components, including attendance, deliverables, and professional conduct.
- Resolve any Incomplete (INC) grades by the end of the following semester.

Students who meet academic performance criteria are considered to be in good academic standing. Students who fall outside these parameters will be subject to a formal review by the academic leadership team. For example, students who receive a grade of 'C' in a course will typically receive a formal warning letter. Each year, approximately 10 students receive such a letter following the summer term. The letter outlines that if the student receives an additional 'C' in a future course, they may be subject to dismissal from the program. If a student receives two 'C' grades within the same semester, this will trigger a review of the student's overall academic performance by the Academic Director and a determination as to whether the student is terminated from the PRIME program will be made.

Incomplete Grades (INC)

Students who receive a grade of Incomplete in any course must complete the coursework by the end of the following semester. For example, an Incomplete received in the fall must be completed by the end of the spring semester, and one received in the spring must be resolved by the end of the summer. If the coursework is not completed within this timeframe, the grade will automatically convert to No Credit (NC), and the related policies will apply. Students with valid extenuating circumstances may request an extension through the Academic Director.

Impact of No Credit (NC) or Late Withdrawal

If a student receives a grade of No Credit (NC) in any PRIME course, it will trigger an immediate written warning and a formal performance review. The student will be given one opportunity to retake the course the next time it is offered. A second occurrence of an NC or a late withdrawal from any course will result in automatic withdrawal from the PRIME program. Students who are concerned about their academic progress or course performance should proactively communicate with the Academic Director or course instructor to seek support as early as possible.

Monitoring and Notification

Student performance is reviewed at the end of each semester. If a student falls out of good academic standing, they will be notified in writing. The notice will identify the areas of concern and outline any requirements needed to return to good standing. Failure to meet these conditions in the following semester will result in automatic withdrawal from the PRIME program.

Graduation Requirement

To be eligible for graduation, students must be in good academic standing. This includes earning a B average or higher across the six required courses, having no more than two 'C' grades, no 'NC's' grades nor 'INC's' grades, and meeting all program requirements, including participation in experiential learning when applicable.