This handbook provides detailed information for Master's students who are enrolled in the Department of Leadership, Policy and Organizations. It is a supplement to the current university catalog, *The Bulletin of Peabody College, Vanderbilt University*.

*The Bulletin* is published as a series of catalogs, one for each school or college in the university, and it provides information regarding general academic policies, library resources, research facilities, resource centers, course descriptions, and student services.

**See also:** *An Introduction to Peabody.*
LPO Purpose Statement

To understand and enhance the social, institutional, and organizational contexts in which people learn—schools, universities, and workplace settings among them.
2015-2016 Calendar of Important Dates

August
26 First day of Class

September
2 Fall Registration on YES ends at 11:59 pm
3-9 Extended drop/add by submitting appropriate forms.
4 Last day to submit Intent to Graduate forms (for December)

October
15-16 Fall Break (Professional weekend classes meet)
19 Spring Registration Opens for Peabody students
22-24 Homecoming/Reunion Weekend

November
20 Spring Registration ends
21-29 Thanksgiving Break

December
11-19 Reading Days and Exams
19 Holiday Break Begins

January
4 First Day of Spring Semester Classes
18 Martin Luther King Jr Holiday – No Classes
Open Enrollment Period ends at 11:59 p.m.
19-25 Extended Drop/Add by submitted appropriate forms

February
22 Students may start loading Summer classes into their carts

March
5 – 13 Spring Holidays
   Registration for summer classes begins in YES
14 Registration for Fall classes begins
28 Summer 2016 open enrollment begins

April
11 Fall 2016 open enrollment begins
8-12 AERA Conference – Washington, DC
25 Last Day of Spring Semester Classes
26 – May 5 Reading days and Examinations

May
11 Chancellor Zeppos’ “The Party”
12 LPO Student Reception
13 Commencement
INTRODUCTION TO LPO

As a graduate of Leadership, Policy and Organizations (LPO), you have an opportunity to assume a leadership role in any number of organizations where learning takes place: in and out of schools, in government, in research universities, in policy making and research groups, in corporations, in foundations, in private sector consulting firms and think tanks, and in other contexts.

As an LPO student, you will have the opportunity to collaborate with an internationally known faculty, and you will be able to participate in research activities with local, national and international implications.

Your LPO professors make up a multidisciplinary research unit that relies upon social and behavioral science methods and knowledge to understand and engage in modern leadership preparation. You will have the opportunity to work with them as they conduct research to shed light on the interactions between economic and social conditions and a wide assortment of organizational and institutional arrangements related to learning.

Working with your advisor, you will craft a program of studies — your personalized academic program — that is consistent with the department's expectations for intellectual rigor and breadth.

Your academic studies will be intellectually grounded in the department's core, which takes human learning as its central focus, with connections to social, financial and political capital; organizational dynamics; leadership; instruction; curriculum; and decision analyses. You also will be exposed to topical areas that are included in your program core.

You will count among your fellow students school principals and teachers, college and university administrators, state policy makers and analysts, human resource directors, and organizational consultants.

Upon graduation, you will join a distinguished network of LPO alumni who are college faculty, college and university presidents, deans, school principals and vice principals, policy analysts, associate vice presidents for academic affairs, directors of student affairs, vice-presidents for institutional advancement, directors of alumni relations, directors of development and alumni giving, executive directors of non-profit organizations, directors of human resources, organizational and management consultants and corporate learning leaders.

Leadership, Policy and Organizations is among an elite few departments in the nation. We are pleased you have joined us.
THE HONOR SYSTEM

The Vanderbilt Honor System was instituted in 1875 with the first final examinations administered by the University. A student's personal integrity, then and now, was presumed to be sufficient assurance that in academic matters one did one's own work without unauthorized help from other sources. Upon enrollment at Vanderbilt University, it is expected that students will abide by the Honor System, as well as all other policies, outlined in the Student Handbook (available in the Registrar's Office). All students enrolled in Peabody professional programs are subject to the jurisdiction of the Peabody Honor Council.

The Peabody Honor Council consists of five students representing each of the departments and three faculty members appointed each September.

A Summary of the Vanderbilt Honor Code

The Honor System presumes that all work submitted as part of academic requirements is the product of the student submitting it unless credit is given with proper footnoting and bibliographic techniques or prescribed by the course instructor. Students are responsible for obtaining from their professors an explanation of the freedom they may exercise in collaborating with other students or in use of outside sources, including student's own work prepared and submitted for another course. In the event that a student does not obtain from the professor in any class a clear definition of the application of the Honor Code, the student must assume that the Honor Council will follow the strictest interpretation of the Honor Code with respect to that class.

Honor Code Violations

- Cheating on an exercise, test, problem, or examination submitted by a student to meet course requirements.

- Plagiarism on an assigned paper, theme, report, or other material submitted to meet course requirements.

- Failure to report a known or suspected violation of the Honor Code.

- Any action designed to deceive a faculty member or fellow student regarding principles contained in the Honor Code.

- Use of papers or texts prepared by commercial or non-commercial agents and submitted as a student's own work.
Submission of work prepared for another course without specific prior authorization of the instructors involved.

Falsification of any results pertaining to a study or one's research.

**Penalties for Honor Code Violations**

- Reprimand.
- Failure of the work in which the violation occurred.
- Failure of the course in which the violation occurred.
- Suspension from the school for not less than the remainder of the semester and not more than two semesters.
- Expulsion from the school.
- Loss of access to specified services.

The complete text and further details about the Honor Code are available at: [http://www.vanderbilt.edu/student_handbook/the-honor-system](http://www.vanderbilt.edu/student_handbook/the-honor-system)
ADMINISTRATIVE CHECKLIST

(Detailed information about each of these tasks follows the list).

Obtain a VUnetID and e-password at
https://jprod.its.vanderbilt.edu/apps1/its-epassword/main.html

Check Vanderbilt email at:
https://email.vanderbilt.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2femail.vanderbilt.edu%2fowa%2f

Communicate your local address/phone number to the Department at:
rachel.v.manlove@vanderbilt.edu

Make sure the University Registrar has a copy of your final undergraduate transcript (showing the conferral of your degree).

Comply with Background Clearance Requirements
http://peabody.vanderbilt.edu/admin-offices/bco/index.php

Read academic regulations in the Peabody Bulletin
http://www.vanderbilt.edu/catalogs/peabody_grad/PeaG01.html

Read the Code of Student Conduct in the Vanderbilt Student Handbook
http://www.vanderbilt.edu/student_handbook/student-conduct

Transfer credit from other institutions (if applicable) on Program of Studies signed by your advisor and Director of Graduate Studies

Submit Program of Studies. Complete all course work

Plan early for your Practicum; discuss this with your advisor during your first year. Attend the practicum/internship poster session in September.

Become familiar with the Peabody Career Center; attend seminars/workshops, one-on-one meetings, assessments, etc. It makes a difference!

Submit the Intent to Graduate Form; check Academic Calendar for the due date.

If you take courses other than those you list on your Program of Studies, complete the Change in Program Request Form.

Take the MEd Comprehensive Exam or complete a Policy Paper or Capstone project (depending on your program).

Graduate and Stay in Touch!
**VUnetID and EPassword.**

You must establish a VUnetID and e-password. You need this to register for classes, view your transcript, get your grades, and participate in classes using OAK. You will also need to set up a Vanderbilt email address. All of this can be done at: [http://www.vanderbilt.edu/epassword](http://www.vanderbilt.edu/epassword). Follow the directions for New to Vanderbilt.

**Email Address.**

Certain federal statutes require that information be delivered to each student. Vanderbilt delivers much of this information via email. Official electronic notifications, including those required by statutes, those required by University policy, and instructions from University and Peabody College officials, will be sent to students' Vanderbilt email addresses. Some messages will include links to the YES Communications Tool, which is a secure channel for official communication of a confidential nature.

Students are charged with the knowledge of the contents of all official University and Peabody College notifications, and are required to respond to instructions and other official correspondence requiring a response. Accordingly, students bear the responsibility for checking their Vanderbilt email account frequently and for managing their email account to prevent important messages from being returned as "undeliverable.” Students forwarding their Vanderbilt email communications to another account do so at their own risk.

The University and Peabody College make every effort to avoid inundating students with nonessential email (often called "spam"), and maintains separate lists from which students may unsubscribe for announcements of general interest.

You can check your email at: [http://its.vanderbilt.edu/vumail/](http://its.vanderbilt.edu/vumail/)

**Report your Local Address/Phone Number to the Department.**

Send your updated contact information to [rachel.y.manlove@vanderbilt.edu](mailto:rachel.y.manlove@vanderbilt.edu). It is rare, but sometimes we need to send you information by mail.

**Final Transcript**

The University Registrar’s office must have an official final transcript from your undergraduate university that shows that your bachelor’s degree was conferred. If you had not yet graduated when you applied for the masters program, you must have your undergrad institution send a final transcript to Vanderbilt University, Office of the University Registrar, PMB 407701, 110 21st Avenue South, Nashville, TN 37240-7701.
Background Clearance Office

All graduate students earning a Peabody degree are required to be fingerprinted. Consult the Background Clearance Office (BCO) website for the details on how to go about this. http://peabody.vanderbilt.edu/admin-offices/bco/index.php

Read the Peabody Bulletin

The Bulletin of Vanderbilt University/Peabody College is available at: http://www.vanderbilt.edu/catalogs/peabody_grad/PeaG01.html. This contains an extensive listing of policies and academic regulations, resources, financial aid information, and other information important for new students to know. Much of what is in this manual is excerpted from the Bulletin, but is not an exhaustive source of the regulations listed therein.

Transfer Hours and Program of Study

If you intend to transfer any graduate credits from another institution, meet with your advisor in the first few weeks of the semester to complete a Program of Study to transfer your credits.

All students should meet with their advisors in the first semester to complete a Program of Study form. You will register for Spring classes in November, and you should discuss a course plan with your advisor prior to enrolling for Spring. The courses on the Program of Study can be altered later, but it is helpful to have this in place early in your program.

Complete Coursework

Follow your plan of study. If you find other courses you want to take, talk with your advisor. Meet the following academic regulations.

Grading System

The grading system for professional study at Peabody College includes the letter grades of A, B, C, Pass, No Credit, and F. Plus or minus modifiers may be associated with letter grades as shown in the table below. Grade point averages are calculated using indicated grade point values.

*Defined Grades with Corresponding Grade Points per Credit Hour*

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<tr>
<td>A-</td>
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<tr>
<td>B+</td>
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<td>3.000</td>
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<tr>
<td>B-</td>
<td>2.700</td>
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<td>C+</td>
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<td>C-</td>
<td>1.700</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
</tr>
</tbody>
</table>

The letter I (incomplete) may be assigned with the instructor’s approval of the student’s written request (via the Request for Incomplete Grade form available at the Peabody Records Office) if the student is unable to complete the work in the published time
period. If after the specified completion date (not to exceed one semester), the incomplete has not been removed, it will be changed to the grade the student would have received without the missing work. Exceptions to the one-semester limit on incomplete grades are master’s theses and dissertations.

A grade of MI is given if a student has incomplete work and also missed the final examination. An M is assigned if a student has missed the final examination. The symbol W (withdrawal) is assigned in lieu of a grade when a student withdraws from a class before the end of the first week after mid-semester. After that point, withdrawal will result in an F. A student who withdraws from school for reasons such as illness, unusual personal or family problems, and the like may petition the Dean’s Office for an authorized administrative withdrawal. If approved, the student will receive a grade of W for courses in progress. A student who withdraws from school without an authorized administrative withdrawal receives grades of W or F depending upon the date of withdrawal. The grade of W is not included in the calculation of the grade point average.

**Grade Point Average**

A cumulative grade point average of 3.000 (or a B average) in course work taken for credit is necessary for graduation (A–4, B–3, C–2, F–0).

**Academic Probation**

A professional student whose cumulative grade point average falls below 3.000 is placed on academic probation and must achieve, as a minimum, a 3.000 grade point average for the next semester (or summer session) at Peabody to avoid dismissal and to continue for a second semester on probation. A student who is on academic probation may not receive a grade of Incomplete or take a course on a Pass/Fail basis. By the end of the second semester (or summer session) in which the student enrolls while on academic probation, he or she must achieve a cumulative grade point average of 3.000 or be subject to dismissal from the college. Under certain circumstances, a student who has been formally dismissed may be readmitted to the college. The appropriate department chair must review and recommend for the dean’s approval any request for readmission.

**Pass/Fail**

A student may elect to take one course per semester outside the major on a Pass/Fail basis. A grade of B is regarded as creditable performance at the professional level and is required for a grade of Pass. No more than 20 percent of the minimum hours presented for a degree may be on a Pass/Fail basis. Grades of Pass are not counted in the calculation of grade point averages. Grades of F earn no credit hours toward graduation and are included in computation of grade point averages. A student on academic probation may not take a course on a Pass/Fail basis.

**Auditing**

A Peabody degree-seeking student wishing to audit Peabody courses with no entry on the transcript does not register or pay for the courses. Permission must be obtained from the instructor to sit in on the class. A student wishing to have a notation of the audit made on
the transcript must register for the course and pay a $10 fee. Only a student admitted to a
degree program and registered for at least one course for credit may audit; a special
student is not eligible for audits. Course instructors have individual expectations of
students auditing courses; auditing students should discuss these expectations with the
instructor at the beginning of the semester. An audit registration may not be changed to a
graded or Pass/Fail registration after the first week of class. To sign up to audit a course,
you must complete the Request to Audit form found in the Appendix, and submit it to
Peabody’s Office of Academic Services.

Practicum

In the first semester, begin to consider where you want to do your Practicum. An early
plan for the practicum helps you find a practicum that will enhance your experience and
help position you for career opportunities. Be sure to attend the poster sessions (usually
in September) held by students who have completed practica.

Each program has its own practicum requirements. Be sure to talk with your Program
Director. The practicum syllabus will detail the number of hours you must work on site,
participation in classroom work, and the written requirements as well. Practicum
registration is completed by using the Individual Learning Contract form and the
Individual Practicum form (found in the Appendix)

Comprehensive Exam

Some master’s programs require passing a written comprehensive exam prior to
graduation. Comprehensive exams are administered in the Fall and Spring semester. You
must sign up to take this exam in the semester you graduate. However, students who
graduate in August must take the exam in the Spring semester. Information about the
dates will be provided early in the semester, and students will be prompted by an email to
sign up with the Education Coordinator. This exam is a take home exam that
incorporates information from all required coursework. Students who do not pass the
exam are given an opportunity to rewrite the exam once, either in the same semester or
the following semester.

Capstone/Policy Paper

In place of a comprehensive exam, some programs require a Policy Paper, Capstone
Project, or Applied Experience course as a follow-up to the practicum experience.
Consult your advisor or your program director to learn more about the requirements in
your program and and whether this experience provides credits toward the graduation.

The Peabody Career Center

The Peabody Career Center, located in the Peabody Administration Building, is for
Peabody graduate students only. Attend their orientation and become familiar with the
services they offer. Many students credit the Career Center for the professional
development and confidence that resulted in achieving their career goals.
http://peabody.vanderbilt.edu/admin-offices/career-
development/peabody_career_services.php
Intent to Graduate Form

Check the Academic Calendar  (http://peabody.vanderbilt.edu/admin-offices/oas/academic_calendar.php) for the date this form is due. Usually, it is during the first few weeks of your final semester. Submitting this form triggers a review of your record by the Registrar’s office to ensure that you have completed all necessary forms and requirements. You will receive a Checkout Letter which lists anything that must be finished before you graduate. This form also will get you on a mailing list so you will receive all information related to graduation events and protocols.

Graduate

Vanderbilt holds commencement exercises in May only. Students who graduate in August or December are invited to return and walk across the stage and attend all events in May. Attendance at commencement is not required. Commencement week includes a notable speaker for Senior Day, The Chancellor’s Party held on the Peabody Lawn, a department reception, a Commencement morning breakfast, and a post-graduation reception lunch.

Stay in Touch with the Dept.

Let the Department know where you are and what you are doing. Students can get alumni email addresses to facilitate this connection through the Alumni office. Your Vanderbilt email address will remain active for 3 months after you graduate. If you do not secure an alumni email, please let us know your non-Vanderbilt email address before you leave.

ASSORTED INFORMATION

EXPLANATION OF WEEKEND CLASSES

Some classes in Leadership, Policy and Organizations are scheduled in a weekend format to accommodate students traveling to classes from outside Nashville, students who work during the week, and who are involved in assistanships, internships or practica. Each class in the weekend format is scheduled for three weekends during the semester. The class time blocks run Friday from 4:10 to 9:00 p.m. and Saturdays from 8:00 a.m. to 6:00 p.m., including dinner and lunch breaks.

The class format includes lecture, individual and group activities/projects, and active discussion. Final examinations are usually conducted the last weekend the class meets.

Because of the intensive nature of the weekend schedule, students should not ask a professor for permission to miss any portion of a weekend course.

LPO  students are allowed to take classes from other Peabody departments or colleges within
Vanderbilt. These classes are most often offered on weekdays during workday hours from 8:00 to 4:00. Some classes do meet once a week from 4:00 to 7:00 pm as well, which makes it more possible to work and attend class.

**ACADEMIC ADVISING**

Students are assigned a temporary academic advisor when they are admitted to the Program. This advisor assists the student with selection of classes the first semester and with other questions related to the academic program.

Often, the temporary advisor will continue this mentoring relationship with the student, but the student may later submit a request for a change of advisor for academic or personal reasons. Such requests are not considered irregular, but the student should not make this decision without first consulting the current advisor and the prospective advisor to clarify the change. Likewise, the temporary advisor may feel another faculty member could better serve the student’s needs and may recommend such a change to the student.

After discussion with current and prospective advisors, the student should submit an Advisor Change Request Form with the Education Coordinator.

Your academic advisor can also refer you to faculty who have expertise in specific areas in which you have an interest and to research centers that are working in areas that relate to your interests. They also can help with personal issues, practicum possibilities, college procedures, how to get additional help in writing or other academic skills, or career possibilities.

**STUDENT SERVICES**

The Graduate Student Council publishes a Survival Guide. You can access it online at: [http://studentorgs.vanderbilt.edu/gsc/guide/SurvivalGuide.pdf](http://studentorgs.vanderbilt.edu/gsc/guide/SurvivalGuide.pdf) This guide is a comprehensive document providing information about arranging for electricity/gas/water, local and university newspapers and publications, sports events and ticket information, police, dissertation writing and resources, entertainment, child care, etc. Written by students, it provides a unique first-hand look at everything Graduate students need to know.

**LIBRARIES**

We recommend that you become familiar with all the libraries on Vanderbilt’s campus, as well as the Nashville Public Library system. The Peabody Library (Education) most likely will have the types of resources you need for your coursework and research, but the Central, Law, Management Library, Divinity, Biomedical, Science and Engineering and Music Libraries may all provide services and helps that are useful to you. Each of these spaces has a different study atmosphere and type of space.

Kate Costin is the librarian assigned to students in Leadership, Policy & Organizations. Contact
her at Katherine.m.costin@vanderbilt.edu to make an appointment to discuss finding references, databases or formatting.

**PARKING AND TRAFFIC**

If you park on campus, you must either have a parking sticker or park at a meter. Stickers can be obtained through Parking and Traffic, at: http://www.vanderbilt.edu/traffic_parking Typically, Peabody students get Zone 1 permits.

If professional or graduate students are unable to pay their annual parking fee in full by August 15, they may choose to pay it over time in their student accounts—a 1.5% late fee will be added each month, but students can pay over three months (Aug. 15, Sept. 15, Oct. 15) if needed. Note that an outstanding balance on student accounts after Oct 15 may result in a “hold” on the account that would prevent registering for Spring coursework.

**VANDERBILT POLICE AND SECURITY**

We recommend that you explore the Policy and Security website to learn all they offer to safeguard students on campus. Enter the Emergency number of the Vanderbilt Police in your phone – 615-421-1911. Also, sign up for AlertVU to receive messages in the event of emergencies that pose a threat or danger to the Vanderbilt community: http://www.vanderbilt.edu/alertvu/index.php Take note of where the Emergency call boxes are located on campus. Feel free to call the police department for an escort if you find you need to walk on campus alone after dark.

**WELLNESS**

Peabody College recognizes the importance of wellness and wants to support your self-care practice while you are pursuing your academic and career goals. You will be receiving email notification of programs to support physical and emotional wellness; in addition, the following resources are available to you:

Recreation and Wellness Center http://www.vanderbilt.edu/recreationandwellnesscenter/
Student Health Center https://medschool.vanderbilt.edu/student-health/

Also see “Foster Your Personal Wellbeing” on GradLeaf https://my.vanderbilt.edu/gradleaf/vu-leaf-model-for-ph-d-student-professional-development/

**PSYCHOLOGICAL AND COUNSELING CENTER**

The Vanderbilt University Psychological and Counseling Center (https://medschool.vanderbilt.edu/pcc/about-center) is located at 2015 Terrace Place. The Center offers a range of services to Vanderbilt undergraduate and graduate students including individual, group, psychiatric services, alcohol and drug assessments/counseling, LD/ADHD
assessment, and reading/study skills. For the Vanderbilt community, they offer outreach, organizational consulting, crisis management, and more.

Hours of operation are 8 a.m-5 p.m. Monday-Friday. They also provide on-call services after hours and on weekends for emergency calls. The routine number for the center is (615) 322-2571 (on campus 2-2571). This number should be used for after hours emergency calls as well.

To make an appointment or to obtain further information about our services, please contact the Center at (615) 322-2571 (on campus 2-2571).

If you are concerned about the health or wellness of yourself or one of your fellow students, please consult with your Departmental Administrative Officer, Program Director/Director of Graduate, or Graduate Administrator and see immediate crisis resources at: https://medschool.vanderbilt.edu/pec/immediate-crisis-0
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<td>2-8039</td>
<td>dale.ballou*</td>
<td>141 Wyatt</td>
<td>Associate Professor of Public Policy and Education</td>
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<td>Boatman, Angela</td>
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<td>angela.boatman*</td>
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<td>Braxton, John</td>
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<td>john.m.braxton*</td>
<td>205C Payne</td>
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<td>susan.f.burns*</td>
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<td>NCPI Program, Mgr.</td>
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<td>marisa.a.cannata*</td>
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<td>xiu.cravens*</td>
<td>210E Payne</td>
<td>Assistant Professor of the Practice; Associate Dean of International Relations</td>
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<td>robert.l.crowson*</td>
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<td>Assistant Professor of the Practice</td>
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<td>2-7972</td>
<td>Susan.kochanowski*</td>
<td>202C Payne</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Laird, David</td>
<td>2-8522</td>
<td>david.laird*</td>
<td>009D Payne</td>
<td>Assistant Professor of the Practice</td>
</tr>
<tr>
<td>Loss, Catherine Gavin</td>
<td>2-6619</td>
<td>catherine.g.loss*</td>
<td>206 Payne</td>
<td>Assistant Professor of the Practice; Director of M.P.P. Program; Coordinator of EdD Program</td>
</tr>
<tr>
<td>Loss, Christopher</td>
<td>3-4038</td>
<td>c.loss*</td>
<td>205D Payne</td>
<td>Assistant Professor of Public Policy and Higher Education</td>
</tr>
<tr>
<td>Manlove, Rachel</td>
<td>2-8000</td>
<td>rachel.v.manlove*</td>
<td>202 Payne</td>
<td>Office Assistant</td>
</tr>
<tr>
<td>McClain-Nixon, Cassandra</td>
<td>2-8244</td>
<td>cassandra.mcclain-nixon*</td>
<td>202 Payne</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Moody, Rosie</td>
<td>2-8019</td>
<td>rosie.moody*</td>
<td>202A Payne</td>
<td>Educational Coordinator</td>
</tr>
<tr>
<td>Murphy, Joseph</td>
<td>2-8038</td>
<td>joseph.f.murphy*</td>
<td>210B Payne</td>
<td>Professor of Education</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Location</td>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
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<tr>
<td>Robinson, Rachel</td>
<td>Lecturer</td>
<td>011C Payne</td>
<td></td>
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<tr>
<td>Savage, Dayle</td>
<td>Assistant Professor of the Practice; Dir. Of Leadership &amp; Org Performance; Dir. of Peabody Career Development</td>
<td>205F Payne</td>
<td></td>
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</tr>
<tr>
<td>Schuermann, Patrick</td>
<td>Research Assistant Professor</td>
<td>009B Payne</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Susie</td>
<td>Administrative Assistant</td>
<td>202E Payne</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smrekar, Claire</td>
<td>Associate Professor of Public Policy and Education</td>
<td>210C Payne</td>
<td></td>
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</tr>
<tr>
<td>Springer, Matthew</td>
<td>Assistant Professor of Public Policy and Education</td>
<td>142 Wyatt</td>
<td></td>
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</tr>
<tr>
<td>Zimmer, Ron</td>
<td>Associate Prof. of Public Policy and Education</td>
<td>106C Payne</td>
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</tbody>
</table>

**PEABODY ADMINISTRATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camilla Benbow</td>
<td>Dean of Peabody College</td>
<td>203 PAB</td>
<td>322-8407</td>
</tr>
<tr>
<td>Jacci Rodgers</td>
<td>Associate Dean External Relations</td>
<td>203 PAB</td>
<td>322-0834</td>
</tr>
<tr>
<td>Craig Smith</td>
<td>Associate Dean Graduate Studies</td>
<td>218B PAB</td>
<td>567-3472</td>
</tr>
<tr>
<td>Sharon Shields</td>
<td>Associate Dean of Professional Programs</td>
<td>203 PAB</td>
<td>322-2561</td>
</tr>
<tr>
<td>Monique Robinson-Wright</td>
<td>Director of Undergraduate Student Services</td>
<td>218 PAB</td>
<td>343-6947</td>
</tr>
<tr>
<td>Betty Lee</td>
<td>Assistant Dean of Academic Services</td>
<td>216 PAB</td>
<td>322-8400</td>
</tr>
<tr>
<td>Dawn Hale</td>
<td>Assistant to the Dean</td>
<td>203 PAB</td>
<td>322-8264</td>
</tr>
</tbody>
</table>
Program Specific Information
Master of Education
International Education Policy & Management

Department of Leadership, Policy, and Organizations
Peabody College of Education and Human Development
Vanderbilt University
International Education Policy and Management

Students who pursue a degree in international education policy and management have diverse international career interests and ambitions. Some hope to enter the world of international development assistance; others hope to work for foundations, which have international educational programs; and still others hope to work in administrative or academic positions at K-12 schools or universities in the U.S or abroad. The master’s program in International Education Policy and Management is designed for those individuals who aspire to these and other international positions. The international education policy and management core courses provide students with a broad exposure to the education policy literature and provide an international context in which students may compare and contrast various education policies and their efficacy from the perspective of multiple countries and education systems.

The IEPM curriculum requires completion of 36 hours of credit. All students complete 4 required courses in the IEPM core and two courses in Research Methods. Students may select courses of interest from other degree programs in LPO or other Peabody and Vanderbilt departments to complete their requirements.

All students must complete a practicum experience. It is optional whether to count (and pay for) the practicum as degree-bearing credits, however. To receive three hours of credit for the practicum, a student must work a minimum of 135 hours at the practicum site. For their electives, some students complete a certificate program through a Vanderbilt center or department on the Vanderbilt campus. Subject to the annual approval of Vanderbilt Graduate School, we have agreements for certificates in Global Health, Latin American Studies, and Asian Studies. Each of these centers specifies coursework, competencies and research required for the certificate. Finally, all students must take either a comprehensive exam or write a policy paper to graduate.

Peabody is pleased to be a host university for the Hubert H. Humphrey Fellowship Program. Each year 10 to 12 emerging leaders from developing nations attend classes, study and research on topics of education and leadership. These fellows are a rich source of cultural and educational information for IEPM students. Students should take every opportunity to be involved in activities with the Humphrey Fellows. International Student Scholars Services http://www.vanderbilt.edu/issss/ organizes a number of events that bring together students from all parts of the world. Their World on Wednesday speaker series and the International Film nights are ongoing opportunities for our students to learn outside of coursework. IEPM students also often become involved with Project Pyramid, a Vanderbilt program committed to addressing issues of poverty through sustained partnerships with community organizations, education, and responsive action.
Graduate Certificate Program in Latin American Studies

The Center for Latin American Studies Graduate Certificate seeks to equip students with a broad, interdisciplinary view of Latin America. The program allows students enrolled in a post-baccalaureate-degree program to document their specialization in Latin America and their language proficiency as well as to extend their studies beyond their disciplinary specialization.

Students completing the certificate must fulfill the following requirements:

1. take at least 12 credit hours of interrelated graduate-level coursework on Latin America, with at least 6 credit hours coming from outside the student’s home discipline. No more than 6 credit hours of specifically-named courses required for the primary degree may be applied toward the Certificate. Graduate courses successfully completed at Vanderbilt prior to admission to the program may be counted toward the certificate requirements, and an undergraduate course may be substituted for a graduate course, with the approval of the director of the program and the Graduate School. All courses must be approved by the Associate Director of the Latin American Studies program and form an intellectually cohesive whole.

2. demonstrate conversational or reading proficiency in Spanish, Portuguese, or an indigenous Latin American language. Proficiency will be demonstrated by an oral examination administered by a Vanderbilt Professor or Lecturer (not a graduate student) following ACTFL (American Council on the Teaching of Foreign Languages) guidelines and resulting in a rating of at least “intermediate-mid.”

3. participate in a minimum of five extracurricular activities sponsored by CLAS. A short paper reflecting on the insights gained from participating has to be submitted to the Associate Director of CLAS.

Students wishing to enroll must complete an “Intent to Enroll” form, which must be signed by the student, the director of the LAS Certificate Program, and the Director of the Graduate Program (DGS) for the degree program in which the student is enrolled. A signed copy of the form has to be submitted to the Graduate School (richard.hoover@vanderbilt.edu) and to the University Registrar’s Office (university.registrar@vanderbilt.edu).
VIGH Opportunities for Graduate Students

Global Health Courses
VIGH offers a variety of Global Health Courses that analyze the theory and practice of Global Health from medical, political, ethical, and other dimensions. These courses can count toward obtaining a graduate certificate in Global Health. VIGH Courses include:

<table>
<thead>
<tr>
<th>Foundations of Global Health</th>
<th>Ethics in Global Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Skills in Global Health</td>
<td>Global Health Politics and Policy</td>
</tr>
<tr>
<td>Leadership Development in Global Health</td>
<td>Case Studies in Tropical Diseases (online)</td>
</tr>
<tr>
<td>Lab Technologies in Low-Resource Settings</td>
<td>Informatics for Global Health Professionals (online)</td>
</tr>
</tbody>
</table>

Individual course descriptions and schedule available at: [http://globalhealth.vanderbilt.edu/students/courses/](http://globalhealth.vanderbilt.edu/students/courses/)

Graduate Certificate in Global Health
- Interdisciplinary graduate-level certificate program in the study of global health promoting joint training opportunities in global health between various departments and schools at Vanderbilt
- Requires 12 credit hours of coursework focused on global health including a core course (Foundations of Global Health or Essential Skills in Global Health) and a variety of global health elective courses
- Many students opt to engage in a field experience as part of their certificate program

[http://globalhealth.vanderbilt.edu/students/gh_certificate/](http://globalhealth.vanderbilt.edu/students/gh_certificate/)

Master of Public Health (MPH), Global Health track – Dual Degree programs
"Global health is inherently interdisciplinary, with elements of education, community mobilization, management and logistics, ethics and human rights, and every manner of methodological application to health." - VIGH Director, Sten Vermund, M.D., Ph.D.
- Dual degree programs provide motivated students the opportunity to pursue a MPH along with either a M.Ed. in International Education Policy and Management or a M.A. in Latin American Studies
- Both degrees are completed in 3 years as opposed to 4 years
- Dual degrees help students to expand their student, faculty, and administration networks, their opportunities for diverse field experiences, and their job options

[https://medschool.vanderbilt.edu/mph/global-health-track](https://medschool.vanderbilt.edu/mph/global-health-track)

Global Health Opportunities Database
- The Global Health Opportunities Database provides a central location for select research, educational, and service opportunities in global health.
- Opportunities exist for individuals at all levels of training including undergraduate, graduate, residents, trainees, and faculty.
- Listings include—but are not limited to—international service opportunities, research projects in global health, international medical education programs, and funding opportunities.

[http://globalhealth.vanderbilt.edu/students/gh-opportunities/](http://globalhealth.vanderbilt.edu/students/gh-opportunities/)

Lectures, Forums, and Listserv
- Global Health modules on a variety of topics: [https://my.vanderbilt.edu/globalhealth/travelmed/topical-modules/](https://my.vanderbilt.edu/globalhealth/travelmed/topical-modules/)
- Check the VIGH calendar for upcoming lectures, forums, and events: [http://globalhealth.vanderbilt.edu/](http://globalhealth.vanderbilt.edu/)
- Join the VIGH listserv: [https://app.e2ma.net/app2/audience/signup/70349/39784/?v=a](https://app.e2ma.net/app2/audience/signup/70349/39784/?v=a)
VIGH Opportunities for Graduate Students

Global Health Student Organizations
- There is a wide variety of global health organizations on campus. Find a list and connect with them: http://www.vanderbilt.edu/vigh-sac/gha.php

VIGH Student Advisory Council (SAC)
- Mission: *Foster interdisciplinary awareness and understanding of global health within the Vanderbilt community.*
- SAC members represent all 10 schools at VU and serve to:
  - Link students with VIGH
  - Promote service, research, and educational opportunities
  - Facilitate collaboration and action in global health
- SAC members work on one of two committees: Case Competition or Global Health Alliance
- SAC recruits representatives annually in March
  http://www.vanderbilt.edu/vigh-sac/

VIGH’s Annual Global Health Case Competition (February)
- The case competition is designed to engage students across campus in real-world global health challenges by introducing them to diverse factors that impact decision-making. It provides students an opportunity to exercise their knowledge of global health and gain experience working on an issue that is common in a real-life global setting.
- The goal of the case competition is to foster critical analysis and thoughtful action through an intense four-day competition.
- Past cases have involved issues such as health care policy, public health implementation and planning, business partnership and investment, medical research, logistics management, faith and cultural understanding, and international law.
  http://www.vanderbilt.edu/vigh-sac/case/index.php

Frist Global Health Leaders Program
- Provides young health professional students, residents, and fellows the opportunity to serve and train abroad in underserved communities for up to one semester.
- Students will bolster capacity in clinics in need of support as well as offering training to community health workers to promote sustainability upon their departure from these communities.
  http://globalhealth.vanderbilt.edu/students/funding/fghl/

Career Development
Have you always been interested in global health but don’t know how it will fit into your career? Contact Elizabeth Rose (elizabeth.rose@vanderbilt.edu) or Marie Martin (marie.h.martin@vanderbilt.edu) to learn more.
Vanderbilt University’s Asian Studies Program offers a **graduate certificate in the interdisciplinary study of the societies and cultures of Asia**. The certificate offers graduate students a perspective on Asia that goes beyond the student’s particular disciplinary specialization and signals that the student has achieved competence in an Asian language.

The certificate offers a valuable credential for graduate students who wish eventually to undertake career opportunities in Asia, or work in a field related to Asian countries, institutions, or populations. In particular, an Asian Studies certificate will also allow students in professional schools to take advantage of the many global opportunities opening up in business, law, education, and health care.

The certificate in Asian Studies is open to any student enrolled in graduate study at Vanderbilt University. The certificate is awarded upon fulfillment of the following three categories of requirements:

1) Completion of at least 12 credit hours of interrelated graduate-level coursework (see below)

2) Demonstrated language competency in an Asian language, and

3) Attendance at a minimum of five academic events.

Courses may include those offered directly by the Asian Studies program, as well as graduate courses from other departments that have been approved by the Director of the Asian Studies program. Coursework must be focused on a specific theme and together form an intellectually coherent whole. Up to 6 credit hours of specifically named required courses of a student’s primary degree program may count toward the certificate. At least 6 credit hours must come from outside the student’s home discipline. Graduate courses successfully completed at Vanderbilt University prior to admission to the program may be counted toward the certificate requirements with the approval of the director of the program. An undergraduate course may be substituted for a graduate course required by the program’s curriculum, with the approval of the director of the program and the Graduate School.

Students wishing to enroll must complete an “Intent to Enroll” form, which must be signed by the student, the director of the Asian Studies Certificate Program, and the director of the Graduate Program (DGS) for the degree program in which the student is enrolled. A signed copy of the form has to be submitted to the Graduate School (richard.hoover@vanderbilt.edu) and to the University Registrar’s Office (university.registrar@vanderbilt.edu).
Notification of Intent to Enroll in a Graduate Certificate Program

This form is to be used by students currently enrolled in a graduate or professional degree program at Vanderbilt University who are interested in obtaining a Graduate Certificate overseen by the Graduate School.

Name: (First) (Middle) (Last)

Student ID #: ______________________

Degree Program and School
Presently Enrolled: ______________________

Email Address: ______________________

Certificate Program: ______________________

Enrollment Date (mm/dd/yyyy): ______________________

Projected Certificate Completion Date (mm/dd/yyyy): ______________________

Signature of Student ______________________ Date ______________________

Signature of Certificate Director ______________________ Date ______________________

Signature of Student's DGS/Program Director ______________________ Date ______________________

This form, with appropriate signatures, should be submitted to the Graduate School (411 Kirkland Hall) for final approval. The Graduate School will send a signed copy to the University Registrar.

Graduate School Approval: Signature ______________________ Date ______________________

2/26/15
M.Ed. in International Education Policy & Management
- Program of Study -

Student Name:  
Student ID no.  

Student Address:  

Advisor Name:  
# of Hours Required for Degree:  

Date of Entry to IEPM Program:  
Expected Graduation Date:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester/Year</th>
<th>Peabody Hours</th>
<th>Transfer Hours</th>
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<tbody>
<tr>
<td>Required Methodology Courses (6 hours)</td>
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<tr>
<td>LPO 7860 Research Design and Data Analysis I</td>
<td></td>
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<tr>
<td>LPO 7870 Research Design and Data Analysis II</td>
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<tr>
<td>Required International Ed. Policy &amp; Mgmt. Core Courses (12 hours)</td>
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<td>IEPM 6110 International Organizations and Economic Develop.</td>
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<td>IEPM 6120 International Issues in K-12 Education</td>
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<tr>
<td>IEPM 6130 Comparative Issues in HEA Policy Reform</td>
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<tr>
<td>IEPM 6140 Education and Economic Development</td>
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<tr>
<td>Elective Courses (12-18 hours)</td>
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</tr>
</tbody>
</table>

8/15/2015
Required Practicum (0-6 hours)
IEPM 7950 Practicum in Education (Please enter semester and location of your practicum experience)

Total Hours (36 hours)

Estimated Semester/Year of Degree Completion:

---

NOTE: (list here any agreements or substitutions not otherwise noted in the form above)

Student Signature ___________________________ Date: __________________

Advisor Signature ___________________________ Date: __________________

Program Director Signature ___________________________ Date: __________________

Dean's Office ___________________________ Date: __________________

8/15/2015
Change in Program of Studies

Please return to:
The Office of Academic Services

VANDERBILT UNIVERSITY

Peabody College

216 Administration Building
Phone: (615) 322-8400
Hours: Monday-Friday 7:30am-4:30 pm
Fax: (615) 322-8401

Student Information (all fields required):

Full Name:

Student ID # (e.g. 162030):

Anticipated Date of Graduation: (Month) Aug Dec May (Year) 20

Department: Program/Major(s):

Phone: Email Address:

Mailing Address:

Delete:

Course Number & Title
1.
2.
3.
4.
5.
6.

Add:

Course Number & Title
1.
2.
3.
4.
5.
6.

Student’s Name & Signature
Date

Adviser’s Name & Signature
Date

Director of Graduate Studies’ Name & Signature
Date

OAS Use Only

OAS Signature
Date
Vanderbilt University

Peabody College

Request to Audit

Please return to:
The Office of Academic Services
216 Administration Building
Hours: Monday-Friday 7:30am-4:30 pm
Phone: (615) 322-8400
Fax: (615) 322-8401

Student Information (all fields required):

Full Name: ________________________________

Student ID # (e.g. 162030):

Undergraduate Y/N  Freshman__Sophomore__Junior__Senior__
Professional Y/N

Anticipated Date of Graduation: (Month) Aug__Dec__May__ (Year) 20__

Department: ____________________________ Program/Major(s):

Phone: (_____) _______ - __________

Email Address:

Mailing Address:

To request permission to audit a course fill out this form and consult with the course instructor. Once you have obtained their signature, return the completed form to the Office of Academic Services and you will be notified of approval.

Request to audit

Course Number & Title

Term: Spring__Maymester__Summer__Fall__ (Year) 20__

Professional Students only:

Is this a formal audit to appear on transcript? Y/N

While Undergraduates may audit a class, it will not appear on their final transcript.

Rationale:

Instructor's requirements:

Student's Name & Signature __________________________ Date ________

Instructor's Name & Signature __________________________ Date ________

OAS Use Only

OAS Signature __________________________ Date ________
Student Information (all fields required):

Full Name: ________________________________

Student ID # (e.g., 162030): __________________________

Classification: Undergraduate Y/N Freshman___ Sophomore___ Junior___ Senior___ Professional Y/N

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

Department: __________________ Program/Major(s): __________________

Phone: (______) _______ - ______

Email Address: ________________________________

Mailing Address: __________________________________________________________

To be completed by the student before registering for individualized course experiences such as: readings and research, independent study, practicum, thesis or dissertation writing, or field work. If extra space is needed, supply attachments.

Course Number, Title: __________________________

# of Credit Hours: __________

Instructor: ________________________________

Semester: Spring___ Summer___ Fall___ Year: 20___

Describe the nature and location of your individualized learning experience:

Learning objectives: __________________________

Describe your specific responsibilities: __________________________
Criteria for summative evaluation (format and location for submission):

Deadline for submission of evaluation material:

Specify the arrangements, frequency, and location of meetings with the instructor:

Student’s Name & Signature

Full-time Vanderbilt Faculty’s Name & Signature

Director of Undergraduate/Graduate Studies’ Name & Signature

OAS Use Only

OAS Signature
DEPARTMENT OF LEADERSHIP, POLICY AND ORGANIZATIONS
Peabody College at Vanderbilt University

Individual Practicum Contract

Name ___________________________ Home Telephone _______________________
Address __________________________ Business Telephone _____________________

_____________________________________________________________________

Position(s) for which you are preparing _________________________________
Semester _______________ Year ___________ Semester Hours ________________
Instructor ____________________________________________________________
Field Supervisor __________________________________ Position ______________
Practicum Site: ____________________________________ (Organization) (Location)

Outline the specific activities you plan to carry out:

1. _________________________________________________________________
2. _________________________________________________________________
3. _________________________________________________________________
4. _________________________________________________________________
5. _________________________________________________________________
6. _________________________________________________________________

Briefly state the overall contribution you expect this practicum to make toward your professional development:

____________________________________________________________________

____________________________________________________________________
Identify the specific outcomes (knowledge, skills, attitudes) you hope these activities will enable you to achieve:

1. 
2. 
3. 
4. 
5. 
6. 

How do you expect to document our success in achieving these outcomes?

1. 
2. 
3. 
4. 
5. 

Student’s Signature ___________________________ Date ____________

Instructor’s Signature __________________________ Date ____________

Field Supervisor’s Signature __________________________ Date ____________

Supervisor’s Mailing Address __________________________

E-mail Address __________________________

Telephone Number __________________________

NOTE: For each semester hour of Peabody College credit, students are required to put a minimum of 45 clock hours into the practicum at times to be arranged.
Incomplete Grade Request

Please return to:
The Office of Academic Services
216 Administration Building
Hours: Monday-Friday 7:30am-4:30 pm
Phone: (615) 322-8400
Fax: (615) 322-8401

Student Information (all fields required):

Full Name: 

Student ID # (e.g. 162030):

Classification: Undergraduate Y/N  Freshman  Sophomore  Junior  Senior
                     Professional Y/N

Anticipated Date of Graduation: (Month) Aug  Dec  May  (Year) 20

Department: 

Program/Major(s): 

Phone: 

Email Address: 

Mailing Address: 

To be completed by the student:

I am fully aware of the work that must be made up in order to complete the course for which I am requesting an “I” grade (incomplete). I also have been advised of the final grade that will be recorded on my permanent record for this course if the work is not made up by the required date – not to exceed one full semester, and I am not granted an extension of time by the appropriate Associate Dean. With these conditions in mind, I request that I be assigned a grade of “I” for the course below.

Semester for which grade of “I” is being requested:  FALL  SPRING  SUMMER  20

Course Number and Section: 

Credit Hours: 

Title of Course: 

Reason for Request:


Student’s Name & Signature

Date

Students on Academic Probation may NOT receive an “I.”

If a grade of “I” is assigned, it will be converted to an “F.”
To be completed by the Faculty Member:

NOTE TO FACULTY MEMBER: This form must be submitted to the Records and Registration Office with each “I” (incomplete) grade. This form will remain in the Records and Registration Office until a final grade is recorded. The following should be considered before assigning a grade of “I”:

A grade of “Incomplete” (I) is assigned only upon written request of a student to the instructor. When submitting a grade of “I,” the professor must indicate in writing the nature of the work to be completed, the date by which the work must be completed, and the Final Grade to be assigned if the work is not completed by the specified date.

*In no case may an “Incomplete” grade be granted for more than one full semester.*

Date work is to be completed: ______________________

If not completed by this date, the final grade to be assigned: ______________________.

Explain the nature of the work to be completed:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Vanderbilt Faculty’s Name & Signature

Date

Dean’s Name & Signature

(UNDERGRADUATE STUDENTS ONLY)

Date
Degree Audit Substitution

Please return to:
The Office of Academic Services
216 Administration Building
Phone: (615) 322-8400
Hours: Monday-Friday 7:30am-4:30 pm
Fax: (615) 322-8401

Student Information (all fields required):

Full Name:

Student ID # (e.g. 162030):

Classification: Undergraduate Y/N Freshman___Sophomore___Junior___Senior___
Professional Y/N

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

Department: Program/Major(s):

Phone: (____) -

Email Address:

Mailing Address:

To request permission to substitute a course fill out this form and consult with your adviser as well as the Director of Undergraduate/Graduate Studies. Once you have obtained those signatures, return the completed form to the Office of Academic Services and you will be notified of approval.

Substitutions must be approved prior to the close of registration for the semester.

Request to substitute __________ for __________

Course Number & Title Course Number & Title Requirement

Rationale:

Student’s Name & Signature Date

Adviser’s Name & Signature

Adviser: Approved___ Denied___ Review Requested:___ Date _________

Director of Undergraduate or Graduate Studies’ Name & Signature

DUS/DGS: Approved___ Denied___ Review Requested:___ Date _________

Office Use Only:

Chair, Undergraduate Administrative Committee’s Name & Signature

UAC: Approved___ Denied___ Date _________

OAS Signature Date
Notification of Intent to Graduate

Please return to:
The Office of Academic Services
216 Administration Building
Hours: Monday-Friday 7:30am-4:30 pm
Phone: (615) 322-8400
Fax: (615) 322-8401

All fields required:

Full Name: ________________________________
First ___________ Middle/Maiden ___________ Last ___________

Student ID # (e.g. 162030): __________________________

Intended Date of Graduation: (Month) Aug __ Dec __ May __ (Year) 20 __

Degree Expected: M.Ed. __ M.P.P. __ Ed.D. __

Department: _____________________ Program: ______________________

Adviser's Name: ____________________________

Phone: (______) ___________________________

Vanderbilt Email Address: ______________________

Non-VU Email Address: _________________________

Hometown (City, State/Country): _______________________

Local Address: ________________________________

Permanent Address: ________________________________

Other Degrees Held and Granting Institutions:
Exact Degree Title and Year Obtained:
Granting Institution's Name and Location:
Exact Degree Title and Year Obtained:
Granting Institution's Name and Location:
Exact Degree Title and Year Obtained:
Granting Institution's Name and Location:

Degree Requirements Yet To Be Completed: (Also include all courses with a grade of "I" or "IP")
Course Number & Title ___________________________
Hours ___________________________ Instructor ___________________________
Semester/Year ___________________________

Master's Candidates: Comprehensive Examination/Master's Capstone
Doctoral Candidates: Completion of Thesis, Project, Doctoral Capstone, or Dissertation
Dissertation Defense

Completed Notification of Intent to Graduate must be submitted to the Office of Academic Services by the date published in the Peabody Academic Calendar. Information will be used in the Commencement Program. Signature asserts that the information contained within is accurate.

Student's Name & Signature ____________________________ Date ____________
OAS Use Only

OAS Signature ____________________________ Date ____________
Vanderbilt University Peabody College

Leave of Absence Request

Please return to:
The Office of Academic Services
216 Administration Building
Hours: Monday-Friday 7:30 am-4:30 pm
Phone: (615) 322-8400

Student Information (all fields required):

Full Name: ____________________________

Student ID # (e.g. 162030): ____________________________

Classification: Undergraduate Y/N Freshman___ Sophomore___ Junior___ Senior___
Professional Y/N

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

Department: ____________________________ Program/Major(s): ____________________________

Phone: (____) _______ - _______ ____________________________

Email Address: ____________________________

Basis upon which leave is requested: ____________________________

Study Elsewhere___ Medical___ Financial___ Personal___

Term you wish leave to begin: Spring___ Summer___ Fall___ (Year) 20___

Term you plan to return from leave: Spring___ Summer___ Fall___ (Year) 20___

Explanation: (Continue on separate sheet if necessary)

Signature asserts that you are familiar with the Peabody policies concerning leave of absence and understand fully the terms of your leave and the conditions upon which you may return.

Student’s Name & Signature ____________________________ Date ____________________________

Adviser’s Name & Signature ____________________________ Date ____________________________

Assistant Dean of Undergraduate Student Affairs’ or Director, Graduate Studies’ Name & Signature ____________________________ Date ____________________________

OAS Use Only

OAS Signature ____________________________ Date ____________________________