Information for applying to study at a non-Vanderbilt institution, abroad or domestic

GENERAL POLICIES
- All coursework must be evaluated for credit prior to enrolling.
- Coursework must be taken graded (no pass/fail).
- A minimum grade of C- is required to earn transfer credit. Courses with a C- or better will transfer back as a “T” (for transfer) and will not factor into student’s Vanderbilt GPA.
- Credit will not be awarded for internships taken at other institutions.
- Students may not earn credit for repeated coursework.
- Transfer courses may not be part of the student’s final 24 credit hours at Vanderbilt.
- Transfer courses may be used to satisfy Liberal Education Core requirements with no more than one transfer course in any single Core area (e.g., if you need two science courses in your Liberal Core, you may take one of them elsewhere).
- Students wishing to study elsewhere at an institution located outside the United States are required to register through International SOS and GEO Blue.

Summer Work Elsewhere
- Transfer of credit is contingent upon being in good academic standing in the semester prior to the work elsewhere.
- Students must have a 2.0 grade point average in the spring semester prior to their summer study.
- A maximum of 12 credits for the Vanderbilt career may be earned through summer work elsewhere.
- Coursework must be taken at a regionally accredited institution
- Students may study at a 2-year institution or community college (effective as of March 2019).
- Transfer credit for independent study coursework will be considered on an individual basis.

Semester (Fall or Spring) Work Elsewhere
- (Effective for those studying during Spring 2020 and beyond) Students are required to submit a petition before their leave of absence will be approved.
- Students must take a leave of absence to study elsewhere during the fall or spring semester.
- Transfer of credit is contingent upon being in good academic standing in the semester prior to the work elsewhere.
- For international programs, students must have a 2.7 grade point average at the end of the semester prior to the work elsewhere.
- A maximum of 15 credits for the Vanderbilt career may be earned through (fall or spring) semester work elsewhere.
- Coursework must be taken at a regionally accredited institution.
- Students may study at a 2-year institution or community college (effective as of March 2019).
- Transfer credit for independent study coursework will be considered on an individual basis.
FINDING AN APPROPRIATE INSTITUTION AT WHICH TO STUDY

Peabody may allow students to study at non-VU institutions that are regionally accredited and are not already offered through GEO. However, students looking to travel during the Fall or Spring semesters must submit a petition.

WRITING A PETITION:

- **EFFECTIVE FOR STUDENTS STUDYING ELSEWHERE BEGINNING SPRING 2020:** If a student will be taking a leave of absence to study elsewhere during a fall or spring semester, Peabody requires all students to petition in order to do so. It is essential that students petition prior to committing to studying elsewhere at another institution.
- If the student is studying elsewhere over the summer, they do not need to petition unless they do not meet one or more of the policies on page 1.
- The fact that a program has been approved in the past does not necessarily mean it will be permitted going forward.
- A petition must be submitted and approved before any course evaluations will be processed (see more about that process below).
- How to write a petition:
  - In this petition, students should make the case as to why this external program is an extraordinary opportunity that could not be matched through one of Vanderbilt’s approved Global Education Office programs. They should include: where the program is located, what kinds of classes they will be taking, and how these classes will fit into the requirements for their degree. Students may also mention what other relevant educational opportunities they will be taking advantage of while on a leave, such as course-related travelling, research projects, or language acquisition opportunities.
  - Please keep petitions to less than two typed pages.
  - Students should submit their petition along with a completed Leave of Absence form. These items can be submitted in person to Malina Halman (Peabody Administration Building, office 215) or emailed (malina.c.halman@vanderbilt.edu).

STEPS FOR GETTING COURSES EVALUATED

Peabody does keep a list of previously evaluated courses. This is found in the Transfer Credit search tool (YES > Student Registration > Transfer Credit [top of the page]). This list is not complete or definitive, so if a student wants to take a class that is not listed there, they should submit it for evaluation (see below). Each course evaluation will be in effect for five years unless there is a change to the course (title, credit hours, content, etc.).

(continued on next page)
After the student has found an institution and specific classes that they are interested in, and their petition has been approved (Fall and Spring only), they should log in to YES and click on the Transfer Credit icon. Click on the Add Request link to submit a new course. For further instructions, review the YES Transfer Credit User Guide.

**Students must submit all courses for evaluation even if an evaluation is already on file in YES.** A separate submission is required for each course requested. A detailed and, if necessary, translated syllabus is required for each course for which a student seeks transfer credit.

- If a syllabus is not provided online, contact the acting professor or department directly.
- If a syllabus for the intended term is not available, it is acceptable to provide a current syllabus or a syllabus from a prior term/year.
- The class instructor or the department that offers the class at the other institution usually can assist with obtaining a syllabus.

Evaluators will determine the course equivalency at Vanderbilt, along with the number of credit hours to be awarded. Students will receive an email when their course(s) have been evaluated. **NOTE:** Processing time for evaluations is variable and highly dependent on the evaluating department at Vanderbilt. Please allow 30 days for the evaluation process.

**If a student’s courses are evaluated in a way they do not understand/were not anticipating/do not want:** please reach out to Malina Halman (malina.c.halman@vanderbilt.edu).

**BEFORE YOU BEGIN YOUR COURSEWORK ELSEWHERE**

1. Students studying during Fall and Spring semesters (beginning Spring 2020) must write a petition prior to committing to their study elsewhere institution. See “Writing a Petition” section above. The petition should be submitted alongside a completed Leave of Absence form.

2. Students should double check their course evaluations to ensure they’ve received them all and that they are not planning on taking a course for which they have already earned credit. **Example:** if a student took SPAN 2203 at Vanderbilt and then takes a course equivalent to SPAN 2203 while abroad, they will lose all credit for their abroad course.

3. Students studying abroad through non-Vanderbilt sponsored programs are required to register their trip and are encouraged to explore Vanderbilt health coverage options. **Please find necessary steps here.**
WHILE YOU ARE STUDYING ELSEWHERE

Students should remain in touch with the Peabody Office of Academic Services should something change with their registration, especially if they add a course late. They can always submit more course evaluations through YES should they shift their schedule once they get to the other institution.

If a student is studying elsewhere during the Spring or Fall semesters, they will continue to have access to YES, Brightspace, Vanderbilt email, etc., even though they are on a leave. **Students should pay attention to when their registration date is for the coming semester.** They will likely still be abroad/away when their registration window opens up for the next semester’s classes. YES will be available to them to register just as they would if they were on campus.

**Remember:** students must take courses graded and make at least a C- in order for the credit hours to transfer.

AFTER YOU FINISH YOUR COURSEWORK ELSEWHERE

Please have the **official transcript** sent directly to the University Registrar’s Office. The school cannot transfer the student’s coursework without it.

Vanderbilt University Registrar
PMB 407701
110 21st Avenue South, Suite 110
Nashville, TN 37240-7701
Email: transcripts@vanderbilt.edu

After the student’s transcript is received, it will likely take roughly 2-4 weeks to get the coursework applied to their record. If the student is curious if Vanderbilt has received their transcript or not, please contact the University Registrar’s Office directly.

If the student submitted **degree audit substitutions** pertaining to work they did elsewhere, those will likely take another additional 1-3 weeks to be processed after the credits are applied to their record.

ADDITIONAL RESOURCES

For questions regarding the course evaluation process, please contact: external.education@vanderbilt.edu
For questions regarding academic requirements or school policies, please contact: Malina Halman (malina.c.halman@vanderbilt.edu), Asst. Director of Peabody Office of Academic Services.
- Registrar’s website regarding transfer credit and contact info – here.
- Leave of absence form – here.
- Undergraduate Catalog – here.
- YES Transfer Credit System Help Guides – here.
FAQs (frequently asked questions)

• I don’t know where to start in this process. Can you help?
  o You may want to first start by looking at the programs that Vanderbilt’s Global Education Office offers. If you are unable to find a GEO program that fits your needs/interests, then you may think about what city/country you’d like to be in and then start looking for study abroad programs there. Then find a specific program, then find specific classes. Then follow the steps outlined in this documents for petitioning and evaluating courses for credit.

• Is there a deadline for getting courses evaluated/turning in a petition?
  o It would be in your best interest to submit your petition and course evaluations well before you commit to an institution. There is no strict deadline, but should you take a course and then get it evaluated later, Vanderbilt cannot guarantee that it will be worth credit. So, in order to ensure that you actually take a course that is worth something, you should first submit a petition, get it evaluated well before you enroll. The petition, however, is due before we can process your leave of absence.

• Do I petition if I’m studying over the summer?
  o Nope!

• Can I take classes for my major/minor elsewhere? What about liberal education core?
  o Yes – any class, any department, any requirement. Some requirements may just be harder to fulfill abroad (HOD Track Core courses and writing courses, for example). Also, generally we do not accept credit earned from internships. See page 1 for more policies.

• Is the health insurance required?
  o That would be a question best suited for the Student Health Center.

• My program needs someone at Vanderbilt to fill out some sort of school authorization form/statement of good standing. Can you do this?
  o Yes, please send me the form along with whom it should be sent to and when it is due. Keep in mind that you may need to first submit a petition and have it approved before I can verify that Vanderbilt approves your study abroad experience.

• I got a course evaluated but it isn’t what I wanted/expected? Can it be re-evaluated?
  o No, courses cannot be re-evaluated. Instead, if you were hoping that a specific class would fulfill a certain requirement within your degree audit, you should submit a degree audit substitution form and have it signed by the appropriate director of undergraduate studies. The degree audit substitution request allow us to manually pick up a class and move it to another section of your degree audit.

• What other steps do I need to do besides the ones you list here?
  o As far as we’re concerned, this is it. The program you travel to may ask you to do things, or other department around campus might, but everything we need from you is listed right here in...