


DATE OF RELEASE

10/6/2010

## MEMORANDUM

TO: Peabody Ph.D. Students, Graduate Faculty, and Administrative Officers

FROM: Camilla P. Benbow   
Patricia and Rodes Hart Dean of Education and Human Development

RE: Summer Tuition guidelines for Ph.D. students

Peabody College provides funding for each on-campus Ph.D. student for Vanderbilt graduate coursework tuition towards their Ph.D. degree. The timeframe for college-supported funding and the number of credit hours of tuition is specified in each student's admission letter. The source of each student's funding, however, is unique and often changes during their time at the College.

The established procedures for paying for tuition are linked to the student's source of stipend and are as follows:

- ◆ For students with research and/or teaching assistantships funded through the department and college, tuition will be paid by the department.
- ◆ For students funded through training grants and individual fellowships, tuition will be paid by those grants, in accordance with agreements about the proportion shared by the college.
- ◆ For students funded by investigator-initiated federal grants, tuition will be paid by that grant, in accordance with the agreement about the proportion shared by the college (see PRO rules).
- ◆ For all funding sources, the proportion of the tuition matches the proportion of the student's stipend. For example, if a student is paid 50% by a departmental TA and 50% by a research grant, then tuition will be paid 50% by each source.

It is recognized that during the summer semester, there are a multitude of arrangements regarding student stipends and whether or not a student takes credit-bearing coursework. It should be noted that students who were enrolled full-time for fall and spring semesters are considered full-time students without the need to take any summer hours to maintain that status. Students are generally discouraged from taking summer coursework so that this time can be used for concentrated research activities. However, there are some circumstances when students would like to pursue a substantive course opportunity that is available.

For students who will not be receiving a departmental TA/RA or training grant stipend during all summer months, summer tuition needs prior approval.

- ◆ For students funded by investigator-initiated federal grants, tuition may be paid by that grant; students will need prior written agreement from that investigator that summer tuition will be covered by the grant. It is recognized that part-time (3 months or less) summer support for students to perform faculty research may not include resources for summer tuition.
- ◆ For students who are not receiving a summer stipend, are receiving a stipend from another source, or have a denial of tuition request by an investigator, the College will cover summer tuition.

Dean's Office

Before registering for a credit-bearing summer course that is not automatically covered through the department or a training grant, please

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- Make sure that your Departmental Assessment/Review and online Profile are current and have been uploaded into AOP+. *Requests for summer tuition will not be approved if this information is not up to date. To update your Profile, go to <http://pbdapps.vanderbilt.edu/BRAVEHEART/output/login.asp>*  
Your Username is your vnetid, and your initial password (if you have not changed it) is PHD.
- Submit your request to your advisor using the attached form. Your advisor's signature certifies that the summer coursework is a necessary part of the student's program of studies.
- Submit your request to your department's Director of Graduate Studies (DGS). Your DGS's signature certifies that your Departmental Assessment/Review is current and you are in good standing in your department.
- After your advisor and DGS have signed, submit the form to your department's Administrative Officer, who will forward it electronically to the Dean's office.
- Forward all materials to your department's administrative officer *prior to registration*.

NOTE: The College will only cover summer tuition for substantive coursework in your program of studies. Summer tuition should not be used for Readings and Research, Independent Studies, Masters Thesis Research, Non-Candidate Research, or Dissertation Research hours.

VANDERBILT UNIVERSITY

PMB 329  
230 Appleton Place  
Nashville, Tennessee 37203-5721

<http://peabody.vanderbilt.edu>  
tel 615.322.8407  
fax 615.322.8501

VANDERBILT Peabody College  
PEABODY PH.D. SUMMER TUITION REQUEST

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Entered program: (date) \_\_\_\_\_

Course name/number requiring tuition: \_\_\_\_\_

Number of hours credit requested: \_\_\_\_\_

Term:  Maymester  Summer 1<sup>st</sup> Session  Summer 2<sup>nd</sup> Session

Source of Summer Stipend:  Departmental TA/RA  Faculty grant  Training grant  
 None  Other (specify: \_\_\_\_\_)

Grant number to be charged for summer tuition if faculty grant: \_\_\_\_\_  
(requires signature and permission or denial)

Approvals

Participation in the summer coursework is a necessary part of the student's program of studies.

Advisor: \_\_\_\_\_  
Printed Name Signature Date

This student's departmental assessment/review is current in AOP+ and the student is in good standing in the department.

DGS: \_\_\_\_\_  
Printed Name Signature Date

I agree for this student's summer tuition to be charged to the above grant:  Yes  No  
If no, reason: \_\_\_\_\_

Faculty (for research or training grant)

: \_\_\_\_\_  
P.I.'s Printed Name Signature Date

Routing:

Departmental AO to Peabody Director of F&A