Peabody College of Vanderbilt University

Leadership, Policy and Organizations

Higher Education Administration

M.Ed. HANDBOOK

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.

2015-2016 Cohort
LPO Purpose Statement

To understand and enhance the social, institutional, and organizational contexts in which people learn—schools, universities, and workplace settings among them.
# Table of Contents

- 2015-2016 Calendar of Important Dates ................................................. 3
- THE HONOR SYSTEM ........................................................................... 5
- ADMINISTRATIVE CHECKLIST ............................................................... 7
  - VUnetID and EPassword................................................................. 8
  - Email Address .............................................................................. 8
  - Final Transcript ......................................................................... 8
  - Read the Peabody Bulletin ......................................................... 9
  - Transfer Hours and Program of Study ...................................... 9
  - Complete Coursework ............................................................... 9
    - Grading System ...................................................................... 9
    - Grade Point Average ............................................................. 10
    - Academic Probation ................................................................ 10
    - Pass/Fail .................................................................................. 10
    - Auditing .................................................................................... 10
  - Practicum ..................................................................................... 11
  - Comprehensive Exam ............................................................... 11
  - The Peabody Career Center ..................................................... 11
  - Intent to Graduate Form ........................................................... 12
  - Graduate ...................................................................................... 12
    - Stay in Touch with the Dept. .................................................... 12
- ASSORTED INFORMATION ................................................................. 12
  - EXPLANATION OF WEEKEND CLASSES .................................... 12
- ACADEMIC ADVISING ...................................................................... 13
- STUDENT SERVICES ......................................................................... 13
- LIBRARIES ......................................................................................... 13
- PARKING AND TRAFFIC .................................................................. 14
- VANDERBILT POLICE AND SECURITY ........................................... 14
- WELLNESS ........................................................................................ 14
- PSYCHOLOGICAL AND COUNSELING CENTER ............................... 14
- DEPARTMENT CONTACT INFORMATION ........................................ 16
- PEABODY ADMINISTRATION ........................................................... 17
- Program Specific Information ......................................................... 18
2015-2016 Calendar of Important Dates

August
26  First day of Class

September
2  Fall Registration on YES ends at 11:59 pm
3-9  Extended drop/add by submitting appropriate forms.
4  Last day to submit Intent to Graduate forms (for December)

October
15-16  Fall Break (Professional weekend classes meet)
19  Spring Registration Opens for Peabody students
22-24  Homecoming/Reunion Weekend

November
20  Spring Registration ends
21-29  Thanksgiving Break

December
11-19  Reading Days and Exams
19  Holiday Break Begins

January
4  First Day of Spring Semester Classes
18  Martin Luther King Jr Holiday – No Classes
Open Enrollment Period ends at 11:59 p.m.
19-25  Extended Drop/Add by submitted appropriate forms

February
22  Students may start loading Summer classes into their carts

March
5 – 13  Spring Holidays
Registration for summer classes begins in YES
14  Registration for Fall classes begins
28  Summer 2016 open enrollment begins

April
11  Fall 2016 open enrollment begins
8-12  AERA Conference – Washington, DC
25  Last Day of Spring Semester Classes
26 – May 5  Reading days and Examinations

May
11  Chancellor Zeppos’ “The Party”
12  LPO Student Reception
13  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).

Obtain a 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=https%3a%2f%2femail.vanderbilt.edu%2fwowa%2f

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

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

Comply with Background Clearance Requirements
http://peabody.vanderbilt.edu/admin-offices/bco/index.php

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

Transfer credit from other institutions (if applicable) on Program of Studies signed by your advisor and Director of Graduate Studies

Submit Program of Studies. Complete all course work

Plan early for your Practicum; discuss this with your advisor during your first year. Attend the practicum/internship poster session in September.

Become familiar with the Peabody Career Center; attend seminars/workshops, one-on-one meetings, assessments, etc. It makes a difference!

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

If you take courses other than those you list on your Program of Studies, complete the Change in Program Request Form.

Take the MEd Comprehensive Exam or complete a Policy Paper or Capstone project (depending on your program).

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.

Certain federal statutes require that information be delivered to each student. Vanderbilt delivers much of this information via email. Official electronic notifications, including those required by statutes, those required by University policy, and instructions from University and Peabody College officials, will be sent to students' Vanderbilt email addresses. Some messages will include links to the YES Communications Tool, which is a secure channel for official communication of a confidential nature.

Students are charged with the knowledge of the contents of all official University and Peabody College notifications, and are required to respond to instructions and other official correspondence requiring a response. Accordingly, students bear the responsibility for checking their Vanderbilt email account frequently and for managing their email account to prevent important messages from being returned as "undeliverable." Students forwarding their Vanderbilt email communications to another account do so at their own risk.

The University and Peabody College make every effort to avoid inundating students with nonessential email (often called "spam"), and maintains separate lists from which students may unsubscribe for announcements of general interest.

You can check your email at: http://its.vanderbilt.edu/vumail/

Report your Local Address/Phone Number to the Department.

Send your updated contact information to rachel.v.manlove@vanderbilt.edu It is rare, but sometimes we need to send you information by mail.

Final Transcript

The University 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 Vanderbilt University, Office of the University Registrar, PMB 407701, 110 21st Avenue South, Nashville, TN 37240-7701.
**Background Clearance Office**

All graduate students earning a Peabody degree are required to be fingerprinted. Consult the Background Clearance Office (BCO) website for the details on how to go about this. [http://peabody.vanderbilt.edu/admin-offices/bco/index.php](http://peabody.vanderbilt.edu/admin-offices/bco/index.php)

**Read the Peabody Bulletin**

The Bulletin of Vanderbilt University/Peabody College is available at: [http://www.vanderbilt.edu/catalogs/peabody_grad/PeaG01.html](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.

**Transfer Hours and Program of Study**

If you intend to transfer any graduate credits from another institution, meet with your advisor in the first few weeks of the semester to complete a Program of Study to transfer your credits.

All students should meet with their advisors in the first semester to complete a Program of Study form. You will register for Spring classes in November, and you should discuss a course plan with your advisor prior to enrolling for Spring. The courses on the Program of Study can be altered later, but it is helpful to have this in place early in your program.

**Complete Coursework**

Follow your plan of study. If you find other courses you want to take, talk with your advisor. Meet the following academic regulations.

**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.

<table>
<thead>
<tr>
<th>Defined Grades with Corresponding Grade Points per Credit Hour</th>
<th>A = 4.000</th>
<th>C+ = 2.300</th>
</tr>
</thead>
<tbody>
<tr>
<td>A− = 3.700</td>
<td>C = 2.000</td>
<td></td>
</tr>
<tr>
<td>B+ = 3.300</td>
<td>C− = 1.700</td>
<td></td>
</tr>
<tr>
<td>B = 3.000</td>
<td>F = 0.000</td>
<td></td>
</tr>
<tr>
<td>B− = 2.700</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 semester), 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-semester 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

A student may elect to take one course per semester outside the major on a Pass/Fail basis. A grade of B is regarded as creditable performance at the professional level and is required for a grade of Pass. No more than 20 percent of the minimum hours presented for a degree may be on a Pass/Fail basis. Grades of Pass are not counted in the calculation of grade point averages. Grades of F earn no credit hours toward graduation and are included in computation of grade point averages. A student on academic probation may not take a course 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. To sign up to audit a course, you must complete the Request to Audit form found in the Appendix, and submit it to Peabody’s Office of Academic Services.

Practicum

In the first semester, begin to consider where you want to do your Practicum. An early plan for the practicum helps you find a practicum that will enhance your experience and help position you for career opportunities. Be sure to attend the poster sessions (usually in September) held by students who have completed practica.

Each program has its own practicum requirements. Be sure to talk with your Program Director. The practicum syllabus will detail the number of hours you must work on site, participation in classroom work, and the written requirements as well. Practicum registration is completed by using the Individual Learning Contract form and the Individual Practicum form (found in the Appendix)

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 you graduate. However, students who graduate in August must take the exam in the Spring semester. 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

In place of a comprehensive exam, some programs require a Policy Paper, Capstone Project, 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 and whether this experience provides credits toward the graduation.

The Peabody Career Center

The Peabody Career Center, located in the Peabody Administration Building, is for Peabody graduate students only. Attend their orientation and become familiar with the services they offer. Many students credit the Career Center for the professional development and confidence that resulted in achieving their career goals.

http://peabody.vanderbilt.edu/admin-offices/career-development/peabody_career_services.php
Intent to Graduate Form

Check the Academic Calendar (http://peabody.vanderbilt.edu/admin-offices/oas/academic_calendar.php) for the date this form is due. Usually, it is during the first few weeks of your final semester. 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.

Graduate

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, a Commencement morning breakfast, and a post-graduation reception lunch.

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. Your Vanderbilt email address will remain active for 3 months after you graduate. If you do not secure 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 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 are usually conducted the last weekend the class meets.

Because of 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 a temporary academic advisor when they are admitted to the Program. This advisor assists the student with selection of classes 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.

**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 helps 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](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](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/](http://www.vanderbilt.edu/recreationandwellnesscenter/)
- Student Health Center [https://medschool.vanderbilt.edu/student-health/](https://medschool.vanderbilt.edu/student-health/)

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

**PSYCHOLOGICAL AND COUNSELING CENTER**

The Vanderbilt University Psychological and Counseling Center ([https://medschool.vanderbilt.edu/pcc/about-center](https://medschool.vanderbilt.edu/pcc/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/pcc/immediate-crisis-0
<table>
<thead>
<tr>
<th>NAME</th>
<th>Phone #</th>
<th>Email at @vanderbilt.edu</th>
<th>Office Location</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballou, Dale</td>
<td>2-8039</td>
<td>dale.ballou*</td>
<td>141 Wyatt</td>
<td>Associate Professor of Public Policy and Education</td>
</tr>
<tr>
<td>Boatman, Angela</td>
<td>3-6974</td>
<td>angela.boatman*</td>
<td>207E Payne</td>
<td>Assistant Professor of Public Policy and Higher Education</td>
</tr>
<tr>
<td>Braxton, John</td>
<td>2-8021</td>
<td>john.m.braxton*</td>
<td>205C Payne</td>
<td>Professor of Higher Education</td>
</tr>
<tr>
<td>Burns, Susan</td>
<td>2-7960</td>
<td>susan.f.burns</td>
<td>140 Wyatt</td>
<td>NCPI Program, Mgr.</td>
</tr>
<tr>
<td>Cannata, Marisa</td>
<td>2-1746</td>
<td>marisa.a.cannata*</td>
<td>006A Payne</td>
<td>Senior Research Associate</td>
</tr>
<tr>
<td>Cannon, Mark</td>
<td>3-2775</td>
<td>mark.d.cannon*</td>
<td>207B Payne</td>
<td>Associate Professor of Educational Leadership</td>
</tr>
<tr>
<td>Cravens, Xiu</td>
<td>2-5521</td>
<td>xiu.cravens*</td>
<td>210E Payne</td>
<td>Assistant Professor of the Practice; Associate Dean of International Relations</td>
</tr>
<tr>
<td>Crowson, Robert</td>
<td>2-8030</td>
<td>robert.l.crowson*</td>
<td>210F Payne</td>
<td>Professor of Education</td>
</tr>
<tr>
<td>Cunningham, Karen</td>
<td>2-8016</td>
<td>karen.cunningham*</td>
<td>202ea Payne</td>
<td>Administrative Officer</td>
</tr>
<tr>
<td>Dickson, Nancy</td>
<td>2-7834</td>
<td>nancy.dinunzio*</td>
<td>201 Home Ec</td>
<td>Program Manager Humphrey Fellowship</td>
</tr>
<tr>
<td>Doyle, Corbette</td>
<td>3-4362</td>
<td>corbette.doyle*</td>
<td>011B Payne</td>
<td>Lecturer in Organizational Studies</td>
</tr>
<tr>
<td>Doyle, William</td>
<td>2-2904</td>
<td>w.doyle*</td>
<td>207D Payne</td>
<td>Associate Professor of Public Policy and Higher Education</td>
</tr>
<tr>
<td>Eidson, Tammy</td>
<td>2-0891</td>
<td>tammy.eidson*</td>
<td>202 Payne</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Engel, Mimi</td>
<td>3-3717</td>
<td>mimi.engel*</td>
<td>106B Payne</td>
<td>Assistant Professor of Public Policy and Education</td>
</tr>
<tr>
<td>Evans, Brent</td>
<td>2-6491</td>
<td>b.evans*</td>
<td>205A Payne</td>
<td>Assistant Professor of Public Policy and Higher Education</td>
</tr>
<tr>
<td>Goldring, Ellen</td>
<td>2-8037</td>
<td>ellen.goldring*</td>
<td>202D Payne</td>
<td>Professor of Education Policy and Leadership Chair, LPO;</td>
</tr>
<tr>
<td>Grissom, Jason</td>
<td>2-6441</td>
<td>jason.grissom*</td>
<td>106A Payne</td>
<td>Assistant Professor of Public Policy and Education</td>
</tr>
<tr>
<td>Heinrich, Carolyn</td>
<td>2-1169</td>
<td>Carolyn.heinrich*</td>
<td>205B Payne</td>
<td>Professor of Public Policy and Education</td>
</tr>
<tr>
<td>Henry, Gary</td>
<td>2-0249</td>
<td>gary.henry*</td>
<td>106D Payne</td>
<td>Professor of Public Policy and Education</td>
</tr>
<tr>
<td>Heuser, Brian</td>
<td>2-8435</td>
<td>brian.l.heuser*</td>
<td>009C Payne</td>
<td>Assistant Professor of the Practice</td>
</tr>
<tr>
<td>Johnston, Andrew</td>
<td>TBD</td>
<td>Andrew.j.johnston*</td>
<td>TBD</td>
<td>Lecturer in Higher Education</td>
</tr>
<tr>
<td>Kochanowski, Susan</td>
<td>2-7972</td>
<td>Susan.kochanowski*</td>
<td>202C Payne</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Laird, David</td>
<td>2-8522</td>
<td>david.laird*</td>
<td>009D Payne</td>
<td>Assistant Professor of the Practice</td>
</tr>
<tr>
<td>Loss, Catherine</td>
<td>2-6619</td>
<td>catherine.g.loss*</td>
<td>206 Payne</td>
<td>Assistant Professor of the Practice; Director of M.P.P. Program; Coordinator of EdD Program</td>
</tr>
<tr>
<td>Loss, Christopher</td>
<td>3-4038</td>
<td>c.loss*</td>
<td>205D Payne</td>
<td>Assistant Professor of Public Policy and Higher Education</td>
</tr>
<tr>
<td>Manlove, Rachel</td>
<td>2-8000</td>
<td>rachel.v.manlove*</td>
<td>202 Payne</td>
<td>Office Assistant</td>
</tr>
<tr>
<td>McClain-Nixon, Cassandra</td>
<td>2-8244</td>
<td>cassandra.mcclain-nixon*</td>
<td>202 Payne</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Moody, Rosie</td>
<td>2-8019</td>
<td>rosie.moody*</td>
<td>202A Payne</td>
<td>Educational Coordinator</td>
</tr>
<tr>
<td>Murphy, Joseph</td>
<td>2-8038</td>
<td>joseph.f.murphy*</td>
<td>210B Payne</td>
<td>Professor of Education</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Location</td>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
<td>----------</td>
<td></td>
</tr>
<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</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-Wright</td>
<td>Director of Undergraduate Student Services</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 in

HIGHER EDUCATION ADMINISTRATION

Peabody College,
Vanderbilt University

The Higher Education Administration (HEA) program at Vanderbilt University’s Peabody College prepares students to be leaders in colleges and universities. Our goal is to ensure that students understand the theory and practice of higher education so they can thrive as professional administrators in diverse institutional contexts. The HEA faculty are leading scholars and teachers in the field of higher education and they are devoted to creating high-quality learning experiences that prepare their students for a career in higher education.

The program offers students four concentrations. While all students receive the exact same degree, these concentrations allow students to tailor their programs to best suit their interests and career goals. The four concentrations are:

- Student Affairs
- Enrollment Management
- Higher Education Policy
- General Higher Education

HEA Learning Outcomes

Students will demonstrate:

1. Deep knowledge and understanding of the historical, organizational, financial, and political contexts of university administration and leadership;
2. Ability to analyze colleges and universities using multiple conceptual and analytical perspectives; effective written and oral communication skills; and finally
3. The skills necessary to assume entry-level positions in the higher education administration workforce.

Assistantships, Internships, and Practicum Experience

Assistantships, internships, and/or practicums are an important component of a comprehensive preparation program for individuals entering higher education administration. Supervised practice experiences provide students with valuable work experience as they explore potential career choices. The Council for the Advancement of Standards in Higher Education’s (CAS) Professional Standards for Higher Education (2009) outlines the need for Masters-level students to participate in supervised experiences as a key facet of their professional training.
With assistance from faculty, students are responsible for securing their own assistantships, internships, and/or practicums. Students are required to complete 3 credits of practicum. Students must be engaged in their practicum activities 45 hours for each hour of credit they receive (i.e., 3 hours of credit requires 135 hours of work). Students who wish to do an additional practicum may do so by enrolling for 0 (zero) credits. No more than 3 credits of practicum may be used toward the master's degree in HEA.

Students enrolled for 3 credits of practicum must take the practicum course. The practicum course is designed to provide students with tools and opportunities to integrate and synthesize theory and practice.
# Summary of Higher Education Program Tracks

<table>
<thead>
<tr>
<th></th>
<th>Student Affairs</th>
<th>Enrollment Management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HE Masters Core</strong></td>
<td>6 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td></td>
<td>- Nature and Function (3 credits)</td>
<td>- Nature and Function (3 credits)</td>
</tr>
<tr>
<td></td>
<td>- College and University Management (3 credits)</td>
<td>- College and University Management (3 credits)</td>
</tr>
<tr>
<td><strong>Methods Requirement</strong></td>
<td>3 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td></td>
<td>Research Design &amp; Data Analysis I</td>
<td>Research Design &amp; Data Analysis I</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Research Design &amp; Data Analysis II</td>
</tr>
<tr>
<td><strong>Track Core</strong></td>
<td>12 credits—</td>
<td>9 credits—</td>
</tr>
<tr>
<td></td>
<td>1. The Profession of Student Affairs</td>
<td>1. Introduction to Enrollment Management</td>
</tr>
<tr>
<td></td>
<td>2. The College Student</td>
<td>2. The Practice of Enrollment Management</td>
</tr>
<tr>
<td></td>
<td>3. Theories of College Student Development</td>
<td>3. The College Student</td>
</tr>
<tr>
<td></td>
<td>4. Racial and Social Diversity in Higher Education</td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>12 credits</td>
<td>12 credits</td>
</tr>
<tr>
<td><strong>Practicum</strong></td>
<td>3 credits: Supervised by current HE program internship coordinator</td>
<td>3 credits: Supervised by current HE program internship coordinator</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Higher Education Policy</td>
<td>General Higher Education Administration</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td><strong>HE Masters Core</strong></td>
<td>6 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td></td>
<td>- Nature and Function (3 credits)</td>
<td>- Nature and Function (3 credits)</td>
</tr>
<tr>
<td></td>
<td>- College and University Management (3 credits)</td>
<td>- College and University Management (3 credits)</td>
</tr>
<tr>
<td><strong>Methods Requirement</strong></td>
<td>6 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>Research Design &amp; Data Analysis I</td>
<td>Research Design &amp; Data Analysis I</td>
</tr>
<tr>
<td></td>
<td>Research Design &amp; Data Analysis II</td>
<td></td>
</tr>
<tr>
<td><strong>Tract Core</strong></td>
<td>9 credits</td>
<td>9 credits</td>
</tr>
<tr>
<td></td>
<td>Select 3 of the 4 following courses:</td>
<td>Students must design and justify a relevant course of study encompassing 3 courses. Example programs are listed in track description.</td>
</tr>
<tr>
<td></td>
<td>- Introduction to Enrollment Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- College and University Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Educational Policy and Program Evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Politics of Policymaking</td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>12 credits</td>
<td>15 credits</td>
</tr>
<tr>
<td><strong>Practicum</strong></td>
<td>3 credits: Supervised by current HE program internship coordinator</td>
<td>3 credits: Supervised by current HE program internship coordinator</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>36</td>
<td>36</td>
</tr>
</tbody>
</table>
STUDENT AFFAIRS

Masters Degree Program Requirements

36 Credits

The student affairs track prepares students for careers in housing, student and Greek life, in multicultural affairs and international student services, and in other areas of the student affairs profession.

I. Research Methods
   Research Design and Data Analysis I 3 Credits

II. Higher Education Administration Masters Core
    College & University Management 3 Credits
    Nature and Function of Higher Education 3 Credits

III. Student Affairs Core
    Student Affairs Administration and Practice 3 Credits
    The College Student 3 Credits
    Student Development Theory 3 Credits
    Diversity & Equity in Higher Education 3 Credits

IV. Practicum (1 Required) 3 Credits

V. Electives
   (Recommended)
   Introduction to Enrollment Management 3 Credits
   Practice of Enrollment Management 3 Credits
   Finance of Higher Education 3 Credits
   Organizational Theory and Behavior 3 Credits
   Learning Organizations 3 Credits
   Leading and Managing Groups 3 Credits
   Comparative Issues in Higher Education (International)

VI. Comprehensive Exam

TOTAL 36 CREDITS
ENROLLMENT MANAGEMENT

Masters Degree Program Requirements

36 Credits

The enrollment management track enables students to understand how the tools and techniques of enrollment management can help to recruit, admit and graduate students in a way that enhances the educational mission of an institution of higher education. Graduates of this program will be prepared for work in admissions offices, development, student affairs or institutional research, among other career options.

<table>
<thead>
<tr>
<th>I. Research Methods</th>
<th>6 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Design and Data Analysis I</td>
<td>3 credits</td>
</tr>
<tr>
<td>Research Design and Data Analysis II</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Higher Education Administration Masters Core</th>
<th>6 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>College and University Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>Nature and Function of Higher Education</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Enrollment Management Core</th>
<th>9 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Enrollment Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>The Practice of Enrollment Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>The College Student</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IV. Practicum (1 required)</th>
<th>3 Credits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>V. Electives</th>
<th>9-12 Credits</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>VI. Comprehensive Examination</th>
<th></th>
</tr>
</thead>
</table>

TOTAL 36 CREDITS
HIGHER EDUCATION POLICY

Masters Degree Program Requirements

36 Credits

The higher education policy track provides students with the knowledge and skills they need to understand the complex interrelationship between government and institutions of higher education. Students will study both key aspects of higher education management and education policymaking more broadly. Graduates will be prepared for careers in governmental affairs, policy positions in government agencies, or policy research organizations, among other possibilities.

I. Research Methods

Research Design and Data Analysis I  
Second Research Design Course, chosen with advisor

II. Higher Education Administration Masters Core

College and University Management  
Nature and Function of Higher Education

III. Policy Core

Students Must Choose 3 from the following 5 courses:

Introduction to Enrollment Management  
Higher Education and Public Policy  
College and University Finance  
Educational Policy and Program Evaluation  
Politics of Policymaking

IV. Practicum  (1 required)

V. Electives

VI. Comprehensive Examination

TOTAL 36 CREDITS
GENERAL HIGHER EDUCATION

Masters Degree Program Requirements

36 Credits

This track is for students who wish to customize their academic and professional training.

The general higher education program consists of three credits in research methods, the six credit master's core, a nine credit core to be designed with the program advisor, three credits from the practicum course and 15 elective credits.

I. **Research Methods** 3 Credits

   Research Design and Data Analysis I 3 Credits

II. **Higher Education Administration Masters Core** 6 Credits

   College & University Management 3 Credits
   Nature and Function of Higher Education 3 Credits

III. **General Higher Education Core** 9 Credits

   Students in the general higher education track must design a program of study consisting of three courses which cover an important aspect of higher education leadership. A few examples include:

   Introduction to Enrollment Management
   The College Student
   Finance of Higher education
   College Student Personnel Services
   Comparative Issues in Higher Education (International)
   Education and Economic Development
   Economics of Education
   Learning Organizations

IV. **Practicum (1 Required)** 3 Credits

V. **Electives** 15 Credits

VI. **Comprehensive Exam**

TOTAL 36 CREDITS
Forms
Master's Degree in Higher Education Administration  
- Program of Study -

Student Name: ___________________________ VU # ___________________________
Street Address: _____________________________________________________________
Advisor Name: _____________________________________________________________
Date of Entry to HEA Program: _______________________________________________

Major:
- [ ] HEA/Student Affairs
- [ ] HEA/Enrollment Management
- [ ] HEA/Higher Ed Policy
- [ ] HEA/General Administration

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/ Year</th>
<th>Peabody Hours</th>
<th>Transfer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Research Methods Courses (3-6 hours)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LPO 7860 Research Design and Data Analysis I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LPO 7870 Research Design and Data Analysis II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required HEA Core Courses (6 hours)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA 6010 College &amp; University Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA 6020 Nature &amp; Function of Higher Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required HEA Specialization Courses (9 hours)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENT AFFAIRS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA 6500 College Student Personnel Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA 6510 The College Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA 6520 Theories of College Student Development</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENROLLMENT MANAGEMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA 6100 The Practice of Enrollment Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA 6110 Enrollment Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEA 6510 The College Student</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7/12/2015
<table>
<thead>
<tr>
<th><strong>HIGHER EDUCATION POLICY</strong> (select 8 of 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEA 6100 Practice of Enrollment Management</td>
</tr>
<tr>
<td>EDP 6110 Politics of Policymaking</td>
</tr>
<tr>
<td>HEA 6310 College &amp; University Finance</td>
</tr>
<tr>
<td>EHLP 8830 Education Policy &amp; Program Evaluation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>GENERAL</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>List 3 courses from the other Specializations or other courses selected in consultation with your advisor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Elective Courses (9-15 hours)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Can be selected from HEA courses or other graduate level Peabody or Vanderbilt courses. Courses outside LPO should be discussed with your advisor.</td>
</tr>
<tr>
<td>Course</td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>HEA 7950 Practicum in Higher Education</td>
</tr>
<tr>
<td>HEA 7950 Additional Practicum</td>
</tr>
</tbody>
</table>

Total Hours (36 hours)

Required COMPREHENSIVE EXAM: Must be completed in last Fall or Spring semester of coursework

Expected Semester/Year of Degree Completion

NOTE: (List any agreements or substitutions not otherwise noted above)

Student Signature ____________________________ Date: __________________

Advisor Signature ____________________________ Date: __________________

Program Director Signature ____________________ Date: __________________

Dean's Office ________________________________ Date: __________________

7/12/2015
Change in Program of Studies

Please return to:
The Office of Academic Services 216 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. 162030):

Anticipated Date of Graduation: (Month) Aug Dec May (Year) 20

Department:

Program/Major(s):

Phone: ( ) -

Email Address:

Mailing Address:

Delete:

Course Number & Title
1.
2.
3.
4.
5.
6.

Add:

Course Number & Title
1.
2.
3.
4.
5.
6.

Student’s Name & Signature Date

Adviser’s Name & Signature Date

Director of Graduate Studies’ Name & Signature Date

OAS Use Only

OAS Signature Date
Request to Audit

Please return to:
The Office of Academic Services
216 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. 162030): 

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 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? Y/N

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
Please return to:
The Office of Academic Services
216 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. 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 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.

Course Number, Title: __________________________
# of Credit Hours: ___________
Instructor: ________________________________
Semester: Spring__Summer__Fall__ Year: 20__

Describe the nature and location of your individualized learning experience:

Learning objectives:

Describe your specific responsibilities:
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

Date

Full-time Vanderbilt Faculty’s Name & Signature

Date

Director of Undergraduate/Graduate Studies’ Name & Signature

Date

OAS Use Only

OAS Signature

Date
Individual Practicum Contract

Name ___________________________ Home Telephone ___________________________
Address __________________________ Business Telephone ___________________________

Position(s) for which you are preparing __________________________

Semester __________ Year __________ Semester Hours __________

Instructor __________________________

Field Supervisor __________________________ Position __________________________

Practicum Site: __________________________ (Organization) __________________________ (Location)

Outline the specific activities you plan to carry out:

1. __________________________

2. __________________________

3. __________________________

4. __________________________

5. __________________________

6. __________________________

Briefly state the overall contribution you expect this practicum to make toward your professional development:

__________________________

__________________________
Identify the specific outcomes (knowledge, skills, attitudes) you hope these activities will enable you to achieve:

1. 

2. 

3. 

4. 

5. 

6. 

How do you expect to document our success in achieving these outcomes?

1. 

2. 

3. 

4. 

5. 

Student’s Signature ___________________________ Date __________

Instructor’s Signature ___________________________ Date __________

Field Supervisor’s Signature ______________________ Date __________

Supervisor’s Mailing Address _______________________

E-mail Address __________________________

Telephone Number __________________________

NOTE: For each semester hour of Peabody College credit, students are required to put a minimum of 45 clock hours into the practicum at times to be arranged.
Incomplete Grade Request

Please return to:
The Office of Academic Services
216 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., 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.”
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)
Degree Audit Substitution

Please return to:
The Office of Academic Services
216 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. 162030): ________________________________

Classification: Undergraduate Y/N Freshman Sophomore Junior Senior
Professional Y/N

Anticipated Date of Graduation: (Month) ___________ (Year) ___________

Department: ________________________________ Program/Major(s): ________________________________

Phone: (________) ___________

Email Address: ________________________________

Mailing Address: ________________________________

To request permission to substitute a course fill out this form and consult with your adviser as well as the Director of Undergraduate/Graduate Studies. Once you have obtained those signatures, return the completed form to the Office of Academic Services and you will be notified of approval.

Substitutions must be approved prior to the close of registration for the semester.

Request to substitute ________________________________ for ________________________________

Course Number & Title: ________________________________ Course Number & Title: ________________________________

Rationale:

__________________________________________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________________________________________

Student’s Name & Signature: ________________________________ Date: ___________

Adviser’s Name & Signature: ________________________________

Adviser: Approved __ Denied __ Review Requested: __ Date ___________

Director of Undergraduate or Graduate Studies’ Name & Signature: ________________________________

DUS/DGS: Approved __ Denied __ Review Requested: __ Date ___________

Office Use Only:

Chair, Undergraduate Administrative Committee’s Name & Signature: ________________________________

UAC: Approved __ Denied __ Date ___________

OAS Signature: ________________________________ Date: ___________


Notification of Intent to Graduate

All fields required:

Full Name:

First Middle/Maiden Last

Student ID # (e.g. 162030):

Intended Date of Graduation: (Month) 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”)

Course Number & Title

Hours Instructor Semester/Year

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

OAS Use Only

OAS Signature

Date

Date
Leave of Absence 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: __________________________

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.

Student’s Name & Signature __________________________ Date ____________

Adviser’s Name & Signature __________________________ Date ____________

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

OAS Use Only

OAS Signature __________________________ Date ____________