

Please return to:

The Office of Academic Services

211 Administration Building

Hours: Monday-Friday 7:30am-4:30 pm

Phone: (615) 322-8400

Fax: (615) 322-8401

Coursework Elsewhere Transfer of Credit Policies:

1. To pursue study abroad course work elsewhere, the student must be in good standing with a 2.700 minimum cumulative grade point average at the end of the semester prior for Study Abroad; 2.000 minimum in the Spring semester for Summer coursework.
2. Transfer courses must be taken at a **four-year, fully accredited** college/university.
3. No more than a total of 15 hours may be transferred toward the Vanderbilt degree for Study Abroad during the academic year (Fall/Spring); 12 hours over the Vanderbilt career for summer coursework.
4. Courses **MAY NOT** be taken pass/fail, and the grade earned must be a C- or better.
5. Courses **MAY NOT** be part of the student's last 24 hours at Vanderbilt.

Procedures:

1. Take this form, with the course description and syllabus, to the appropriate department(s) for evaluation and departmental approval of all listed courses. **THE DEPARTMENT EVALUATORS ARE ONLY TO GIVE THEIR EVALUATIONS BASED ON THE COURSES IN THEIR DEPARTMENT; THIS FORM IS NOT TO BE USED FOR EVALUATING COURSES FOR LIBERAL ED. CORE REQUIREMENTS.** Speak with the Office of Academic Services about seeing if a certain evaluated course can count as a Liberal Ed. Core requirement or moved in your degree audit.
2. Have the form signed by your faculty adviser(s).
3. Return completed form to the Peabody Office of Academic Services, 211 Peabody Administration Building, for preliminary Peabody approval. **Application deadlines are: November 15 for the spring semester, April 15 for the summer and fall semesters.**
4. Students who do not meet the Peabody eligibility requirements to pursue course work elsewhere will be notified by e-mail once grades from the term before the proposed abroad experience have been processed (ex - if you plan to study abroad in the Spring, you will be notified via email after Fall grades have been entered).
5. Upon completion of summer or study abroad coursework, students must request that an official transcript be mailed directly to the following address:
Vanderbilt University
Peabody Office of Academic Services
230 Appleton Place
PMB 323
Nashville, TN 37203
If your school/agency is going to send the transcript via FedEx or UPS, please contact our office for the address.
6. Upon receipt of the official transcript, the transfer work will be posted to the Vanderbilt academic record and students and advisers will be notified via email.

Suggestions:

Give yourself some flexibility. Have more courses evaluated than you intend to take (if you plan to take two courses, have five or six evaluated). If you have any questions regarding transfer of credit, please contact **the Office of Academic Services**.

Warning:

You assume the risk of the failure to receive prior approval. All coursework, even if you just need it for hours toward graduation, **must be pre-approved**. Departments are under no obligation to approve any course for transfer credit, and their decisions will be final.

If you attempt to seek approval after you have already completed the course, you will be required to submit a petition to the Undergraduate Administrative Committee before course evaluations can be done. If the UAC denies your request, you will not be able to seek credit for the courses you've taken. This is why it is essential you seek approval on or before the application deadline(s).