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.
# Table of Contents

2015-2016 Calendar of Important Dates ................................................................. 3  
THE HONOR SYSTEM ...................................................................................... 5  
ADMINISTRATIVE CHECKLIST ..................................................................... 7  
   VUnetID and EPassword ..................................................................... 8  
   Email Address ..................................................................................... 8  
   Final Transcript ............................................................................... 8  
   Read the Peabody Bulletin ................................................................. 9  
   Transfer Hours and Program of Study .............................................. 9  
   Complete Coursework ....................................................................... 9  
      Grading System ........................................................................... 9  
      Grade Point Average ................................................................. 10  
      Academic Probation .................................................................. 10  
      Pass/Fail ................................................................................... 10  
      Auditing .................................................................................. 10  
   Practicum ......................................................................................... 11  
   Comprehensive Exam ..................................................................... 11  
   The Peabody Career Center ............................................................... 11  
   Intent to Graduate Form ................................................................. 12  
   Graduate .......................................................................................... 12  
   Stay in Touch with the Dept. ............................................................ 12  
ASSORTED INFORMATION ...................................................................... 12  
   EXPLANATION OF WEEKEND CLASSES ........................................ 12  
ACADEMIC ADVISING .............................................................................. 13  
STUDENT SERVICES ............................................................................... 13  
LIBRARIES ............................................................................................... 13  
PARKING AND TRAFFIC ......................................................................... 14  
VANDERBILT POLICE AND SECURITY .................................................. 14  
WELLNESS ............................................................................................... 14  
PSYCHOLOGICAL AND COUNSELING CENTER ................................... 14  
DEPARTMENT CONTACT INFORMATION ............................................. 15  
PEABODY ADMINISTRATION .................................................................. 17  
Program Specific Information ............................................................... 18
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
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. 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/

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

Send your updated contact information to rachel.v.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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A−</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B−</td>
<td>2.70</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C−</td>
<td>1.70</td>
</tr>
<tr>
<td>F</td>
<td>0.00</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 assistantships, 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 help 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.costino@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](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](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/](http://www.vanderbilt.edu/recreationandwellnesscenter/)
Student Health Center [https://medschool.vanderbilt.edu/student-health/](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/](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](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/pce/immediate-crisis-0
## DEPARTMENT CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Email at @vanderbilt.edu</th>
<th>Office Location</th>
<th>Title and Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballou, Dale</td>
<td>2-8039</td>
<td>dale.ballou*</td>
<td>141 Wyatt</td>
<td>Associate Professor of Public Policy and Education</td>
</tr>
<tr>
<td>Boatman, Angela</td>
<td>3-6974</td>
<td>angela.boatman*</td>
<td>207E Payne</td>
<td>Assistant Professor of Public Policy and Higher Education</td>
</tr>
<tr>
<td>Braxton, John</td>
<td>2-8021</td>
<td>john.m.braxton*</td>
<td>205C Payne</td>
<td>Professor of Higher Education</td>
</tr>
<tr>
<td>Burns, Susan</td>
<td>2-7960</td>
<td>susan.f.burns*</td>
<td>140 Wyatt</td>
<td>NCPI Program, Mgr.</td>
</tr>
<tr>
<td>Cannata, Marisa</td>
<td>2-1746</td>
<td>marisa.a.cannata*</td>
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<td>Senior Research Associate</td>
</tr>
<tr>
<td>Cannon, Mark</td>
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<td>mark.d.cannon*</td>
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<tr>
<td>Cravens, Xiu</td>
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<td>xiu.cravens*</td>
<td>210E Payne</td>
<td>Assistant Professor of the Practice;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>Associate Dean of International Relations</td>
</tr>
<tr>
<td>Crowson, Robert</td>
<td>2-8030</td>
<td>robert.l.crowson*</td>
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</tr>
<tr>
<td>Cunningham, Karen</td>
<td>2-8016</td>
<td>karen.cunningham*</td>
<td>202ea Payne</td>
<td>Administrative Officer</td>
</tr>
<tr>
<td>Dickson, Nancy</td>
<td>2-7834</td>
<td>nancy.dinunzio*</td>
<td>201 Home Ec</td>
<td>Program Manager Humphrey Fellowship</td>
</tr>
<tr>
<td>Doyle, Corbette</td>
<td>3-4362</td>
<td>corbette.doyle*</td>
<td>011B Payne</td>
<td>Lecturer in Organizational Studies</td>
</tr>
<tr>
<td>Doyle, William</td>
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<td>w.doyle*</td>
<td>207D Payne</td>
<td>Associate Professor of Public Policy and Higher Education</td>
</tr>
<tr>
<td>Eidson, Tammy</td>
<td>2-0891</td>
<td>tammy.eidson*</td>
<td>202 Payne</td>
<td>Administrative Assistant</td>
</tr>
<tr>
<td>Engel, Mimi</td>
<td>3-3717</td>
<td>mimi.engel*</td>
<td>106B Payne</td>
<td>Assistant Professor of Public Policy and Education</td>
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<td>Evans, Brent</td>
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<td>Camilla Benbow</td>
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<td>Jacci Rodgers</td>
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<td>Dawn Hale</td>
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PEABODY ADMINISTRATION

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<td>Quinn Trank, Chris</td>
<td>Senior Lecturer in Organizational Leadership</td>
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<td>Savage, Dayle</td>
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<td>Zimmer, Ron</td>
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Information for

Master of Public Policy

in Education Program (M.P.P.)

2015-2016
The Master of Public Policy in Education program is a two-year course of study leading to the master of public policy (M.P.P.) degree. The M.P.P. program offers three areas of concentration:

- K-12 Policy
- Higher Education Policy
- Quantitative Methods in Education Policy

The 36-credit-hour, multidisciplinary program introduces students to public and education policy making through a policy core, research and data analysis sequence, and a specialty concentration in K-12 education, higher education, or quantitative research methods. All M.P.P. students complete a field-based practicum to apply the content knowledge and analytical skills derived from academic coursework to professionally based policy work. A policy/professional paper completes the practicum field experience.

Students who pursue the M.P.P. degree have diverse academic and professional backgrounds and interests. The program introduces students to the content knowledge and analytical skills that prepare them for work in a wide range of education policy settings including state and federal education agencies, district-level offices, K-12 and higher education institutions, foundations, legislatures, non-profit and advocacy organizations, and research firms and think tanks. M.P.P. graduates have also gone on to pursue doctoral study in education and the social sciences.

*The M.P.P. Curriculum.* The M.P.P. program comprises 36 credit hours: a 12 credit hour policy core with courses in politics and policymaking, economics of education, and education history, policy, and reform; a 9-15 credit hour research methods sequence (depending on specialization) that develops skills in research design, statistics, policy analysis, and program evaluation; a 6-12 credit hour policy concentration (hours vary by specialization); and a 3 credit hour practicum/professional paper experience that challenges students to integrate knowledge acquired through coursework with hands-on policy work in a supervised field setting.

*M.P.P. Practicum and Policy Paper.* Students put theory to work in a field-based practicum placement. While M.P.P. students typically complete the practicum experience in the summer between years one and two, it can be undertaken any semester after completing one academic year in the program. Students are required to complete a minimum of 135 hours in the field to earn 3 credit hours of practicum credit. M.P.P. students build upon the summer practicum experience to write a policy paper the following fall semester that examines a related education policy problem or issue. Through the policy paper, students demonstrate understanding of the scholarly literature on their chosen topic; organize, analyze, interpret, and draw meaningful conclusions from evidence and data; and, when appropriate, make informed policy recommendations. NOTE: MPP students write policy/professional papers in lieu of
comprehensive examinations. The practicum requirement is waived for students working full time in a related field, but students who waive the practicum are still expected to fulfill the policy paper requirement.

Practicum placements for the summer are typically secured in mid to late spring. To that end, there will be an M.P.P. practicum information session and interview relay on January 15, 2016. This session will provide an overview of the practicum experience and will bring area employers and former practicum supervisors to campus to interact with first-year M.P.P. students and begin conversations around potential practicum placements.

All M.P.P. students are invited to the LPO practicum symposium and poster session on Friday, September 11, 2015, 2:00-4:00 in the Wyatt Center Rotunda.

M.P.P. students complete practicum placements in a range of education and policy organizations. Recent M.P.P. practicum placements include:

- The Tennessee Department of Education
- Tennessee Governor's Office
- Nashville Mayor's Office of Children and Youth
- Tennessee Higher Education Commission
- American Institutes for Research, Washington D.C.
- Metropolitan Nashville Public Schools
- Chicago Public Schools
- Jefferson County Public Schools, Louisville, KY
- New York City Department of Education
- San Diego County Office of Education
- Washington D.C. Office of the State Superintendent of Education
- The Tennessee College Access and Success Network
- The Achievement School District, Tennessee
- Education Pioneers
- State of Tennessee, Office of the Comptroller
- State of Vermont, Office of the Comptroller
- Tennessee Immigrant and Refugee Rights Coalition
- Texas Schools Project
- Louisiana Department of Education
- The United Way (Boston and Middle Tennessee)
- New Schools Venture Fund, Washington DC
- Urban Leadership Fellows Program
- Martha O'Bryan Center/Nashville Promise Neighborhoods Project
- Tennessee State Collaborative on Reforming Education
- National Council for Teacher Quality, Washington DC
- Convergence Center for Policy Resolution, Washington DC
- The Southern Regional Education Board
- Partnership for Children and Youth, Oakland, CA
M.P.P. Professional Development and Careers. Numerous opportunities exist for academic and professional development outside the classroom. LPO hosts a colloquium series—open to faculty and all students—in which some of the nation’s leading education policy scholars present current research to the Peabody community. In addition, M.P.P. students are encouraged to attend and present papers at professional conferences. Modest funding to support student paper presentations at professional conferences is available through LPO. The Office of Peabody Career Services offers students an array of career resources, programming, and group/individual sessions throughout the academic year. For more information, visit the Peabody Career Services website at:

http://peabody.vanderbilt.edu/admin-offices/career-development/peabody_career_services.php

The following pages contain important information and academic forms for the M.P.P. program, including:

- The MPP Program of Study with concentration in K-12 or Higher Education Policy
- The MPP Program of Study with concentration in Quantitative Methods in Education Policy
- Change in Program of Studies Request
- Independent Learning Agreement (Required for practicum and independent study)
- Independent Practicum Contract (Required for practicum)
- Intent to Graduate Form (to be completed in Fall of second year)
FORMS
# Master of Public Policy in Education (M.P.P.)
## Concentration in K-12 or Higher Education Policy
### Program of Study

**Student Name:** ____________________________  **Student #:** ____________

**Address:**  
__________________________________________________________

**Advisor Name:**  
__________________________________________________________

**Date of Entry into MPP Program:** ____________

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<th>Sem./Year</th>
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**Total Hours (36 hours)**

**Estimated Semester/Year of Degree Completion:**

* An illustrative list of MPP elective courses. Students work with advisors to identify courses that best align with their intellectual and professional goals. Transfer hours can only be applied toward elective credit.

** Ed.D. level weekend courses. Students must secure adviser and instructor approval before enrolling in Ed.D. courses.

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

Student Signature

Advisor Signature

Program Director Signature

Dean’s Office

Date:

Date:

Date:

Date:
# Master of Public Policy in Education (M.P.P.)
## Concentration in Quantitative Methods
### Program of Study

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**Total Hours (36 hours)**

**Estimated Semester/Year of Degree Completion:**

* An illustrative list of MPP elective courses. Students work with program advisors to identify courses that best align with their intellectual and professional goals. Transfer hours may only be applied toward elective credit.

** Ed.D. level weekend courses. Students must secure adviser and instructor approval before enrolling in Ed.D. courses.

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: __________
Change in Program of Studies

Please return to:
The Office of Academic Services
Phone: (615) 322-8400
216 Administration Building
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) __ Dec __ May ___ (Year) 20 ___

Department: ___________________________ Program/Major(s): ___________________________

Phone: (_____ ) ______

Email Address: _______________________

Mailing Address: _______________________

Delete:

Course Number & Title ___________ Hours

1. ___________

2. ___________

3. ___________

4. ___________

5. ___________

6. ___________

Add:

Course Number & Title ___________ Hours

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 ___________
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 ___________________________
Individual Learning Agreement

Student Information (all fields required):

Full Name: ____________________________

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

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

Anticipated Date of Graduation: (Month) __ (Day) __ (Year) ___

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 Y/N Summer Y/N Fall Y/N Year: 20 Y/N

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

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 __________________________ Date __________

(UNDERGRADUATE STUDENTS ONLY)
Student Information (all fields required):

Full Name:

Student ID # (e.g. 162030):

Classification: Undergraduate Y/N Freshman Y/N Sophomore Y/N Junior Y/N Senior Y/N 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
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 ____________________________
YANDEBILT UNIVERSITY Peabody College

Leave of Absence 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:

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