

**DEPARTMENT OF TEACHING AND LEARNING
PEABODY COLLEGE OF VANDERBILT UNIVERSITY**

TRANSFER OF CREDIT

Student Name: _____ SS#: _____ Degree: _____

Local Address: _____

E-mail: _____ Telephone: _____

Students pursuing a master's degree may transfer up to six semester hours taken at a regionally accredited institution, provided the student was unconditionally admitted as a graduate student at the time the credit was earned. A maximum of 36 graduate-level hours from an accredited institution may be transferred toward a doctoral degree. Transfer credits counted toward a degree program require approval of the student's faculty advisor, plus approval and signature of the Director of Graduate Studies. Courses with grades lower than "B" are not eligible for transfer. Any grade reported as "P", "Cr", "S" and so on must be accompanied by a statement from the registrar of the respective school where the class was taken stating that this designation is equal to at least a "B" grade on a 4-point scale.

Transfer credits will be entered on the Peabody or Graduate School transcript only on request. Any transfer credits listed on a program of studies need to appear below. Credits may be recorded from official transcripts only.

Please transfer the following courses/credits to my Peabody or Graduate School transcript:

School	Course #	Title	Sem.	Hrs.	Credit
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Student's Name

Major Professor

Director of Graduate Studies

Date