

Undergraduate Degree Audit Substitution

Student Information (*PRINT CLEARLY; all fields required*):

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

Classification: FR___ SO___ JR___ SR___

Professional/Graduate students should use the Graduate version of this form, found on our website

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

Major(s): _____ Major Track(s), if applicable: _____

Email Address: _____@vanderbilt.edu

This form is not to be used to have transfer courses evaluated for credit. Please use this form only to move courses from one section of the Degree Audit to another. **Please obtain all necessary signatures before turning in to the Peabody Office of Academic Services.**

I am requesting that _____
Course Subject, Number, & Title

be counted as _____
Degree Audit Requirement (ex: "communications requirement," "HOD track elective," etc.)

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

Brief rationale for the request (*why is this course an appropriate substitute for this degree requirement?*):

^ Student's Signature and Date

Approved Denied Review Requested

^ Director of Undergraduate Studies' Name & Signature Date

This will be the Director of the department in which you are seeking the substitution. Example: If you are requesting that an HOD course count as a Special Ed requirement, you will seek the signature of the DUS of Special Ed.

Teaching and Learning students pursuing teacher licensure majors must also obtain approval from the program director for their licensure area:
 Approved Denied Review Requested
Program Director's Name & Signature

Please return to:

The Peabody Office of Academic Services 215 Peabody Administration Building Phone: (615) 322-8400
peabodyacademicservices@vanderbilt.edu

Approved Denied

(Office Use Only) Chair, Undergraduate Administrative Committee's Name & Signature - Date

(Office Use Only) OAS Signature Date