MEMORANDUM

TO: Peabody Ph.D. Students, Graduate Faculty, and Administrative Officers

FROM: Camilla P. Benbow
Patricia and Rodes Hart Dean of Education and Human Development

RE: Summer Tuition guidelines for Ph.D. students

Peabody College provides funding for each on-campus Ph.D. student for Vanderbilt graduate coursework tuition towards their Ph.D. degree. The timeframe for college-supported funding and the number of credit hours of tuition is specified in each student’s admission letter. The source of each student’s funding, however, is unique and often changes during their time at the College.

The established procedures for paying for tuition are linked to the student’s source of stipend and are as follows:

♦ For students with research and/or teaching assistantships funded through the department and college, tuition will be paid by the department.
♦ For students funded through training grants and individual fellowships, tuition will be paid by those grants, in accordance with agreements about the proportion shared by the college.
♦ For students funded by investigator-initiated federal grants, tuition will be paid by that grant, in accordance with the agreement about the proportion shared by the college (see PRO rules).
♦ For all funding sources, the proportion of the tuition matches the proportion of the student’s stipend. For example, if a student is paid 50% by a departmental TA and 50% by a research grant, then tuition will be paid 50% by each source.

It is recognized that during the summer semester, there are a multitude of arrangements regarding student stipends and whether or not a student takes credit-bearing coursework. It should be noted that students who were enrolled full-time for fall and spring semesters are considered full-time students without the need to take any summer hours to maintain that status. Students are generally discouraged from taking summer coursework so that this time can be used for concentrated research activities. However, there are some circumstances when students would like to pursue a substantive course opportunity that is available.

For students who will not be receiving a departmental TA/RA or training grant stipend during all summer months, summer tuition needs prior approval:

♦ For students funded by investigator-initiated federal grants, tuition may be paid by that grant; students will need prior written agreement from that investigator that summer tuition will be covered by the grant. It is recognized that part-time (3 months of less) summer support for students to perform faculty research may not include resources for summer tuition.
♦ For students who are not receiving a summer stipend, are receiving a stipend from another source, or have a denial of tuition request by an investigator, the College will cover summer tuition.
Before registering for a credit-bearing summer course that is not automatically covered through the department or a training grant, please:

- Make sure that your Departmental Assessment/Review and online Profile are current and have been uploaded into AOP+. Requests for summer tuition will not be approved if this information is not up to date. To update your Profile, go to http://pdbapps.vanderbilt.edu/BRAVEHEART/output/login.asp
  Your Username is your vunetid, and your initial password (if you have not changed it) is PHD.

- Submit your request to your advisor using the attached form. Your advisor’s signature certifies that the summer coursework is a necessary part of the student’s program of studies.

- Submit your request to your department’s Director of Graduate Studies (DGS). Your DGS’s signature certifies that your Departmental Assessment/Review is current and you are in good standing in your department.

- After your advisor and DGS have signed, submit the form to your department’s Administrative Officer, who will forward it electronically to the Dean’s office.

- Forward all materials to your department’s administrative officer prior to registration.

NOTE: The College will only cover summer tuition for substantive coursework in your program of studies. Summer tuition should not be used for Readings and Research, Independent Studies, Masters Thesis Research, Non-Candidate Research, or Dissertation Research hours.
Name: __________________________ Email: __________________________

Department: __________________________ Entered program: (date) ________________

Course name/number requiring tuition: __________________________________________________________________________

Number of hours credit requested: ________________

Term: __ Maymester __ Summer 1st Session __ Summer 2nd Session

Source of Summer Stipend: __ Departmental TA/RA __ Faculty grant __ Training grant
__ None __ Other (specify: ________________________________________________________________________________________ )

Grant number to be charged for summer tuition if faculty grant: __________________________________________________________________________
(requires signature and permission or denial)

Approvals
Participation in the summer coursework is a necessary part of the student's program of studies.

Advisor: __________________________ Printed Name __________________________ Signature __________________________ Date

This student's departmental assessment/review is current in AOP+ and the student is in good
standing in the department.

DGS: __________________________ Printed Name __________________________ Signature __________________________ Date

I agree for this student's summer tuition to be charged to the above grant: ___ Yes ___ No
If no, reason: ____________________________________________________________________________________________

Faculty (for research or training grant)

_________________________ P.I.'s Printed Name __________________________ Signature __________________________ Date

Routing:
Departmental AO to Peabody Director of F&A