If you did NOT take any class like this, you do NOT need to return this form.

The policy of the faculty of Peabody College is as follows:

Entering freshmen who have taken pre-freshmen college work during their junior or senior year in high school, or during summers prior to their offer of admission to Vanderbilt, must report such work to the Office of Undergraduate Admissions. At the student’s request, a determination will be made by the Peabody Office of Records and Registration as to whether such work may be awarded credit toward the Vanderbilt degree.

Credit will be awarded only upon determination that:

1. The work was in a course regularly offered in the curriculum of an accredited two-year or four-year college or university;

2. The teacher was a regular faculty member of that college/university; and

3. The majority of the students in the course were candidates for a college degree at that institution; and

4. The grade received in the course was C- or higher.

If you were dually enrolled, meaning you earned high school and college credit for the course, please contact our office.

The question of credit must be settled in advance of the student’s first semester at Vanderbilt.

If you have AP or IB credit, that must be sent by the appropriate agency and is not handled with this form.

If you did NOT take any class like this, you do NOT need to return this form.

INSTRUCTIONS FOR APPLYING FOR CREDIT

STEP 1. Request that a transcript from the institution awarding the credit be sent by them directly to Vanderbilt.

STEP 2. Send, together with this completed form, a catalog, course syllabus, and any other descriptive material concerning the course and/or program in which you were enrolled. You may also scan/email supporting documents to malina.c.halman@vanderbilt.edu

STEP 3. Provide the information requested at the top of the page and on the reverse side of this form to the best of your ability.

THE REVERSE SIDE MUST BE COMPLETED IN ORDER FOR YOUR APPLICATION TO BE PROCESSED
Name and address of institution awarding credit:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Instructor (Name and Title)</th>
<th>Taken during (semester and year)</th>
<th>Course was taken on the campus of…</th>
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A majority of the students in the course were (check one):

- [ ] High school students
- [ ] Students seeking a degree at the institution

The instructor was a regular faculty member of that college/university.

- [ ] Yes
- [ ] No

This was a regular course offered at the two-year or four-year institution?

- [ ] Yes
- [ ] No

Student’s Name & Signature

Date

******************************************************************************

Please return completed form and requested materials to:

By mail:  OR  Campus location:
Peabody Office of Academic Services  211 Peabody Admin Building
230 Appleton Place
PMB #323
Nashville, TN  37203