**Student Information (all fields required):**

- **Full Name:**
- **Student ID # (e.g. 162030):**
- **Classification:** Freshman___Sophomore___Junior___Senior___
- **Anticipated Date of Graduation:** (Month) Aug___Dec___May___ (Year) 20____
- **Department:**
- **Program/Major(s):**
- **Phone:** (_______)__________-___________________
- **Email Address:**

**COMPLETE THE INFORMATION BELOW:**

- **Institution Name/Full Address:**

**Do you need a Letter of Good Standing? Y___N___** Universities may request a “Letter of Good Standing.” Be sure to include the institution’s full address if a letter is required.

- **Term:**
- **Reason(s) For Request:**

**Student completes this section:**

<table>
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<tr>
<th>Dept.</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Semester Hours</th>
<th>VU Credit hours granted</th>
<th>VU Equivalent Course</th>
<th>Counts to Dept Major/Minor</th>
<th>Dept. Approval Signature</th>
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**Department Evaluator completes this section:**

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**Student’s Signature** Date  Adviser Signature Date

**OAS Use Only:**

- Accredited: _______  Good Standing: _______  GPA: _______  Previous Transfer Hrs: _______
- Preliminary Notification: _______  Final Notification: _______  TC Posted: _______  LOA: _______

**OAS Signature** Preliminary Approval Date  Final Approval Date
Coursework Elsewhere Transfer of Credit Policies:

1. To pursue study abroad coursework elsewhere, the student must be in good standing with a 2.700 minimum cumulative grade point average at the end of the semester prior for Study Abroad; 2.000 minimum in the Spring semester for Summer coursework.

2. Transfer courses must be taken at a four-year, fully accredited American college/university.

3. No more than a total of 15 hours may be transferred toward the Vanderbilt degree for Study Abroad during the academic year (Fall/Spring); 12 hours over the Vanderbilt career for Summer coursework.

4. Courses MAY NOT be taken pass/fail, and the grade earned must be a “C-” or better.

5. Courses MAY NOT be part of the student’s last 24 hours at Vanderbilt.

Procedures:

1. Take this form, with the course description and syllabus, to the appropriate department(s) for evaluation and departmental approval of all listed courses.

2. Have the form signed by your faculty adviser(s) – (both advisers if you are a double major).

3. Return completed form to the Peabody Office of Academic Services, 211 Peabody Administration Building for preliminary Peabody approval.

4. Students who do not meet the Peabody eligibility requirements to pursue course work elsewhere will be notified by email once grades from the term before the proposed abroad experience have been processed (ex - if you plan to study abroad in the Spring, you will be notified via email after Fall grades have been entered).

5. Upon completion of summer or study abroad coursework, students must request that an official transcript be mailed directly to the following address:
   
   Vanderbilt University  
   Peabody Office of Academic Services  
   230 Appleton Place  
   PMB 323  
   Nashville, TN 37203  

   If your school/agency is going to send the transcript via FedEx or UPS, please contact our office for the address.

6. Upon receipt of the official transcript, the transfer work will be posted to the Vanderbilt academic record and students and advisers will be notified via email.

Suggestions:

Give yourself some flexibility. Have more courses evaluated than you intend to take (if you plan to take two courses, have five or six evaluated). If you have any questions regarding transfer of credit, please contact the Office of Academic Services.

Warning:

Courses will not be evaluated after the last day of classes for the semester. Faxing or e-mailing course descriptions/syllabi will not be allowed once you have left campus.

Courses conditionally approved “pending syllabus review” are tentative and credit may not be given. Please discuss this very carefully with the departmental evaluator. It is solely the student’s responsibility to obtain complete approval – in writing – for any transfer course work.