This handbook provides detailed information for Master's students who are enrolled in the Department of Leadership, Policy and Organizations. It is a supplement to the current university catalog, *The Bulletin of Peabody College, Vanderbilt University*.

*The Bulletin* is published as a series of catalogs, one for each school or college in the university, and it provides information regarding general academic policies, library resources, research facilities, resource centers, course descriptions, and student services.

See also: *An Introduction to Peabody.*

2016-2017 Cohort

PEABODY
LPO Purpose Statement

To understand and enhance the social, institutional, and organizational contexts in which people learn—schools, universities, and workplace settings among them.
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### 2016-2017 Calendar of Important Dates

#### August
- **1**: Deadline to waive health insurance coverage
- **17**: Deadline to pay tuition and fees without late charges
- **22-23**: Orientation
- **24**: First day of Fall Semester

#### September
- **5**: Labor Day – Classes are in Session
- **7**: Last Day to Register for a Class

#### October
- **13-14**: Fall Break
- **20-22**: Homecoming Weekend
- **31**: Registration begins for Spring semester

#### November
- **14**: Last Day to submit Intent to Graduate form for students graduating in May
- **18**: Spring Registration ends
- **19-27**: Thanksgiving Break

#### December
- **8**: Last Day of Fall Semester Classes
- **9-17**: Exams
- **5**: Enrollment for Spring re-opens
- **17**: Holiday Break Begins

#### January
- **3**: Deadline to pay Spring tuition without late fees (or make arrangements with Student Accounts)
- **9**: First Day of Spring Semester Classes
- **16**: Martin Luther King Jr Holiday – No Classes

#### February
- **20**: Summer class schedule available in YES

#### March
- **4-12**: Spring Break
- **13**: Students start loading registration carts for Fall Semester
- **27**: Summer Registration begins

#### April
- **10**: Fall Registration begins
- **14**: Last Day to Submit Intent to Graduate form for August Graduation!
- **24**: Last Day of Spring Semester Classes
- **25 – May 4**: Exams

#### May
- **4**: Last Day of semester
- **12**: Commencement
INTRODUCTION TO LPO

As a graduate of Leadership, Policy and Organizations (LPO), you have an opportunity to assume a leadership role in any number of organizations where learning takes place: in and out of schools, in government, in research universities, in policy making and research groups, in corporations, in foundations, in private sector consulting firms and think tanks, and in other contexts.

As an LPO student, you will have the opportunity to collaborate with an internationally known faculty, and you will be able to participate in research activities with local, national and international implications.

Your LPO professors make up a multidisciplinary research unit that relies upon social and behavioral science methods and knowledge to understand and engage in modern leadership preparation. You will have the opportunity to work with them as they conduct research to shed light on the interactions between economic and social conditions and a wide assortment of organizational and institutional arrangements related to learning.

Working with your advisor, you will craft a program of studies — your personalized academic program — that is consistent with the department’s expectations for intellectual rigor and breadth.

Your academic studies will be intellectually grounded in the department’s core, which takes human learning as its central focus, with connections to social, financial and political capital; organizational dynamics; leadership; instruction; curriculum; and decision analyses. You also will be exposed to topical areas that are included in your program core.

You will count among your fellow students school principals and teachers, college and university administrators, state policy makers and analysts, human resource directors, and organizational consultants.

Upon graduation, you will join a distinguished network of LPO alumni who are college faculty, college and university presidents, deans, school principals and vice principals, policy analysts, associate vice presidents for academic affairs, directors of student affairs, vice-presidents for institutional advancement, directors of alumni relations, directors of development and alumni giving, executive directors of non-profit organizations, directors of human resources, organizational and management consultants and corporate learning leaders.

Leadership, Policy and Organizations is among an elite few departments in the nation. We are pleased you have joined us.
THE HONOR SYSTEM

The Vanderbilt Honor System was instituted in 1875 with the first final examinations administered by the University. A student's personal integrity, then and now, was presumed to be sufficient assurance that in academic matters one did one's own work without unauthorized help from other sources. Upon enrollment at Vanderbilt University, it is expected that students will abide by the Honor System, as well as all other policies, outlined in the Student Handbook (available in the Registrar's Office). All students enrolled in Peabody professional programs are subject to the jurisdiction of the Peabody Honor Council.

The Peabody Honor Council consists of five students representing each of the departments and three faculty members appointed each September.

A Summary of the Vanderbilt Honor Code

The Honor System presumes that all work submitted as part of academic requirements is the product of the student submitting it unless credit is given with proper footnoting and bibliographic techniques or prescribed by the course instructor. Students are responsible for obtaining from their professors an explanation of the freedom they may exercise in collaborating with other students or in use of outside sources, including student's own work prepared and submitted for another course. In the event that a student does not obtain from the professor in any class a clear definition of the application of the Honor Code, the student must assume that the Honor Council will follow the strictest interpretation of the Honor Code with respect to that class.

Honor Code Violations

- Cheating on an exercise, test, problem, or examination submitted by a student to meet course requirements.

- Plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements.

- Failure to report a known or suspected violation of the Honor Code.

- Any action designed to deceive a faculty member or fellow student regarding principles contained in the Honor Code.

- Use of papers or texts prepared by commercial or non-commercial agents and submitted as a student's own work.
Submission of work prepared for another course without specific prior authorization of the instructors involved.

Falsification of any results pertaining to a study or one's research.

**Penalties for Honor Code Violations**

- Reprimand.
- Failure of the work in which the violation occurred.
- Failure of the course in which the violation occurred.
- Suspension from the school for not less than the remainder of the semester and not more than two semesters.
- Expulsion from the school.
- Loss of access to specified services.

The complete text and further details about the Honor Code are available at:
http://www.vanderbilt.edu/student_handbook/the-honor-system
ADMINISTRATIVE CHECKLIST

(Detailed information about each of these tasks follows the list).

Set Up VUnetID and e-password at
https://jprod.its.vanderbilt.edu/apps1/its-epassword/main.html

Check Vanderbilt email at:
https://email.vanderbilt.edu/owa/auth/logon.aspx?replaceCurrent=1&url=htpp%3a%2f%2femail.vanderbilt.edu%2fowa%2f

Complete agreement for Account Agreement Form (see forms at end of this section)

Complete 3rd PartyBilling paperwork
(https://finance.vanderbilt.edu/stuaccts/payments/third-party.php)

Waive Health Insurance if you have acceptable non-Vanderbilt health insurance.

Waive recreation fees if you live over 60 miles away or have a medical disability
http://www.vanderbilt.edu/recadmin/waiver/

Communicate your local address/phone number to the Department at:
rachel.v.manlove@vanderbilt.edu

Make sure the Registrar has a copy of your final undergraduate transcript
(showing the conferral of your degree).

Read academic regulations in the Peabody Bulletin
http://www.vanderbilt.edu/catalogs/peabody_grad/PeaG01.html

Read the Code of Student Conduct in the Vanderbilt Student Handbook
http://www.vanderbilt.edu/student_handbook/student-conduct

Check your Degree Audit in YES to make sure you meet requirements. Meet with
your advisor to discuss coursework.

Complete all course work

Submit the Intent to Graduate Form; check Academic Calendar for the due date.

Comprehensive Exam/Policy Paper/Capstone/

Graduate and Stay in Touch!
**VUnetID and EPassword.**

You must establish a VUnetID and e-password. You need this to register for classes, view your transcript, get your grades, and participate in classes using OAK. You will also need to set up a Vanderbilt email address. All of this can be done at: http://www.vanderbilt.edu/epassword. Follow the directions for New to Vanderbilt.

**Email Address.**

Your Vanderbilt email address is the **official address** for communications from Director of Graduate Studies, the Education Coordinator, the Program Director, the Department Chair and all course professors. Communications about upcoming events, registration for comprehensive examinations, and other matters pertaining to graduate study here at the Department of Leadership, Policy and Organizations will only come to your official Vanderbilt email address. You can forward your mail from this address to any mail address you wish to use. Failure to respond to official communication may delay your graduation if deadlines are not met.

You can check your email at: [vumail](http://its.vanderbilt.edu/vumail/)

**Submit Waiver for Student Health Insurance**

This must be submitted by August 1 to waive charges for student health insurance. This is a paper form and must be completed and sent to Student Accounts, Suite 100 Baker Building.

**Waive Recreation Center Fees**

You will be granted a waiver of your Fall / Spring fees **only if:** (1) you are a part-time student enrolled for four or fewer credit hours (including audit credit), (2) you are a student residing outside a circle of approximately sixty miles from the Vanderbilt campus as determined by zip codes, or (3) you have an extenuating medical situation. The Recreation and Wellness Center has partnered with EAD services to review and best accommodate all medical waiver requests. Graduate students carrying thesis or dissertation hours are considered full-time students and are therefore not eligible for a waiver of fees based on part-time status. ALL students (including Grad Students) who want to obtain a waiver for distance, must petition the Student Fees Waiver Committee in writing each semester to receive consideration for a waiver of these fees. [http://www.vanderbilt.edu/recadmin/waiver/](http://www.vanderbilt.edu/recadmin/waiver/)

**Complete Student Account Agreement**

The Student Account Agreement must be sent to the Vanderbilt University Office of Student Accounts. This process can also be completed online at: [https://finance.vanderbilt.edu/stuaccts/graduate/forms.php](https://finance.vanderbilt.edu/stuaccts/graduate/forms.php)
Submit 3rd Party Billing information

If someone else is paying your tuition (i.e., school, State Prepaid Tuition Plan) you can arrange for your tuition bill to be mailed directly to them. The form is available online at: https://finance.vanderbilt.edu/stuaccts/graduate/forms.php or at the end of this book.

Confirm Mailing Address/Phone

Email Rachel Manlove (rachel.manlove@vanderbilt.edu) with your current mailing address and phone number. The department needs to have current contact information in case of emergency.

Final Transcript

The Registrar’s office must have an official final transcript from your undergraduate university that shows that your bachelor’s degree was conferred. If you had not yet graduated when you applied for the masters program, you must have your undergrad institution send a final transcript to Peabody Registrar, GPC 323, 230 Appleton Place, Nashville, TN 37203.

Read the Peabody Bulletin

The Bulletin of Vanderbilt University/Peabody College is available at: http://www.vanderbilt.edu/catalogs/peabody_grad/PeaG01.html This contains an extensive listing of policies and academic regulations, resources, financial aid information, and other information important for new students to know. Much of what is in this manual is excerpted from the Bulletin, but is not an exhaustive source of the regulations listed therein.

Degree Audit

You can check your progress toward requirements in your program by checking Degree Audit in YES. This breaks down the courses you have taken that meet specific requirements and flags unmet degree requirements. You may have to submit a Course Substitution Form to move a course to a specific requirement area. (See Appendix for form)

Complete Coursework

Grading System

The grading system for professional study at Peabody College includes the letter grades of A, B, C, Pass, No Credit, and F. Plus or minus modifiers may be associated with letter
grades as shown in the table below. Grade point averages are calculated using indicated grade point values.

**Defined Grades with Corresponding Grade Points per Credit Hour**

A = 4.000  C+ = 2.300
A− = 3.700  C = 2.000
B+ = 3.300  C− = 1.700
B = 3.000  F = 0.000
B− = 2.700

The letter I (incomplete) may be assigned with the instructor’s approval of the student’s written request (via the Request for Incomplete Grade form available at the Peabody Records Office) if the student is unable to complete the work in the published time period. If after the specified completion date (not to exceed one year), the incomplete has not been removed, it will be changed to the grade the student would have received without the missing work. Exceptions to the one-year limit on incomplete grades are master’s theses and dissertations.

A grade of MI is given if a student has incomplete work and also missed the final examination. An M is assigned if a student has missed the final examination. The symbol W (withdrawal) is assigned in lieu of a grade when a student withdraws from a class before the end of the first week after mid-semester. After that point, withdrawal will result in an F. A student who withdraws from school for reasons such as illness, unusual personal or family problems, and the like may petition the Dean’s Office for an authorized administrative withdrawal. If approved, the student will receive a grade of W for courses in progress. A student who withdraws from school without an authorized administrative withdrawal receives grades of W or F depending upon the date of withdrawal. The grade of W is not included in the calculation of the grade point average.

**Grade Point Average**

A cumulative grade point average of 3.000 (or a B average) in course work taken for credit is necessary for graduation (A=4, B=3, C=2, F=0).

**Academic Probation**

A professional student whose cumulative grade point average falls below 3.000 is placed on academic probation and must achieve, as a minimum, a 3.000 grade point average for the next semester (or summer session) at Peabody to avoid dismissal and to continue for a second semester on probation. A student who is on academic probation may not receive a grade of Incomplete or take a course on a Pass/Fail basis. By the end of the second semester (or summer session) in which the student enrolls while on academic probation, he or she must achieve a cumulative grade point average of 3.000 or be subject to dismissal from the college. Under certain circumstances, a student who has been formally dismissed may be readmitted to the college. The appropriate department chair must review and recommend for the dean’s approval any request for readmission.
Pass/Fail

Because all courses in the ISL program are required, no classes are available to be graded on a Pass/Fail basis.

Auditing

A Peabody degree-seeking student wishing to audit Peabody courses with no entry on the transcript does not register or pay for the courses. Permission must be obtained from the instructor to sit in on the class. A student wishing to have a notation of the audit made on the transcript must register for the course and pay a $10 fee. Only a student admitted to a degree program and registered for at least one course for credit may audit; a special student is not eligible for audits. Course instructors have individual expectations of students auditing courses; auditing students should discuss these expectations with the instructor at the beginning of the semester. An audit registration may not be changed to a graded or Pass/Fail registration after the first week of class.

Intent to Graduate Form

Students must submit an Intent to Graduate form early in the semester they will graduate. For ISL students, you should submit this in May of your second summer term.

Submitting this form triggers a review of your record by the Registrar’s office to ensure that you have completed all necessary forms and requirements. You will receive a Checkout Letter which lists anything that must be finished before you graduate. This form also will get you on a mailing list so you will receive all information related to graduation events and protocols.

This form is available at the end of this book.

Comprehensive Exam

Some master’s programs require passing a written comprehensive exam prior to graduation. Comprehensive exams are administered in the Fall and Spring semester. You must sign up to take this exam in the semester closest to the semester you graduate.

Information about the dates will be provided early in the semester, and students will be prompted by an email to sign up with the Education Coordinator. This exam is a take home exam that incorporates information from all required coursework. Students who do not pass the exam are given an opportunity to rewrite the exam once, either in the same semester or the following semester.

Capstone/Policy Paper/Portfolio

In place of a comprehensive exam, some programs require a Policy Paper, Capstone Project, Portfolio, or Applied Experience course as a follow-up to the practicum experience. Consult your advisor or your program director to learn more about the requirements in your program and whether this experience provides credits toward the graduation.
Graduation

Vanderbilt holds commencement exercises in May only. Students who graduate in August or December are invited to return and walk across the stage and attend all events in May. Attendance at commencement is not required. Commencement week includes a notable speaker for Senior Day, The Chancellor’s Party held on the Peabody Lawn, a department reception, and a post-graduation reception.

Stay in Touch with the Dept.

Let the Department know where you are and what you are doing. Students can get alumni email addresses to facilitate this connection through the Alumni office. If you do not get an alumni email, please let us know your non-Vanderbilt email address before you leave.

ASSORTED INFORMATION

EXPLANATION OF WEEKEND CLASSES

Some classes in Leadership, Policy and Organizations are scheduled in a weekend format to accommodate students traveling to classes from outside Nashville, students who work during the week, and those who are involved in assistantships, internships or practica. Each class in the weekend format is scheduled for three weekends during the semester. The class time blocks run Friday from 4:10 to 9:00 p.m. and Saturdays from 8:00 a.m. to 6:00 p.m., including dinner and lunch breaks.

The class format includes lecture, individual and group activities/projects, and active discussion. Final examinations/presentations usually are conducted the last weekend the class meets.

Due to the intensive nature of the weekend schedule, students should not ask a professor for permission to miss any portion of a weekend course.

LPO students are allowed to take classes from other Peabody departments or colleges within Vanderbilt. These classes are most often offered on weekdays during workday hours from 8:00 to 4:00. Some classes do meet once a week from 4:00 to 7:00 pm as well, which makes it more possible to work and attend class.

ACADEMIC ADVISING

Students are assigned an academic advisor prior to the start of classes and orientation. This advisor assists the student with selection of classes after the first semester and with other questions related to the academic program.

Often, the temporary advisor will continue this mentoring relationship with the student, but the student may later submit a request for a change of advisor for academic or personal reasons.
Such requests are not considered irregular, but the student should not make this decision without first consulting the current advisor and the prospective advisor to clarify the change. Likewise, the temporary advisor may feel another faculty member could better serve the student’s needs and may recommend such a change to the student.

After discussion with current and prospective advisors, the student should submit an Advisor Change Request Form with the Education Coordinator.

Your academic advisor can also refer you to faculty who have expertise in specific areas in which you have an interest and to research centers that are working in areas that relate to your interests. They also can help with personal issues, practicum possibilities, college procedures, how to get additional help in writing or other academic skills, or career possibilities.

STUDENT SERVICES

The Graduate Student Council publishes a Survival Guide. You can access it online at: http://studentorgs.vanderbilt.edu/gsc/guide/SurvivalGuide.pdf This guide is a comprehensive document providing information about arranging for electricity/gas/water, local and university newspapers and publications, sports events and ticket information, police, dissertation writing and resources, entertainment, child care, etc. Written by students, it provides a unique first-hand look at everything Graduate students need to know.

PEABODY OFFICE OF EQUITY, DIVERSITY AND INCLUSION

The Office of Equity, Diversity and Inclusion is responsible for advocating for institutional change, working with university stakeholders to set goals and institutionalize accountability, and ensuring that equity, diversity and inclusion efforts are coordinated throughout the university. Dr. George C. Hill leads the University office https://www.vanderbilt.edu/equity-diversity-inclusion/about/ and Dr. Monique Robinson-Nichols is responsible for a similar office here at Peabody.

LIBRARIES

We recommend that you become familiar with all the libraries on Vanderbilt’s campus, as well as the Nashville Public Library system. The Peabody Library (Education) most likely will have the types of resources you need for your coursework and research, but the Central, Law, Management Library, Divinity, Biomedical, Science and Engineering and Music Libraries may all provide services and help that are useful to you. Each of these spaces has a different study atmosphere and type of space.

Kate Costin is the librarian assigned to students in Leadership, Policy & Organizations. Contact her at Katherine.m.costin@vanderbilt.edu to make an appointment to discuss finding references, databases or formatting.

PARKING AND TRAFFIC

If you park on campus, you must either have a parking sticker or park at a meter. Stickers can be obtained through Parking and Traffic, at: http://www.vanderbilt.edu/traffic_parking Typically, Peabody students get Zone 1 permits.
If professional or graduate students are unable to pay their annual parking fee in full by August 15, they may choose to pay it over time in their student accounts—a 1.5% late fee will be added each month, but students can pay over three months (Aug. 15, Sept. 15, Oct. 15) if needed. Note that an outstanding balance on student accounts after Oct 15 may result in a “hold” on the account that would prevent registering for Spring coursework.

VANDERBILT POLICE AND SECURITY

We recommend that you explore the Policy and Security website to learn all they offer to safeguard students on campus. Enter the Emergency number of the Vanderbilt Police in your phone – 615-421-1911. Also, sign up for AlertVU to receive messages in the event of emergencies that pose a threat or danger to the Vanderbilt community: http://www.vanderbilt.edu/alertvu/index.php. Take note of where the Emergency call boxes are located on campus. Feel free to call the police department for an escort if you find you need to walk on campus alone after dark.

WELLNESS

Peabody College recognizes the importance of wellness and wants to support your self-care practice while you are pursuing your academic and career goals. You will be receiving email notification of programs to support physical and emotional wellness; in addition, the following resources are available to you:

Recreation and Wellness Center http://www.vanderbilt.edu/recreationandwellnesscenter/
Student Health Center https://medschool.vanderbilt.edu/student-health/

Also see “Foster Your Personal Wellbeing” on GradLeaf https://my.vanderbilt.edu/gradleaf/vuf-leaf-model-for-ph-d-student-professional-development/

PSYCHOLOGICAL AND COUNSELING CENTER

The Vanderbilt University Psychological and Counseling Center (https://medschool.vanderbilt.edu/pce/about-center) is located at 2015 Terrace Place. The Center offers a range of services to Vanderbilt undergraduate and graduate students including individual, group, psychiatric services, alcohol and drug assessments/counseling, LD/ADHD assessment, and reading/study skills. For the Vanderbilt community, they offer outreach, organizational consulting, crisis management, and more.

Hours of operation are 8 a.m-5 p.m. Monday-Friday. They also provide on-call services after hours and on weekends for emergency calls. The routine number for the center is (615) 322-2571 (on campus 2-2571). This number should be used for after hours emergency calls as well. To make an appointment or to obtain further information about our services, please contact the Center at (615) 322-2571 (on campus 2-2571).

If you are concerned about the health or wellness of yourself or one of your fellow students, please consult with your Departmental Administrative Officer, Program Director/Director of Graduate, or Graduate Administrator and see immediate crisis resources at: https://medschool.vanderbilt.edu/pce/immediate-crisis-0
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<td>Assist. Professor of the Practice; EdD Program Director; Assoc. Professor of Higher Education; Assoc Professor of History; Program Director - HEA</td>
<td>207 Payne</td>
<td>catherine.g.loss*</td>
</tr>
<tr>
<td>McKenzie</td>
<td>Brenda</td>
<td>Senior Lecturer</td>
<td>210F Payne</td>
<td>brenda.l.mckenzie*</td>
</tr>
<tr>
<td>Murphy</td>
<td>Joseph</td>
<td>Professor of Education</td>
<td>205D Payne</td>
<td>joseph.f.murphy*</td>
</tr>
<tr>
<td>Quinn Trank</td>
<td>Chris</td>
<td>Assoc. Professor of the Practice of Organization Leadership</td>
<td>210B Payne</td>
<td>chris.quinn.trank*</td>
</tr>
<tr>
<td>Robinson</td>
<td>Rachel</td>
<td>Lecturer</td>
<td>011C Payne</td>
<td>rachel.robinson*</td>
</tr>
<tr>
<td>Savage</td>
<td>Dayle</td>
<td>Assist. Professor of the Practice; Program Director - LOP</td>
<td>205F Payne</td>
<td>dayle.savage*</td>
</tr>
<tr>
<td>Schuermann</td>
<td>Patrick</td>
<td>Research Assistant Professor; Program Director - ISL</td>
<td>009B Payne</td>
<td>patrick.j.schuermann*</td>
</tr>
<tr>
<td>Smrekar</td>
<td>Claire</td>
<td>Assoc. Professor Of Public Policy and Education</td>
<td>210C Payne</td>
<td>claire.smrekar*</td>
</tr>
<tr>
<td>Soliz</td>
<td>Adela</td>
<td>Assist. Prof. of Public Policy and Higher Education</td>
<td>210D Payne</td>
<td>adela.r.soliz*</td>
</tr>
<tr>
<td>Springer</td>
<td>Matt</td>
<td>Assist. Prof. of Public Policy &amp; Education</td>
<td>142 Wyatt</td>
<td>matthew.g.springer*</td>
</tr>
<tr>
<td>LPO STAFF</td>
<td></td>
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</tr>
<tr>
<td>Cunningham</td>
<td>Karen</td>
<td>Administrative Officer, LPO</td>
<td>202EA Payne</td>
<td>karen.cunningham@var</td>
</tr>
<tr>
<td>Eidson</td>
<td>Tammy</td>
<td>Administrative Assistant, LPO</td>
<td>202 Payne</td>
<td>tammy.eidson*</td>
</tr>
<tr>
<td>Manlove</td>
<td>Rachel</td>
<td>Administrative Assistant, LPO</td>
<td>202 Payne</td>
<td>rachel.v.manlove*</td>
</tr>
<tr>
<td>McClain-Nixon</td>
<td>Cassandra</td>
<td>Administrative Assistant, LPO</td>
<td>202 Payne</td>
<td>cassandra.mcclain-nixon</td>
</tr>
<tr>
<td>Moody</td>
<td>Rosie</td>
<td>Admissions/Ed Coordinator</td>
<td>202A Payne</td>
<td>rosie.moody*</td>
</tr>
<tr>
<td>Smith</td>
<td>Susie</td>
<td>Administrative Assistant, LPO</td>
<td>202E Payne</td>
<td>susanne.e.smith*</td>
</tr>
<tr>
<td>OTHER</td>
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</tr>
<tr>
<td>Dickson</td>
<td>Nancy</td>
<td>Director, Humphries Scholars</td>
<td>201 Home Ec</td>
<td>Nancy.dickson*</td>
</tr>
<tr>
<td></td>
<td>Katherine</td>
<td>Librarian, LPO Liaison</td>
<td>PeabodyLibrary</td>
<td>katherine.m.costin*</td>
</tr>
<tr>
<td></td>
<td>(Kate)</td>
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</tr>
<tr>
<td>Name</td>
<td>Title</td>
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<tr>
<td>Camilla Benbow</td>
<td>Dean of Peabody College</td>
<td>203 PAB</td>
<td>322-8407</td>
<td></td>
</tr>
<tr>
<td>Jacci Rodgers</td>
<td>Associate Dean External Relations</td>
<td>203 PAB</td>
<td>322-0834</td>
<td></td>
</tr>
<tr>
<td>Craig Smith</td>
<td>Associate Dean Graduate Studies</td>
<td>218B PAB</td>
<td>567-3472</td>
<td></td>
</tr>
<tr>
<td>Sharon Shields</td>
<td>Associate Dean of Professional Programs</td>
<td>203 PAB</td>
<td>322-2561</td>
<td></td>
</tr>
<tr>
<td>Monique Robinson-Nichols</td>
<td>Associate Dean for Students and Equity, Diversity and Inclusion</td>
<td>218 PAB</td>
<td>343-6947</td>
<td></td>
</tr>
<tr>
<td>Betty Lee</td>
<td>Assistant Dean of Academic Services</td>
<td>216 PAB</td>
<td>322-8400</td>
<td></td>
</tr>
<tr>
<td>Dawn Hale</td>
<td>Assistant to the Dean</td>
<td>203 PAB</td>
<td>322-8264</td>
<td></td>
</tr>
</tbody>
</table>
Program Specific Information
Master of Education

International Education Policy & Management

Department of Leadership, Policy, and Organizations
Peabody College of Education and Human Development
Vanderbilt University
International Education Policy and Management

Students who pursue a degree in international education policy and management have diverse international career interests and ambitions. Some seek to enter the world of international development assistance; others hope to work for foundations that have international educational programs; some hope to work in administrative or academic positions at K-12 schools or universities in the U.S or abroad, and still others seek research or operations positions in nongovernmental/nonprofit or consulting organizations.

The master’s program in International Education Policy and Management is designed for those individuals who aspire to these and other international positions. The International Education Policy and Management program equips students with the skills and knowledge to become change makers in the field of international education and human and economic development. Students gain a solid theoretical and practical understanding of public policy issues facing education systems and nonformal learning environments in diverse contexts around the world. Through core courses that provide a strong foundation in education research and data analysis with a focus on practical application, students are prepared to critically address salient issues within international education, including relationships between education and economic growth, social cohesion, global health, and other dimensions of human development, from the perspective of multiple countries and education systems.

The IEPM curriculum requires completion of 36 hours of credit. All students complete 4 required courses in the IEPM core and two courses in Research Methods. Students may select courses of interest from other degree programs in LPO or other Peabody and Vanderbilt departments to complete their requirements. In addition, all students must complete a practicum experience. It is optional whether to count (and pay for) the practicum as degree-bearing credits. To receive three hours of credit for the practicum, a student must work a minimum of 135 hours at the practicum site. For their electives, some students complete a certificate program through a Vanderbilt center or department on the Vanderbilt campus. Subject to the annual approval of Vanderbilt Graduate School, we have agreements for certificates in Global Health, Latin American Studies, and Asian Studies. Each of these centers specifies coursework, competencies and research required for the certificate. Finally, all students must take either a comprehensive exam, write a policy paper or prepare a professional portfolio to graduate.

Peabody is pleased to be a host university for the Hubert H. Humphrey Fellowship Program. Each year 10 to 12 emerging leaders from developing nations attend classes, study and research on topics of education and leadership. These fellows are a rich source of cultural and educational information for IEPM students. Students should take every opportunity to be involved in activities with the Humphrey Fellows. International Student Scholars Services [http://www.vanderbilt.edu/issss/] organizes a number of events that bring together students from all parts of the world. Their World on Wednesday speaker series and the International Film nights are ongoing opportunities for our students to learn outside of coursework. IEPM students also often become involved with Project Pyramid, a Vanderbilt program committed to addressing issues of poverty through sustained partnerships with community organizations, education, and responsive action.
Graduate Certificate Program in Latin American Studies

The Center for Latin American Studies' Graduate Certificate seeks to equip students with a broad, interdisciplinary view of Latin America. The program allows students enrolled in a postbaccalaureate degree program to document their specialization in Latin America and their language proficiency as well as to extend their studies beyond their disciplinary specialization.

Students completing the certificate must fulfill the following requirements:

1. take at least 12 credit hours of interrelated graduate-level coursework on Latin America, with at least 6 credit hours coming from outside the student’s home discipline. No more than 6 credit hours of specifically-named courses required for the primary degree may be applied toward the Certificate. Graduate courses successfully completed at Vanderbilt prior to admission to the program may be counted toward the certificate requirements, and an undergraduate course may be substituted for a graduate course, with the approval of the director of the program and the Graduate School. All courses must be approved by the Assistant Director of the Latin American Studies program and form an intellectually cohesive whole.

2. demonstrate conversational or reading proficiency in Spanish, Portuguese, or an indigenous Latin American language. Proficiency will be demonstrated by an oral examination administered by a Vanderbilt Professor or Lecturer (not a graduate student) following ACTFL (American Council on the Teaching of Foreign Languages) guidelines and resulting in a rating of at least “intermediate-mid.”

3. participate in a minimum of five extracurricular activities sponsored by CLAS. A short paper reflecting on the insights gained from participating has to be submitted to the Assistant Director of CLAS.

Students wishing to enroll must complete an “Intent to Enroll” form, which must be signed by the student, the director of the LAS Certificate Program, and the Director of the Graduate Program (DGS) for the degree program in which the student is enrolled. A signed copy of the form has to be submitted to the Graduate School and to the University Registrar’s Office.

For more information, contact:
Dr. Nicolette Kostiw
Assistant Director, Center for Latin American Studies
nicolette.m.wilhide@vanderbilt.edu

www.vanderbilt.edu/clas
Graduate Certificate in Asian Studies

Vanderbilt University’s Asian Studies Program offers a **graduate certificate in the interdisciplinary study of the societies and cultures of Asia**. The certificate offers graduate students a perspective on Asia that goes beyond the student’s particular disciplinary specialization and signals that the student has achieved competence in an Asian language.

The certificate offers a valuable credential for graduate students who wish eventually to undertake career opportunities in Asia, or work in a field related to Asian countries, institutions, or populations. In particular, an Asian Studies certificate will also allow students in professional schools to take advantage of the many global opportunities opening up in business, law, education, and health care.

The certificate in Asian Studies is open to any student enrolled in graduate study at Vanderbilt University. The certificate is awarded upon fulfillment of the following three categories of requirements:

1) Completion of at least 12 credit hours of interrelated graduate-level coursework (see below)

2) Demonstrated language competency in an Asian language, and

3) Attendance at a minimum of five academic events.

Courses may include those offered directly by the Asian Studies program, as well as graduate courses from other departments that have been approved by the Director of the Asian Studies program. Coursework must be focused on a specific theme and together form an intellectually coherent whole. Up to 6 credit hours of specifically named required courses of a student’s primary degree program may count toward the certificate. At least 6 credit hours must come from outside the student’s home discipline. Graduate courses successfully completed at Vanderbilt University prior to admission to the program may be counted toward the certificate requirements with the approval of the director of the program. An undergraduate course may be substituted for a graduate course required by the program’s curriculum, with the approval of the director of the program and the Graduate School.

Students wishing to enroll must complete an “Intent to Enroll” form, which must be signed by the student, the director of the Asian Studies Certificate Program, and the director of the Graduate Program (DGS) for the degree program in which the student is enrolled. A signed copy of the form has to be submitted to the Graduate School (richard.hoover@vanderbilt.edu) and to the University Registrar’s Office (university.registrar@vanderbilt.edu).
Graduate Certificate in Global Health

"Global health is inherently interdisciplinary, with elements of education, community mobilization, management and logistics, ethics and human rights, and every manner of methodological application to health."

-Sten Vermund, Vice President for Global Health, Vanderbilt University Medical Center

This graduate-level certificate promotes interdisciplinary training opportunities in global health and is open to students in all Vanderbilt graduate and professional degree programs.

Certificate Requirements (12 credit hours total)

1. Core Course – 3 credit hours (choose just one course – additional courses count toward elective credits)
   - Foundations of Global Health
   - Fundamentals of Global Health: Addressing Global Health Disparities
   - Essential Skills in Global Health

2. Elective Courses – at least 9 credit hours in additional global health-related coursework
   - These courses may be a combination of VIGH global health courses or other approved courses that have relevance to global health.
   - Students may individually tailor or design electives in consultation with faculty mentors. Practicum, thesis, research immersion, and individual learning courses that have relevance to global health may be approved for certificate credit.
   - A field experience may count for up to six (6) credit hours.
     - Typically, includes a minimum of six (6) weeks’ participation in a global health clinical rotation, research immersion, practicum, or internship, with a final scholarly product.
     - Generally, global health experiences are abroad, though certain circumstances and interests may allow students to engage in global health work in Middle Tennessee.
   - A year-abroad global health experience such as a Fogarty, Fulbright-Fogarty, Medical Scholars, or Doris Duke international fellowship counts toward six (6) elective credit hours.
   - All courses for this certificate must be taken for graduate credit and involve global health content.

3. To initiate this certificate and to receive updates, submit the VIGH Intent to Enroll form:
   redcap.vanderbilt.edu/surveys/?s=KCHTLWPXB8W.
   Note: Your academic advisor or program director will need to sign this form.

4. To complete this certificate, submit the Certificate in Global Health application:
   redcap.vanderbilt.edu/surveys/?s=WDMHY9YXX9.

More information about the certificate and courses:
   tinyurl.com/GHcertificate

Certificate contact: Elizabeth Rose | elizabeth.rose@vanderbilt.edu | 615-875-9442
DUAL DEGREE GRADUATES

Students who graduate from this dual degree program will be competitive and competent for positions in governmental agencies (e.g., ministries of education or health), bilateral and multilateral institutions (e.g. UNICEF, World Bank, OSi, CDC), non-governmental organizations, international development agencies, private foundations (e.g. Gates Foundation), private consultancies, and academia.

ADMISSION INFORMATION

Students must apply and be accepted to each program. Students can either apply to one program and after matriculating into that program, apply independently to the other program, or apply to both programs simultaneously.

To apply:
- Applications to the MPH program must be submitted online through SOPHAS: medschool.vanderbilt.edu/mph/admissions.
- Applications to the MEd program must be submitted through the Vanderbilt Graduate School: apply.vanderbilt.edu/apply.

DIVERSITY

Both programs value diversity in students, faculty, and staff. We believe that having a diverse learning community enhances the experience for all learners and results in better outcomes for public health and human development.

Vanderbilt MPH Program
medschool.vanderbilt.edu/mph

Vanderbilt IEMP Program
tinyurl.com/MEd-IEMP

M.P.H. contact information:
Annie Smart
anne.g.smart@vanderbilt.edu
615-343-6338

M.Ed. contact information:
Rosie Moody
Rosie.moody@vanderbilt.edu
615-322-8019

MASTER OF EDUCATION,
INTERNATIONAL EDUCATION POLICY AND MANAGEMENT
DUAL DEGREE PROGRAM WITH
MASTER OF PUBLIC HEALTH,
GLOBAL HEALTH
Notification of Intent to Enroll in a Graduate Certificate Program

This form is to be used by students currently enrolled in a graduate or professional degree program at Vanderbilt University who are interested in obtaining a Graduate Certificate overseen by the Graduate School.

Name:  (First)  (Middle)  (Last)

Student ID #: ____________

Degree Program and School
Presently Enrolled: ________________________________

Email Address: ________________________________

Certificate Program: ________________________________

Enrollment Date (mm/dd/yyyy): ________________________________

Projected Certificate Completion Date (mm/dd/yyyy): ________________________________

_________________________  ____________________________
Signature of Student  Date

_________________________  ____________________________
Signature of Certificate Director  Date

_________________________  ____________________________
Signature of Student's DGS/Program Director  Date

This form, with appropriate signatures, should be submitted to the Graduate School (411 Kirkland Hall) for final approval. The Graduate School will send a signed copy to the University Registrar.

_________________________  ____________________________
Graduate School Approval: Signature  Date

2/26/15
Please return to:
The Office of Academic Services
211 Administration Building
Hours: Monday-Friday 7:30am-4:30 pm
Phone: (615) 322-8400
Fax: (615) 322-8401

Student Information (all fields required):

Full Name: ___________________________ Student ID # (e.g. 000162030) ________
Classification: Freshman____ Sophomore____ Junior____ Senior____
Anticipated Date of Graduation: Aug____ Dec____ May____ (year) 20____
Major: ___________________________ Program/Track(s): ___________________________
Email Address: ___________________________ Phone: (______) ________-

Name of Study Elsewhere Institution _________________________________________________

Full address – include country if outside U.S. __________________________________________

Semester during which you’ll be studying elsewhere ____________________________
(semester and year)

Do you need a Letter of Good Standing? Yes____ No____ ____________________________

Universities may request a “Letter of Good Standing.” Be sure to include the institution’s full address above if a letter is required.

Student completes the white section:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Number of Credit Hours</th>
<th>Is there a VU equivalent course?</th>
<th>If so, what?</th>
<th>If no equivalent, will course count toward dept’s major/minor?</th>
<th>VU Credit hours granted</th>
<th>Dept. Evaluator’s Signature</th>
</tr>
</thead>
</table>

|               |              |                        |                                 |              |                                                               |                        |                             |
|---------------|--------------|------------------------|---------------------------------|--------------|---------------------------------------------------------------|-------------------------|                             |

Department Evaluator completes the gray section:

Please evaluate these courses based on the requirements within your department, not in terms of AXLE/Liberal Ed Core requirements.

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** 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. **THE DEPARTMENT EVALUATORS ARE ONLY TO GIVE THEIR EVALUATIONS BASED ON THE COURSES IN THEIR DEPARTMENT; THIS FORM IS NOT TO BE USED FOR EVALUATING COURSES FOR LIBERAL ED. CORE REQUIREMENTS.** Speak with the Office of Academic Services about seeing if a certain evaluated course can count as a Liberal Ed. Core requirement or moved in your degree audit.

2. Have the form signed by your faculty adviser(s).

3. Return completed form to the Peabody Office of Academic Services, 211 Peabody Administration Building, for preliminary Peabody approval. **Application deadlines are: November 15 for the spring semester, April 15 for the summer and fall semesters.**

4. Students who do not meet the Peabody eligibility requirements to pursue coursework elsewhere will be notified by e-mail 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:
You assume the risk of the failure to receive prior approval. All coursework, even if you just need it for hours toward graduation, must be pre-approved. Departments are under no obligation to approve any course for transfer credit, and their decisions will be final.

If you attempt to seek approval after you have already completed the course, you will be required to submit a petition to the Undergraduate Administrative Committee before course evaluations can be done. If the UAC denies your request, you will not be able to seek credit for the courses you've taken. This is why it is essential you seek approval on or before the application deadline(s).
Degree Audit Substitution

Please return to:
The Office of Academic Services
211 Administration Building
Hours: Monday-Friday 7:30am-4:30 pm
Phone: (615) 322-8400
Fax: (615) 322-8401

Student Information (all fields required):
Full Name:_________________________________________Student ID # (e.g. 000162030)________________________
Classification: Freshman____ Sophomore____ Junior____ Senior____
Anticipated Date of Graduation: Aug____ Dec____ May____ (year) 20____
Major:_________________________________________Program/Track(s):______________________________
VU Email Address:______________________________Phone: (____)_____________________

I am requesting that________________________________________
be counted as________________________________________

Have you taken this class already?:
□ YES, taken during_________________________□ NO, will take it during_________________________
(semester and year) (semester and year)

Did you/will you take this course while studying abroad?: □ YES □ NO

Rationale for request:


Student’s Name & Signature_________________________________________Date________________________

□ Approved □ Denied □ Review Requested

Adviser’s Name & Signature_________________________________________Date________________________

□ Approved □ Denied □ Review Requested

Director of Undergraduate_________________________________________Date________________________

or Graduate Studies’ Name & Signature
This will be the Director of the department in which you are seeking the substitution.
Ex: If you are requesting that a course count as a Special Ed requirement, you will seek the approval for the DUS/DGS of Special Ed.

Office Use Only:

Chair, Undergraduate Administrative Committee’s Name & Signature_________________________________________Date________________________

□ Approved □ Denied

OAS Signature_________________________________________Date________________________

Sent to URO on:
Incomplete Grade Request

Student Information (all fields required):

Full Name: 

Student ID # (e.g., 162030): 

Classification: Undergraduate Y/N Freshman___ Sophomore___ Junior___ Senior___

Professional Y/N

Anticipated Date of Graduation: (Month) Aug___ Dec___ May___ (Year) 20___

Department: __________________ Program/Major(s): __________________

Phone: (___)________.-________

Email Address: __________________

Mailing Address: __________________

To be completed by the student: 

I am fully aware of the work that must be made up in order to complete the course for which I am requesting an “I” grade (incomplete). I also have been advised of the final grade that will be recorded on my permanent record for this course if the work is not made up by the required date – not to exceed one full semester, and I am not granted an extension of time by the appropriate Associate Dean. With these conditions in mind, I request that I be assigned a grade of “I” for the course below.

Semester for which grade of “I” is being requested: FALL___ SPRING___ SUMMER___ 20___

Course Number and Section: __________________ Credit Hours: ________

Title of Course: __________________

Reason for Request:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student’s Name & Signature __________________ Date __________

Students on Academic Probation may NOT receive an “I.”

If a grade of “I” is assigned, it will be converted to an “F.”
Incomplete Grade Request

To be completed by the Faculty Member:

NOTE TO FACULTY MEMBER: This form must be submitted to the Records and Registration Office with each "I" (incomplete) grade. This form will remain in the Records and Registration Office until a final grade is recorded. The following should be considered before assigning a grade of "I":

A grade of "Incomplete" (I) is assigned only upon written request of a student to the instructor. When submitting a grade of "I," the professor must indicate in writing the nature of the work to be completed, the date by which the work must be completed, and the Final Grade to be assigned if the work is not completed by the specified date.

In no case may an "Incomplete" grade be granted for more than one full semester.

Date work is to be completed: ______________________

If not completed by this date, the final grade to be assigned: ______________________.

Explain the nature of the work to be completed:

________________________________________

________________________________________

________________________________________

Vanderbilt Faculty's Name & Signature

Date

Dean's Name & Signature

Date

(UNDERGRADUATE STUDENTS ONLY)
LPO Practicum Agreement

Student Information (all fields required):

Full Name: _________________________ Student ID # (e.g. 000162030) _________________________

Anticipated Date of Graduation: Aug___ Dec___ May___ (year) 20____

Department: _________________________ Program/Track(s):

VU Email Address: _________________________ Phone: (_____) _______ ________

Course Number AND Title: _________________________

# of Credit Hours: _________________________

Full-time Faculty Member (print first AND last name): _________________________

Semester: ☐ Spring  ☐ Summer  ☐ Fall  Year: 20____

Practicum Information

Practicum Site: _________________________ (Organization) _________________________ (Location)

Field Supervisor Name: _________________________

Supervisor Position: _________________________

Supervisor E-mail Address: _________________________

Supervisor Telephone Number: _________________________

Supervisor Mailing Address: _________________________
LPO Practicum Agreement

Please return to:
The Office of Academic Services
211 Administration Building
Hours: Monday-Friday 7:30am-4:30 pm
Phone: (615) 322-8400
Fax: (615) 322-8401

Practicum Activities

Briefly describe the state the overall contribution you expect this practicum to make toward your professional development (~100 words):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Identify the specific outcomes (knowledge, skills, attitudes) you hope to gain through this practicum experience:

1. 

2. 

3. 

4. 

5. 

6. 

Student’s Name & Signature  Date

Full-Time Vanderbilt Faculty’s Name & Signature  Date

Director of Graduate Studies’ Name & Signature  Date

OAS Use Only

OAS Signature  Date
Individual Learning Agreement

Please return to:
The Office of Academic Services
211 Administration Building
Phone: (615) 322-8400
Hours: Monday-Friday 7:30am-4:30 pm
Fax: (615) 322-8401

Student Information (all fields required):

Full Name:

Student ID # (e.g. 000162030):

Classification: Undergraduate: Y/N  Freshman___ Sophomore___ Junior___ Senior___
Professional: Y/N

Anticipated Date of Graduation: Aug___ Dec___ May___ (Year) 201___

Major/Dept: __________________________ Program/Track: __________________________

Phone: (_____)-__________
VU Email Address: __________________________

Mailing Address: __________________________

To be completed by the student before registering for individualized course experiences such as: readings and research, independent study, practicum, thesis or dissertation writing, or field work. If extra space is needed, supply attachments.

<table>
<thead>
<tr>
<th>Course Title: (i.e. the project name for your Independent Study – 45 characters max)</th>
<th># of credit hours</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Subject area: (i.e. HOD, PSY-PC, etc)</th>
<th>Course number: (i.e. 3860, 7960, etc)</th>
<th>Semester and year</th>
</tr>
</thead>
</table>

Instructor: (Please PRINT first and last name. Instructor must be a full-time faculty member)

Describe the nature and location of your individualized learning experience:

Learning objectives:
Criteria for summative evaluation (format and location for submission):

Deadline for submission of evaluation material:

Specify the arrangements, frequency, and location of meetings with the instructor:

Student's Name & Signature

Full-time Vanderbilt Faculty's Name & Signature

Director of Undergraduate/Graduate Studies' Name & Signature

**OAS Use Only**

OAS Signature
Request to Audit

Vanderbilt University Peabody College

Please return to:
The Office of Academic Services 211 Administration Building
Hours: Monday-Friday 7:30am-4:30 pm Phone: (615) 322-8400
Fax: (615) 322-8401

Student Information (all fields required):
Full Name: ___________________________ Student ID # (e.g. 000162030) ______________________
Classification: Undergraduate: Yes / No Freshman____ Sophomore____ Junior____ Senior____
Graduate: Yes / No
Anticipated Date of Graduation: Aug____ Dec____ May____ (year) 20____
Major: ___________________________ Program/Track(s): ______________________
VU Email Address: ___________________________ Phone: (_____) _______ - ______

To request permission to audit a course fill out this form and consult with the course instructor. Once you have obtained their signature, return the completed form to the Office of Academic Services and you will be notified of approval.

Request to audit

Course Number & Title

Term: Spring____ Maymester____ Summer____ Fall____ (Year) 20____

Professional Students only:
Is this a formal audit to appear on transcript? Yes / No
While Undergraduates may audit a class, it will not appear on their final transcript.

Rationale:

Instructor’s requirements:

Student’s Name & Signature ___________________________ Date

Instructor’s Name & Signature ___________________________ Date

OAS Use Only

OAS Signature ___________________________ Date
Notification of Intent to Graduate

Please return to:
The Office of Academic Services
211 Administration Building
Hours: Monday-Friday 7:30am-4:30 pm
Phone: (615) 322-8400
Fax: (615) 322-8401

All fields required:

Full Name: ________________________________

First                      Middle/Maiden         Last

Student ID # (e.g. 000162030): ________________________________

Intended Date of Graduation: Aug __ Dec __ May __ (Year) 20__
Degree Expected: M.Ed. __ M.P.P. __ Ed.D. __

Department: ________________________________ Program: ________________________________

Adviser’s Name: ________________________________

Phone: (___) ______-___________

Vanderbilt Email Address: ________________________________

Non-VU Email Address: ________________________________

Hometown (City, State/Country): ________________________________

Local Address: ________________________________

Permanent Address: ________________________________

Other Degrees Held and Granting Institutions:

Exact Degree Title and Year Obtained:

Granting Institution’s Name and Location:

Exact Degree Title and Year Obtained:

Granting Institution’s Name and Location:

Exact Degree Title and Year Obtained:

Granting Institution’s Name and Location:

Degree Requirements Yet To Be Completed: (Also include all courses with a grade of “I” or “IP”)

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<th>Course Number &amp; Title</th>
<th>Hours</th>
<th>Instructor</th>
<th>Semester/Year</th>
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 ___ Master’s Candidates: Comprehensive Examination/Master’s Capstone
 ___ Doctoral Candidates: Completion of Thesis, Project, Doctoral Capstone, or Dissertation
 ___ Dissertation Defense

Completed Notification of Intent to Graduate must be submitted to the Office of Academic Services by the date published in the Peabody Academic Calendar. Information will be used in the Commencement Program. Signature asserts that the information contained within is accurate.

Student’s Name & Signature ________________________________ Date __________________

OAS Use Only

OAS Signature ________________________________ Date __________________
Leave of Absence Request

Please return to:
The Office of Academic Services
211 Administration Building
Phone: (615) 322-8400
Hours: Monday-Friday 7:30am-4:30 pm
Fax: (615) 322-8401

Student Information (all fields required):
Full Name:__________________________Student ID # (e.g. 000162030)
Classification: Undergraduate: Yes / No Freshman___ Sophomore___ Junior___ Senior___
Graduate: Yes / No
Anticipated Date of Graduation: Aug___ Dec___ May___ (year) 20___
Major/Dept:__________________________Program/Track(s):__________________________
VU Email Address:______________________Phone: (_____) _______-

Basis upon which leave is requested:
Study Elsewhere___ Medical___ Financial___ Personal___

Term you wish leave to begin: Spring___ Summer___ Fall___ (Year) 20___
Term you plan to return from leave: Spring___ Summer___ Fall___ (Year) 20___

Explanation: (Continue on separate sheet if necessary)

Signature asserts that you are familiar with the Peabody policies concerning leave of absence and understand fully the terms of your leave and the conditions upon which you may return.

__________________________ Date
Student’s Name & Signature

__________________________ Date
Adviser’s Name & Signature

__________________________ Date
Assistant Dean of Undergraduate Student Affairs’ or Director, Graduate Studies’ Name & Signature

OAS Use Only

__________________________ Date
OAS Signature
I hereby request an official withdrawal from Peabody College of Vanderbilt University for the following reason:

_____ I will NOT be returning to Vanderbilt University
_____ I have completed a Request for Leave of Absence from

Signature asserts that you are familiar with the Peabody policies concerning withdrawal and understand fully the terms of your leave and the conditions upon which you may return.

A completed Drop/Add card must accompany this form.

Student’s Name & Signature

Student Accounts Representative’s Name & Signature

Financial Aid Representative’s Name & Signature

Housing Representative’s Name & Signature

Adviser’s Name & Signature

(Undergraduate only): Assistant Dean of Undergraduate Student Affairs’ Name & Signature

Assistant Dean for Academic Services Name & Signature

Official Date of Withdrawal

Percentage Tuition Refund

Amount $