



# **Owen Graduate School of Management Catalog**

Vanderbilt University

2022/2023

Containing general information and courses of study for the 2022/2023 session

## Table Of Contents

Table Of Contents	2
Important Campus Contacts	6
Office of Academic and Student Affairs	6
Recruiting & Admissions Office	6
Health Services	6
Payment of Tuition and Fees	6
Application for Federal Loans	6
Student Accommodations	6
Owen Graduate School of Management (OGSM) Academic Policies	7
Professional Standards	7
The Honor System and the OGSM Honor Code	7
Student Conduct	7
Good Standing	7
Student Records	7
Transcripts	8
Student Responsibility for Meeting Graduation Requirements	8
Registration	8
Academic Calendar	8
Credit Hours	8
Drop/Add Period	8
Academic Advising	9
Class Attendance	9
Auditing Courses	9
Course Withdrawal	9
Examinations	9
Incomplete Grades	9
Course Evaluations	10
Online Course Materials (Brightspace)	10
Walker Management Library	10
Courses Taken Outside the OGSM Graduate School of Management	10
Non-OGSM Students in OGSM Courses	10
Prior Degrees	10
Financial Obligations and Consequences	10
Owen Honors	11
Performance Expectations and Strike Limits	11
Failure of a Course	11
Leave of Absence	11
Student Complaint and Grievance Procedure	12
Dismissal	12
Refunds of Tuition Charges	12
Accreditation	12
Commencement	13
Master of Business Administration (MBA) Program	13
Master of Business Administration (MBA) Program Academic Policies	13
Academic Policies	13
Degree Requirements	13
Residence Requirement	13
Experiential Learning Requirement	13
Exemptions	14
Elective Courses	14
Pass/Fail Courses	14
Project Work and Independent Study Courses	14
Transfer Credit	14
Grades	14
Grade Point Average (GPA)	15
REQUIRED COURSES	15

Concentrations	16
Specializations	16
Emphases	17
Customized Emphases	17
MBA Academic Awards and Academic Scholarships	17
Exchange Programs	18
Latin America	18
Europe	19
Africa	20
Asia	20
Australia	20
MBA Dual-Degree Programs	21
Management/Divinity	21
Management/Fisk University	22
Management/Latin American Studies	22
Management/Law	22
MBA/JD	22
MSF/JD	22
Management/Medicine	22
Management/Medicine with Meharry College of Medicine	23
Application Requirements	23
Academic Requirements	23
Residency Requirements	23
Student Accountability	23
Academic and Professional Integrity	23
Tuition and Financial Aid	23
Management/Peabody College of Education and Human Development	23
Management/Blair School of Music	24
<b>Executive Master of Business Administration (EMBA) Program</b>	<b>25</b>
Executive Master of Business Administration (EMBA) Program Academic Policies	25
Degree Requirements	25
Residence Requirement	26
Exemptions	26
Pass/Fail Courses	26
Transfer Credit	26
Grades	26
Grade Point Average (GPA)	26
Performance Expectations and Strike Limits	27
Refunds of Tuition Charges	27
EMBA Academic Awards	27
<b>Americas Master of Business Administration for Executives (AMBA) Program</b>	<b>27</b>
Americas Master of Business Administration for Executives (AMBA) Program Academic Policies	27
Degree Requirements	28
Residence Requirement	28
Exemptions	28
Pass/Fail Courses	28
Transfer Credit	28
Grades	28
Grade Point Average (GPA)	29
Performance Expectations and Strike Limits	29
Refunds of Tuition Charges	29
AMBA Academic Awards	30
<b>Master of Accountancy (MAcc) Assurance Program</b>	<b>30</b>
Master of Accountancy (MAcc) Assurance Program Academic Policies	30
Degree Requirements	30
Residence Requirement	30
Exemptions	30
Substitute Courses	30
Pass/Fail Courses	30
Independent/Directed Study and Project Courses	31
Transfer Credit	31
Grades	31
Grade Point Average (GPA)	31
Refunds of Tuition Charges	31
Master of Accountancy Academic Awards	32

<b>Master of Accountancy (MAcc) Valuation Program</b>	<b>32</b>
Master of Accountancy (MAcc) Valuation Program Academic Policies	32
Degree Requirements	32
Residence Requirement	32
Exemptions	32
Substitute Courses	32
Pass/Fail Courses	32
Independent/Directed Study and Project Courses	32
Transfer Credit	33
Grades	33
Grade Point Average (GPA)	33
Refunds of Tuition Charges	33
Master of Accountancy Academic Awards	34
<b>Master of Management in Health Care (MMHC) Program</b>	<b>34</b>
Master of Management in Health Care (MMHC) Program Academic Policies	34
Degree Requirements	34
Residence Requirement	34
Exemptions	34
Pass/Fail Courses	34
Transfer Credit	34
Grades	34
Grade Point Average (GPA)	35
Refunds of Tuition Charges	35
MMHC Academic Award	35
<b>Master of Marketing (MMark) Program</b>	<b>35</b>
Master of Marketing (MMark) Program Academic Policies	35
Degree Requirements	36
Residence Requirement	36
Other Courses	36
Exemptions	36
Pass/Fail Courses	36
Independent/Directed Study and Project Courses	36
Transfer Credit	36
Grades	36
Grade Point Average (GPA)	37
Refunds of Tuition Charges	37
Master of Marketing Academic Awards	37
<b>Master of Science in Finance (MSF) Program</b>	<b>37</b>
Master of Science in Finance (MSF) Program Academic Policies	37
Degree Requirements	37
Residence Requirement	38
Electives	38
Exemptions	38
Pass/Fail Courses	38
Independent/Directed Study, Capstone Courses, and Project Courses	38
Transfer Credit	38
Grades	38
Grade Point Average (GPA)	39
Refunds of Tuition Charges	39
MSF Academic Awards	39
MSF Dual Degree Program	39
MSF/JD	39
Curriculum Requirements	39
ELECTIVES	40
Courses by Subject Area	41
Administration and Endowed Chairs	41
<b>Administration</b>	<b>41</b>
<b>Endowed Chairs</b>	<b>42</b>
<b>Faculty</b>	<b>45</b>
<b>Campus Resources</b>	<b>46</b>
Catalog Search	46
Administration and Endowed Chairs	46

AMBA Academic Awards	49
Americas Master of Business Administration for Executives (AMBA) Program Academic Policies	49
Concentrations	51
Courses by Subject Area	51
EMBA Academic Awards	52
Emphases	52
Exchange Programs	52
Executive Master of Business Administration (EMBA) Program Academic Policies	55
Important Campus Contacts	56
Master of Accountancy Academic Awards	57
Master of Accountancy (MAcc) Assurance Program Academic Policies	58
Master of Accountancy (MAcc) Valuation Program Academic Policies	59
Master of Business Administration (MBA) Program Academic Policies	61
Master of Management in Health Care (MMHC) Program Academic Policies	63
Master of Marketing Academic Awards	65
Master of Marketing (MMark) Program Academic Policies	65
Master of Science in Finance (MSF) Program Academic Policies	66
MBA Academic Awards and Academic Scholarships	68
MBA Dual-Degree Programs	69
MMHC Academic Award	73
MSF Academic Awards	73
MSF Dual Degree Program	73
Owen Graduate School of Management (OGSM) Academic Policies	75
Specializations	81
<b>Life at Vanderbilt</b>	<b>81</b>
Accommodations for Students with Disabilities	81
Bishop Joseph Johnson Black Cultural Center	81
David Williams II Recreation and Wellness Center	82
Follett Higher Education at Vanderbilt	83
Inclusive Excellence	83
International Student and Scholar Services	83
Margaret Cuninggim Women’s Center	83
Nondiscrimination, Anti-Harassment, Anti-Retaliation, and Sexual Misconduct	83
Office of LGBTQI Life	84
Office of the University Chaplain and Religious Life	84
Official University Communications	84
Project Safe Center	84
Schulman Center for Jewish Life	85
Student Care Network	85
Student Centers	91
Student Records (Family Educational Rights and Privacy Act)	92
The Commodore Card	93
VA Compliance Statement	94
Vanderbilt Child and Family Center	94
Vanderbilt Directory	94
Vanderbilt University Police Department	94
<b>Vanderbilt University</b>	<b>96</b>
Accreditation	96
Equity, Diversity, and Inclusion	96
Mission, Goals, and Values	97
Modification Policy and Nondiscrimination Statement	97
Obtaining Information about the University	97
The Jean and Alexander Heard Libraries	98
The University	99
University Courses	99
Vanderbilt University Administration	100
Vanderbilt University Board of Trust	100

# Important Campus Contacts

## Office of Academic and Student Affairs

Owen Graduate School of Management

401 Twenty-first Avenue South

Nashville, Tennessee 37203

[OwenASA@vanderbilt.edu](mailto:OwenASA@vanderbilt.edu)

## Recruiting & Admissions Office

Owen Graduate School of Management

401 Twenty-first Avenue South

Nashville, Tennessee 37203

(615) 322-6469

## Health Services

Student Health Center

Zerfoss Building, MCN

1161 Twenty-first Avenue South

Nashville, Tennessee 37232

(615) 322-2427

## Payment of Tuition and Fees

Office of Student Accounts

2301 Vanderbilt Place

Nashville, Tennessee 37240

(615) 322-6693 or (800) 288-1144

[student.accounts@vanderbilt.edu](mailto:student.accounts@vanderbilt.edu)

## Application for Federal Loans

Office of Student Financial Aid

2309 West End Avenue

Nashville, Tennessee 37203

(615) 322-3591

[finaid@vanderbilt.edu](mailto:finaid@vanderbilt.edu)

## Student Accommodations

Student Access Services

216 Sarratt Hall

Nashville, TN 37203

(615) 343-9727

[StudentAccess@vanderbilt.edu](mailto:StudentAccess@vanderbilt.edu)

## Owen Graduate School of Management (OGSM) Academic Policies

The expectations and responsibilities in this section apply to all OGSM students.

### Professional Standards

OGSM students are expected to meet standards of personal and professional integrity. This Catalog is designed to acquaint OGSM students with the expectations of them and their responsibilities as members of the university community. This Catalog is available online on [OwenCentral](#) or through the Office of the University Registrar's website. It is the student's responsibility to become aware of this Catalog's contents. Lack of awareness of a policy or regulation is not an acceptable excuse for failure to observe it.

### The Honor System and the OGSM Honor Code

Vanderbilt students are bound by the Honor System inaugurated in 1875 when the university opened its doors. Fundamental responsibility for the preservation of the system inevitably falls on the individual student. It is assumed that students will demand of themselves and their fellow students complete respect for the university Honor System. OGSM students are expected to become familiar with the university Honor System described in the *Vanderbilt Student Handbook*, available at [vanderbilt.edu/student\\_handbook](http://vanderbilt.edu/student_handbook).

Graduate and professional students are subject to the jurisdiction of the student body that implements the Honor System in the graduate and professional schools. OGSM students are bound by regulations beyond those cited in the *Student Handbook*. These regulations affect their studies and require observance of the OGSM Honor Code, available at [business.vanderbilt.edu/honor-code](http://business.vanderbilt.edu/honor-code). The student, by registration, acknowledges the authority of the OGSM Honor Council. OGSM students must be familiar with the OGSM Honor Code, have read it before Orientation, and sign a pledge of compliance.

### Student Conduct

Although the university values personal freedom, celebration, and recreation, the policies and regulations that apply to student conduct at Vanderbilt are also informed by principles that value the health, safety, and well-being of students and other members of the university community, as well as their academic and personal success. Standards for student conduct are derived from tradition and evolve with contemporary practice. Accordingly, grounds for action related to conduct are usually not made the subject of precise statement; when commonly held standards of conduct are broken, however, action must be taken for the good of the community. When students fail to meet university standards, they ultimately risk dismissal from the university.

The policies concerning student conduct matters can be found in the *Vanderbilt Student Handbook*, available at [vanderbilt.edu/student\\_handbook/student-conduct](http://vanderbilt.edu/student_handbook/student-conduct). Should a concern arise about whether an OGSM student has failed to meet the standards of personal and professional integrity, the matter will be brought to the attention of the Office of Academic & Student Affairs. In cases where the conduct of a student appears questionable, the Office of Academic & Student Affairs will advise the student at the earliest reasonable date and will counsel the student concerning applicable standards of conduct. The student will have the opportunity to be heard. Should the seriousness of the conduct warrant, the Office of Academic & Student Affairs will bring the concern(s) to the Office of Student Accountability.

### Good Standing

Students are considered to be in good standing if they have completed at least one module of course work, met all financial obligations, have not been dismissed due to an honor or conduct violation, have not reached the strike limit, and have at least a 3.0 cumulative grade point average.

### Student Records

Vanderbilt University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (also referred to as FERPA). This act affords matriculated students certain rights with respect to their educational records. The student's rights are listed in the *Vanderbilt Student Handbook*. Questions about the application of the provisions of the Family Educational Rights and Privacy Act should be directed to the Office of the University Registrar or to the Office of the General Counsel.

If a student believes the university has failed to comply with FERPA, he or she may file a complaint using the Student Complaint and Grievance Procedure as outlined in the *Vanderbilt Student Handbook*. If dissatisfied with the outcome of this procedure, a student may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920.

### **Transcripts**

Academic transcripts are supplied by the Office of the University Registrar on written authorization from the student. Details are available at [registrar.vanderbilt.edu/transcripts/index.php](http://registrar.vanderbilt.edu/transcripts/index.php). All students are assessed a one-time lifetime transcript fee of \$100.00 during their first semester. There is no additional fee for a transcript.

### **Student Responsibility for Meeting Graduation Requirements**

Students are encouraged to plan their course selection carefully, consult the Office of Academic & Student Affairs and the faculty when appropriate, and study the course offerings and advisory documents made available each module. Each student bears the responsibility for fulfilling the graduation requirements. The Office of Academic & Student Affairs and faculty are available for consultation, but no official approval of course schedules is required. The Office of Academic & Student Affairs conducts degree audits of student records to confirm all requirements have been satisfied before graduation.

### **Registration**

Registration for incoming students takes place in July and August. Continuing students register on dates specified each semester by the Office of Academic & Student Affairs and as assigned in YES (Your Enrollment Services, [yes.vanderbilt.edu](http://yes.vanderbilt.edu)). Detailed information on registration is on the Office of the University Registrar website, available at [registrar.vanderbilt.edu/registration/registration-info.php](http://registrar.vanderbilt.edu/registration/registration-info.php). A student whose registration choices are denied or altered (e.g., cancelled class, lack of prerequisite courses) may select alternate courses during the open enrollment registration period. It is the student's responsibility to ensure that their registration accurately reflects their intended enrollment. If a student's name does not appear on the instructor's roster, it is assumed that the student is not enrolled. Students will not be permitted to attend classes for which they are not enrolled or to visit classes on an ad hoc basis.

### **Academic Calendar**

The Owen Academic Calendar is set in the spring for the upcoming academic year. The calendar is posted on [Owen Central](#) and on the Office of the University Registrar [academic calendar page](#).

### **Credit Hours**

Credit hours are semester hours, e.g., a two hour course carries credit of two semester hours. One semester credit hour represents at least three hours of academic work per week, on average, for one semester. Academic work includes, but is not necessarily limited to, lectures, laboratory work, homework, research, class readings, independent study, internships, practica, studio work, recitals, practicing, rehearsing, and recitations. Some Vanderbilt courses may have requirements which exceed this definition. Certain courses (e.g., independent study, directed study, practica, internships, and special seminars) are designated as repeatable, as they contain evolving or iteratively new content. These courses may be taken multiple times for credit. If a course can be repeated, the number of credit hours allowable per semester will be included in the course description. For example, Independent Study and Directed Study courses may be repeated for a total of 6 credits; 1-2 credits per module; maximum of 6 credits total for all modules.

### **Drop/Add Period**

Changes may be made during the open enrollment period (scheduled after early registration) or the official change period (Drop/Add Period: the first two class days of each mod). These dates are published in YES and are confirmed by the Office of Academic & Student Affairs. A new course may be added to the student's schedule during the change period or the Drop/Add Period provided that the student does not already have a full course load (four



classes) and that other registration requirements have been met (i.e., instructor permission if necessary, no class conflicts, prerequisites have been met). A course dropped during the Drop/Add Period does not show on a transcript. A course dropped after the Drop/Add Period is considered a course withdrawal.

### **Academic Advising**

The Office of Academic & Student Affairs assists students with registration, course selection and course load, specializations and concentrations, and any academic questions or problems that may arise.

### **Class Attendance**

Students are expected to attend all sessions of each class in which they are enrolled. Attendance is usually a factor in determining the final grade in a course. A student who fails to abide by the attendance policy set by the course instructor is subject to removal from the course. Moreover, students who miss the first day of an elective class are at risk of being withdrawn from the roster, regardless of whether or not the class has a waiting list. If a class has a waiting list, and another eligible student is ready to enroll in the class, the student who missed class is subject to being dropped from the class immediately and replaced with the waitlisted student. The last day before and the first day after an official holiday are considered to be the same as any other day on which classes are scheduled. Assignments are made for classes scheduled on these days, and tests may be given in them. Students must take this fact into account when making travel plans.

### **Auditing Courses**

Auditing a course is subject to the following conditions:

1. Consent of the instructor before the end of open enrollment.
2. The instructor sets the conditions under which a course may be audited. Failure to meet those conditions is justification for withdrawal of the audit designation.
3. Audits carry no credit. No grade is recorded for a course that has been audited, although the course will appear on the student's transcript.
4. Grading status may not be changed after open enrollment ends (i.e., an audited course cannot be changed to a graded course or vice versa).
5. Auditing is not permitted for courses with a waitlist.

### **Course Withdrawal**

A student may withdraw from an elective course after the Drop/Add Period and prior to the deadline for withdrawal published by the Office of Academic & Student Affairs—the second class day of the module—with no mark on the record. Students may not voluntarily withdraw from core courses. The grade of W is assigned to a student who seeks to withdraw from a course after the drop deadline. Permission to withdraw from a course may be denied for good reason, e.g., if a student is part of a team and has accepted responsibility for group work or a presentation. No withdrawals are permitted after the exam period opens. W grades are not calculated in a student's grade point average.

### **Examinations**

Each module is followed a reading day and an official exam period. The exam is considered part of the course, and students will not be excused from exams in order to accommodate premature travel plans. All students must take the exam at the scheduled time, as OGSM does not publish an alternate exam schedule. Students who miss their final exams will be assumed to have defaulted, and the grade of F will be assigned if the student could not pass the course even with the final exam. All examinations are conducted under the honor system. The exam schedule is distributed during the third week of the module.

### **Incomplete Grades**

An incomplete (I) is given only under extenuating circumstances beyond the control of a student that prevent a student from meeting all course requirements and only when a significant body of satisfactory work has been completed. The I is not intended as a replacement for a failing grade, nor will it be given to a student who defaults on a final examination. The request for an incomplete is generally initiated by a student and must be approved by the instructor. The instructor may initiate the assignment of an incomplete if warranted by a student's extenuating circumstances. These circumstances do not include leaving campus to go home before the exam period ends or embarking on a school-related trip. In assigning the grade of I, the instructor specifies (a) a default grade that counts the missing work as zero and (b) a deadline by which the missing work must be submitted. That deadline

must be no later than the end of the next regular module in residence, assuming a student is able to return to school for the next module. The incomplete can be extended beyond the deadline only if the instructor and the Office of Academic & Student Affairs determine that an extension is warranted. If the required work is submitted by the deadline for removing the incomplete, the I will be replaced by the grade earned. If the work is not completed by the deadline, the default grade will become the permanent grade for the course.

### **Course Evaluations**

Ten minutes of class time is provided at the beginning of each course in the seventh (last) week of the module for completing course evaluations. The online course evaluation system has automatic reminders customized to each student. Student feedback is essential both to instructors and to the OGSM administration. Course evaluations are managed by the Office of the Dean in conjunction with the Vanderbilt University Course and Teaching Evaluation team (<https://www.vanderbilt.edu/course-teaching-evaluations/>). If students have questions about evaluations or have system/access difficulties, they should contact those departments.

### **Online Course Materials (Brightspace)**

Online course materials are maintained only for the duration of the course. Prior to the end of the final examination period each term, please download or print material you want to retain for future reference.

### **Walker Management Library**

The [Walker Management Library](#) is focused on providing graduate-level business resources for student academic and career success. Librarians work with students to access premium business information and use tools for data analysis.

### **Courses Taken Outside the OGSM Graduate School of Management**

Courses taken outside of OGSM must be pre-approved by the Office of Academic & Student Affairs and are recorded on the OGSM transcript as Pass/Fail. The minimum grade to qualify as passing is a C or its equivalent. Courses taken on exchange or at Vanderbilt should be at graduate level and must be pre-approved by the Office of Academic & Student Affairs. Language courses taken in Vanderbilt's College of Arts and Science must be intermediate level or above in order to potentially qualify for OGSM credit. Undergraduate courses should typically be audited, as undergraduate courses taken for credit will not count toward graduation hours at OGSM.

### **Non-OGSM Students in OGSM Courses**

Enrollment in OGSM courses is restricted to students who are registered in postbaccalaureate degree programs, on a space-available basis. Students in undergraduate degree programs at Vanderbilt are not eligible to take courses at OGSM unless they are concurrently enrolled as a first-year OGSM student in the BA/MBA dual-degree program.

### **Prior Degrees**

It is the policy of Vanderbilt University to verify prior educational credentials for all admitted students who intend to matriculate. All matriculated students must provide official copies of transcripts and any other required supporting documentation to Vanderbilt University as part of the prior degree verification process. The Office of the University Registrar will review transcripts and other supporting documentation for authenticity and to confirm degrees earned prior to matriculation at Vanderbilt. Offers of admission are contingent on a student providing the required documentation.

Effective Spring 2022, incoming students will not be permitted to register for classes until they have provided the required evidence of prior degrees. Students for whom the Office of the University Registrar is unable to verify prior degrees may be subject to dismissal from the university.

### **Financial Obligations and Consequences**

Any student with a past due balance on his/her student account will not be permitted to attend classes for any module. The payment deadline for Fall Semester charges is August 31. If the student's account is not paid by

August 31, the student may not be allowed to register or attend classes. In addition, the student's access to other resources and services at OGSM, and at Vanderbilt University, may also be revoked. Furthermore, any balance not paid by the payment deadline will be subject to late payment fees.

Transcripts and diplomas of graduating students will not be released until all indebtedness to the university is cleared.

### **Owen Honors**

Owen Honors is an academic distinction that rewards outstanding scholarship and accomplishment and fosters integrity in the conduct of business operations. To be eligible for Owen Honors, students must rank in the top 20 percent of their graduating class. Students in good standing are selected on the basis of their cumulative academic record.

### **Performance Expectations and Strike Limits**

Students are expected to maintain good standing. Students who are consistently at the lower grade levels are encouraged to seek extra help to improve their performance. OGSM uses a strike system to evaluate academic performance.

For courses that earn 2 credit hours, each F grade earned counts 1 strike, and each LP (Low Pass) grade or its equivalent (B- in the Accounting program) earned counts  $\frac{1}{2}$  strike. For courses that earn 1 credit hour, each F grade earned counts  $\frac{1}{2}$  of a strike and each LP grade or its equivalent (B- in the Accounting program) earned counts  $\frac{1}{4}$  of a strike. The student will be dismissed if he/she has accumulated:

2 strikes at the end of Mod I or

2.5 strikes at the end of Mod II or

3 or more strikes at any time.\*

In the event that a student reaches the strike limit, he/she will be dismissed from the program. The student will be withdrawn from any remaining courses on his/her schedule and will not have the option to re-take the failed course(s).

\*See EMBA/AMBA sections for the application of the strike system in these two executive MBA programs which are on a semester system.

### **Failure of a Course**

A required course that is failed must be re-taken the next time it is offered at OGSM. The original failing grade will remain on the transcript, but, upon successful completion of the course, the grade F will not be calculated in the cumulative GPA total. The strike associated with a successfully repeated failed course will continue to accumulate as part of the student's academic record. Thus, successfully completing a failed course does not remove the strike from the student's academic record. If the failed required course is not offered again during the student's traditional residency period, he/she may petition the Student Achievement Committee for a suitable alternative for completion of the graduation requirement. Students may be required to remain at OGSM beyond their original graduation date in order to meet their graduation requirements.

An elective course that is failed may be re-taken at OGSM; the original failing grade will remain on the transcript, but, upon successful completion of the course, the grade F will not be calculated in the cumulative GPA. Instructors may, at their discretion, alter the course requirements for students who repeat a failed course.

### **Leave of Absence**

Students who are temporarily unable to continue their course of study or who, for personal reasons, need to leave school temporarily must request a leave of absence. The request must be made in writing and addressed to the Office of Academic & Student Affairs. Leaves are granted on a case by case basis after a student has been in attendance for one module. Leaves require approval and are permitted for one semester or one academic year if the student is in good standing, has no disciplinary actions or honor code violations pending, and has met his or her financial obligation.

Students placed on leave of absence are required to keep the Office of Academic & Student Affairs informed of their plans to return to school. Students on leave who wish to return must inform the school of their plans no later than July 1 for the fall semester or November 1 for the spring semester. In consultation with the Student Achievement Committee, the Office of Academic & Student Affairs may extend a leave of absence.

The grade of W will be applied to courses that are not completed when a student has an approved leave of absence. Courses that are not completed due to an unapproved absence will result in the grade of F.

The policies concerning withdrawal for medical or emotional reasons can be found in the *Vanderbilt Student Handbook*, available at [vanderbilt.edu/student\\_handbook/university-policies-and-regulations](http://vanderbilt.edu/student_handbook/university-policies-and-regulations).

### **Student Complaint and Grievance Procedure**

If a student has a grievance, the student should first discuss their concerns regarding an instructor or a course with the instructor involved. If further discussion is needed, the instructor may consult with the teaching assistants. If the problem still persists, the student should make an appointment with the Senior Associate Dean for the Faculty. The Senior Associate Dean may encourage the student to make an appointment with the Director of the Office of Academic & Student Affairs. The Director of the Office of Academic & Student Affairs will discuss the issue with the Senior Associate Dean and, if appropriate, make an appointment for the student to meet with the Senior Associate Dean. Prior to the appointment with the Senior Associate Dean, the student should send a written statement of the problem or grievance.

### **Dismissal**

Students who discontinue class attendance without a leave of absence, students who fail to register for a subsequent semester's work without a leave of absence, and students on a leave of absence who fail to return to OGSM following the period of approved leave without requesting and receiving an extension, will be dismissed. In order to return, such students must reapply for admission and, if applicable, financial aid.

Students who do not meet their financial obligations to the university are also subject to dismissal. In addition, as noted under the Performance Expectation and Strike Limits section, students who reach the strike limit will be dismissed from the program.

### **Refunds of Tuition Charges**

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, available at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php). If a student has already earned a grade or grades for the semester, then a refund will typically not be granted.

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled.

Fees and charges for books and materials are not refundable. Insurance coverage is generally non-refundable.

### **Accreditation**

Vanderbilt University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's, master's, professional, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call (404) 679-4500, or visit [sacscoc.org](http://sacscoc.org) for questions about the accreditation of Vanderbilt University. Please contact the commission only in relation to Vanderbilt's noncompliance with accreditation requirements. Normal inquiries about admission requirements, educational programs, and financial aid should be directed to the university. OGSM is accredited by the AACSB. Visit [owen.vanderbilt.edu/about-us/facts-and-stats.cfm](http://owen.vanderbilt.edu/about-us/facts-and-stats.cfm).

## **Commencement**

All requirements for graduation must be met before a student may participate in the ceremony. Students who are unsure whether they have fulfilled all requirements should contact the Office of Academic & Student Affairs during Mod III. Official graduation dates at Vanderbilt are May, August, and December of each year. A student completing degree requirements in the summer or fall semester will be invited to participate in the following May Commencement. Official Vanderbilt regalia is required for all graduates, and ordering instructions are provided to students in March of each year.

# **Master of Business Administration (MBA) Program**

## **Master of Business Administration (MBA) Program Academic Policies**

*The expectations and responsibilities in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Master of Business Administration students.*

The MBA program is a full-time, two-year program. Students matriculate in early August and graduate approximately two years later in May.

## **Academic Policies**

### **Degree Requirements**

Candidates for the Vanderbilt MBA degree must receive the favorable recommendation of the OGSM faculty, earn a minimum of 62 credit hours, successfully complete all required courses as well as an ethics course, earn a cumulative grade point average of 3.0, complete at least one concentration, earn fewer than three strikes, and meet all financial obligations to Vanderbilt University. Attendance at all Orientation-related events is required. All requirements must be completed within three calendar years of the matriculation date.

### **Residence Requirement**

The MBA program requires eight modules—the equivalent of four semesters—of full-time study. Students may not enroll in more than 10 credit hours per module and must be enrolled in a minimum of 12 credit hours per semester and a minimum of 6 credit hours per module to maintain full-time status in the MBA program. Students may not exceed 18 credit hours per semester; short courses are excluded from the 18-hour maximum. Residence for two academic years is required.

The residence requirement is three semesters for students in some dual-degree and qualified exchange programs and for graduates of OGSM's Master of Science in Finance program.

### **Experiential Learning Requirement**

An internship or project is one of our experiential learning options, which is a requirement for the MBA degree. This lasts for one semester, and for the majority of Owen MBAs, happens through a summer internship. However, working on one's own venture, self-employment, or employer-sponsored jobs also qualify for the Experiential Learning Requirement.

The purpose of the requirement is for Owen students to have the opportunity to explore career paths firsthand, to put into practice what they have learned from their coursework, as well as to strengthen their candidacy for post-MBA roles. This is especially helpful for students without a business background.

For those with mitigating circumstances who might not be able to fulfill this requirement, a waiver process administered by the Office of Academic & Student Affairs is in place. Students that do not report their experiential learning through the Career Management Center tracking system or complete the waiver process will have a registration hold placed on their account.

**Exemptions**

Students with substantial relevant prior coursework may qualify to exempt one or more of the following core courses: MGT 6311 - Introduction to Financial Accounting, MGT 6321 - Business in the World Economy, MGT - 6322 Managerial Economics, and MGT 6381 - Managerial Statistics. There are no exemptions for other core courses.

The Office of Academic and Student Affairs will review academic transcripts for incoming students during the summer. Students eligible to exempt a course or courses will be notified prior to the start of the fall semester.

**Elective Courses**

Students may not enroll in courses for which they do not have the prerequisite course(s) and will be dropped from the course roster if they have not completed the prerequisite course(s).

**Pass/Fail Courses**

Students may not take more than six hours of Pass/Fail credit toward their degree. Students may not change a course to Pass/Fail that is graded using the conventional grading scale.

**Project Work and Independent Study Courses**

All project work not associated with an established course must be approved by the professor who will supervise such work and the Office of Academic & Student Affairs, which provides guidelines for proposals to be submitted for such projects. The Office of Academic & Student Affairs will not accept proposals for project or independent study courses after the first week of the module in which such work is to be undertaken. Students may apply up to six credit hours of project and independent study work combined toward fulfilling the MBA credit hour requirement. Independent study work may not exceed two credit hours per module of study.

**Transfer Credit**

Up to 12 credit hours may be approved toward the MBA degree if earned in a pre-approved dual-degree program, a qualified exchange program, or OGSM's Master of Science in Finance program. Otherwise, transfer credit is not permitted.

Exceptions to this limit are made only for exchange program partners that require visiting OGSM students to take 15 credit hours.

**Grades**

Faculty use the following recommended grade distribution:

Letter Grade	Numerical Weight	Core Course Percentage	Elective Course Percentage
SP Superior Pass	4.0	Maximum 25%	Maximum 30%
HP High Pass	3.5	40%	45%
PA Pass	3.0	At least 35%	At least 25%
LP Low Pass	2.5		
F Fail	0.0		

Grade changes for clerical errors are permitted within two weeks (14 calendar days from the date that grades are posted to student records). This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

## Grade Point Average (GPA)

Grade point averages are calculated using the indicated grade-point values per credit hour:

Grade Abbreviation	Grade Description	Quality Points
SP	Superior Pass	4.0
HP	High Pass	3.5
PA	Pass	3.0
LP	Low Pass	2.5
F	Fail	0.0

MBA degree candidates must successfully complete a minimum of 62 credit hours, including all required courses, with at least a 3.0 cumulative grade point average. Exempted courses, incompletes, and the grade Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade Fail in Pass/Fail courses is entered into the GPA calculation.

*Note:* On a student transcript, EHRS (earned hours) indicates the total earned credit hours, regardless of the grade type. QHRS (quality hours) represents the number of credit hours included in the calculation of a student's GPA.

## REQUIRED COURSES

MBA students must complete the core and an ethics course:

<i>Course Number</i>	<i>Course Title</i>	<i>Credit Hours</i>
<b>YEAR 1</b>		
<b>MOD I</b>		
MGT 6311	Introduction to Financial Accounting	2
MGT 6331	Managerial Finance	2
MGT 6342	Leading Teams and Organizations	2
MGT 6351	Management Communication	1
MGT 6381	Managerial Statistics	2
<b>MOD II</b>		
MGT 6322	Managerial Economics	2
MGT 6361	Marketing Management	2
MGT 6371	Operations Management	2
<b>MOD III</b>		
MGT 6312	Introduction to Managerial Accounting	2
MGT 6355	Strategic Management	2
<b>MOD IV</b>		
MGT 6321	Business in the World Economy	2
<b>YEAR 2</b>		
MGT 6456	Ethics in Business	2
<b>Total Required Course Credit Hours:</b>		<b>23</b>

## Concentrations

Concentrations are based on the foundational business disciplines and require a minimum of 12 credit hours in a single discipline. Required electives are included in the 12 hours needed for the concentration. Concentrations are prescribed by area faculty. As stated in Degree Requirements, students must complete at least one concentration. The course requirements for each concentration are provided in this section. In planning course work, the student should note that not every course is offered every year; check the Courses of Study section of this catalog and with the Office of Academic & Student Affairs.

The following concentrations are offered:

[Accounting](#)

[Consumer Psychology and Marketing Analytics](#) (STEM Certified)

[Finance](#) (STEM Certified)

[General Management](#)

[Health Care](#)

[Human and Organizational Performance](#)

[Marketing](#)

[Operations and Analytics](#) (STEM Certified)

[Strategy](#)

Students may double-count one elective across two concentrations. For example, Corporate Valuation can be counted as an elective for Finance *and* Strategy concentrations. Only one elective may be double-counted across two concentrations. Courses cannot be counted toward three or more concentrations.

## Specializations

Specializations are focused course tracks for students desiring an in-depth study of the functional area for their chosen career. Specializations are prescribed by area faculty. Specializations typically require 20 credit hours of course work. The 20-credit-hour requirement represents the 12 credit hours earned in the related concentration plus an additional eight hours. The course requirements for each specialization are provided in this section. In planning course work, it should be noted that not every course is offered every year; for clarification, please check the Courses of Study section and consult with the Office of Academic & Student Affairs.

The following specializations are offered:

[Brand Management](#)

[Corporate Finance](#)

[Human and Organizational Performance](#)

[Investment Management](#)



## Emphases

Emphases allow students to gain exposure to an additional area of interest and are prescribed by area faculty. Emphases require eight hours of course work and do not replace the requirement that at least one concentration and an ethics requirement be completed to earn the degree. Students may complete more than one emphasis, but the same course may be applied to only one emphasis. Students may also request a customized emphasis in a particular area. Students must work with a tenured or tenure-track faculty adviser who will approve the 8 hours of course work toward the emphasis. An emphasis may not be proposed in an area that already supports a concentration or specialization. The course requirements for each emphasis are provided in this section. In planning course work, the student should note that not every course is offered every year; check the Schedule of Classes published each semester.

The following emphases are offered:

[Entrepreneurship](#)

[International Studies](#)

[Sustainability and Social Impact](#)

### Customized Emphases

A student may choose to customize an emphasis in an area of interest, for example, Environmental Management. This requires submission of an approval form and an area adviser's signature. For further information, contact the Office of Academic & Student Affairs.

## MBA Academic Awards and Academic Scholarships

### Academic Awards *(awarded at graduation)*

FINANCIAL EXECUTIVES INTERNATIONAL AWARD is presented to the graduating MBA student for outstanding performance in accounting and finance courses and is chosen by the Owen accounting and finance faculty.

FLOURNOY A. COLES JR. PRIZE is awarded annually to a graduating student in recognition of outstanding performance in international management studies and contributions to the School. The prize is endowed, and honors the memory of Flournoy A. Coles, Jr., professor of management, emeritus, and a founding member of the Owen School faculty.

FOUNDER'S MEDAL, signifying high honors, is bestowed upon the graduating Owen student who, in the judgment of the Dean and the Honors and Awards Committee, has achieved the strongest record in personal, professional, and academic performance in meeting the requirements of the MBA.

H. IGOR ANSOFF AWARD is endowed by several members of the Owen class of 1972, in honor of the first Dean of the Graduate School of Management, and presented to a graduating student for original and creative contributions to the Owen School. The award is not given every year; it is reserved for recognition of extraordinarily exceptional service.

MATT WIGGINTON LEADERSHIP AWARD is presented annually to a graduating MBA student in recognition of outstanding performance in finance. The award was established in 1992 in memory of Madison S. Wigginton, a founder of the Owen Graduate School of Management and a member of the Vanderbilt University Board of Trust, 1960-1991.

OWEN SERVICE AWARD is presented to graduating students who have demonstrated outstanding effort and energy in leadership and community involvement and passion for student life. The awards are reserved for students who unselfishly focus on making the Owen Graduate School of Management a better place for everyone.

### Academic Scholarships *(based on academic performance in the first year and awarded for the second year)*

Scholarships to study at Owen are awarded upon acceptance to the MBA program, and students should not expect

to have an increase in their admissions scholarship nor be offered a new scholarship in the second year. There are four endowed merit-based academic scholarships that are awarded in the summer prior to year two, and recipients must stand in the top 10 percent of their class GPA. No application is accepted; the Student Achievement Committee selects recipients based on academic standing at the end of year one.

BRUCE D. HENDERSON SCHOLARSHIP is endowed by the Boston Consulting Group to honor BCG founder and former chairman and Vanderbilt graduate, Bruce D. Henderson, and awarded to the MBA student, who, during the first year, achieved the strongest record in personal, professional, and academic performance.

J. DEWEY DAANE SCHOLARSHIP honors emeritus faculty member J. Dewey Daane for significant contributions to the Owen Graduate School of Management. The scholarship goes to a rising second-year MBA student with demonstrated interest in finance and international management.

MAX ADLER SCHOLARSHIP was established in 2007 through the Max Adler Student Investment Fund. This fund was created in 1982 through gifts from Mimi Adler, spouse of New York businessman Max Adler, to provide students in the Vanderbilt MBA Finance Club the opportunity to learn about investing in a very practical way. The success of their investments led to the creation of the scholarship in addition to the investment fund. The scholarship is awarded to a second-year student based on outstanding performance in the first year of the MBA program.

RICHARD S. WEINBERG SCHOLARSHIP. Classmates, colleagues, family and friends of Richard S. Weinberg, Owen '85, created an endowment to fund a scholarship in Richie's memory. Richie was a member of the Owen Alumni Association Board of Directors and worked tirelessly on behalf of the Owen School in the New York financial community. He died suddenly in 1994. This scholarship is awarded to an outstanding rising second-year student concentrating/specializing in finance.

VIRGINIA BANKS AND FRED W. LAZENBY SCHOLARSHIP was established as an annually funded scholarship in 1995 by Fred 'Ted' W. Lazenby, B.A. 1954, and Virginia 'Gigi' Banks Lazenby, B.A. 1967, MBA 1973, to provide support to students at the Owen Graduate School of Management. This scholarship is awarded to an outstanding rising second-year female student concentrating/specializing in finance.

## **Exchange Programs**

Exchange programs are permitted in the second year of the MBA program. Students must be in good standing with the university and have completed all first-year requirements with a minimum 3.0 GPA to participate in exchange programs. Students should apply, request a degree audit, and review the fact sheet on exchange opportunities available in the Office of Academic & Student Affairs. Students should also meet with the Career Management Center regarding the impact of an exchange experience on internships and recruiting.

OGSM participates in exchange programs with the following universities:

### **Latin America**

INCAE BUSINESS SCHOOL

Alajuela, Costa Rica

[incae.edu/es/inicio](http://incae.edu/es/inicio)

IPADE BUSINESS SCHOOL

Mexico City, Mexico

[mba.ipade.mx](http://mba.ipade.mx)

PONTIFICIA UNIVERSIDAD CATÓLICA DE CHILE (PUC)

(Mod 3)

Santiago, Chile

[uc.cl](http://uc.cl)

UNIVERSIDADE DE SÃO PAULO (USP)

São Paulo, Brazil

[usp.br](http://usp.br)

### **Europe**

ÉCOLE SUPÉRIEURE DES SCIENCES ÉCONOMIQUES ET COMMERCIALES (ESSEC) (Summer)

Cergy-Pontoise, France

[essec.edu/fr](http://essec.edu/fr)

EUROPEAN BUSINESS SCHOOL (EBS) (Maymester)

Oestrich-Winkel, Germany

[ebs.edu/de](http://ebs.edu/de)

BOCCONI UNIVERSITY

Milan, Italy

[unibocconi.it](http://unibocconi.it)

NORWEGIAN SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION (Summer)

Bergen, Norway

[nhh.no](http://nhh.no)

UNIVERSITY OF KARLSRUHE

Karlsruhe, Germany

[kit.edu](http://kit.edu)

WHU—OTTO BEISHEIM SCHOOL OF MANAGEMENT

(Maymester)

Vallendar, Germany

[whu.edu/de](http://whu.edu/de)

VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS

ADMINISTRATION (Maymester)

Vienna, Austria

[wu.ac.at](http://wu.ac.at)

ERASMUS UNIVERSITY, ROTTERDAM SCHOOL OF MANAGEMENT

Rotterdam, The Netherlands

[rsm.nl](http://rsm.nl)

**Africa**

WITS BUSINESS SCHOOL

Johannesburg, South Africa

[wbs.ac.za](http://wbs.ac.za)

**Asia**

GUANGHUA SCHOOL OF MANAGEMENT, PEKING UNIVERSITY (Maymester)

Beijing, P. R. China

[en.gsm.pku.edu.cn](http://en.gsm.pku.edu.cn)

NATIONAL UNIVERSITY OF SINGAPORE

Singapore

[nus.edu.sg](http://nus.edu.sg)

INTERNATIONAL UNIVERSITY OF JAPAN

Niigata, Japan

[iuj.ac.jp](http://iuj.ac.jp)

FUDAN UNIVERSITY

Shanghai, China

[fudan.edu.cn](http://fudan.edu.cn)

HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Kowloon, Hong Kong

[bm.ust.hk](http://bm.ust.hk)

KOREA UNIVERSITY BUSINESS SCHOOL

Seoul, Korea

[biz.korea.ac.kr/eng/main](http://biz.korea.ac.kr/eng/main)

**Australia**

MELBOURNE BUSINESS SCHOOL

Melbourne, Australia

[mbs.edu](http://mbs.edu)

Additionally, students can participate in two-to-three-week Maymester study-abroad programs; information is available in the Office of Academic & Student Affairs.

## **MBA Dual-Degree Programs**

[Management/Divinity](#)

[Management/Fisk University](#)

[Management/Latin American Studies](#)

[Management/Law](#)

[Management/JD](#)

[MSF/JD](#)

[Management/Medicine](#)

[Management/Medicine with Meharry College of Medicine](#)

[Application Requirements](#)

[Academic Requirements](#)

[Residency Requirements](#)

[Student Accountability](#)

[Academic and Professional Integrity](#)

[Tuition and Financial Aid](#)

[Management/Peabody College of Education and Human Development](#)

[Management/Blair School of Music](#)

The MBA requires 62 credit hours (4 semesters) of course work. When pursued as part of a dual degree, OGSM will accept 12 credit hours from the partner school as electives, reducing its residence requirement to 50 credit hours (3 semesters). Because 12 credit hours is the maximum allowed to be transferred to an OGSM student's record, dual-degree students may not participate in exchange programs or request credit for non-OGSM courses exceeding the 12 hours transferred from their partner school.

NOTE: 12 credit hours can only be transferred for dual-degree programs that are both at the graduate level.

### **Management/Divinity**

A dual degree from OGSM and Vanderbilt Divinity School prepares students for management and ministry of a church or for management work in social services or pastoral care. By combining study in management with study in divinity, a student can earn both the MBA and the MDiv in a total of four years (eight semesters) instead of the five years normally required to complete the two degrees consecutively. MBA/MDiv students must apply separately to the Divinity School and to OGSM and be granted admission by both schools. Rejection by either school does not negate acceptance by the other school, but this acceptance is to the regular degree program, not the dual-degree program. It is recommended that students begin their program at the Divinity School, given the tuition arrangements in both schools. As with other dual professional and graduate degrees, the number of hours required to earn the MBA credential is reduced from 62 to 50 credit hours because OGSM will give credit for 12 hours of

course work from the Divinity School.

### **Management/Fisk University**

This program is on hold. Please check back at a future date for more information.

### **Management/Latin American Studies**

By combining study in business and management with study in the Center for Latin American Studies (CLAS), a student can earn both the Master of Business Administration and the Masters in Latin American Studies in six semesters. MBA/MALAS students must apply separately to, and be granted admission by, both schools. Rejection by either school does not negate acceptance by the other school, but this acceptance is to the regular degree program and not the dual degree. The first year of study is devoted to course work in Latin American Studies and the second year of study is devoted to coursework toward the MBA. For the final year, students will complete their remaining MBA hours and write their LAS thesis in the spring semester. Students in the dual-degree program are required to write a thesis to complete the MA in Latin American Studies degree. Dual-degree students must complete a total of 62 credit hours for OGSM, and a total of 30 hours in Latin American Studies. A total of 12 hours of appropriate coursework may be transferred from LAS and 6 hours of coursework can be transferred from OGSM. Students must apply to both the MBA program through OGSM and Latin American Studies through the Graduate School and should indicate their intention to enter the dual-degree program at the time of application. Successful applicants must be accepted by both OGSM and the Graduate School individually according to each program's standard criteria. CLAS offers financial support for the first four consecutive semesters of study for students accepted into the dual degree program. CLAS will apply its normal evaluation rubric for Master's students to the joint degree candidates. OGSM will do the same. All dual-degree students will be jointly advised by CLAS and OGSM.

### **Management/Law**

#### **MBA/JD**

By combining study in management with study in law, a student can earn both the MBA and the JD in a total of four years (eight semesters), instead of the five years normally required to complete the two degrees. Students enroll for their first year of study in the dual-degree program on a full-time basis in either OGSM or the Law School. Students should begin their dual-degree studies in the Law School and then attend OGSM in their second year. All applicants to the dual-degree program should notify OGSM of their status at the time of application.

OGSM requires 62 hours for graduation and the Law School requires 88 hours. The Law School will grant transfer credit for 12 hours of course work taken at OGSM; similarly, OGSM will grant transfer credit toward the management degree for 12 hours of Law School course work. Transfer credits must be the equivalent of a C grade or better. Law School courses appear with the grade *P* (Pass) on the OGSM transcript.

Applicants to the dual-degree program must make application to and be admitted by each school separately.

Rejection by one school does not negate acceptance by the other school, but this acceptance would then be for the regular degree program, not the dual-degree program.

#### **MSF/JD**

See the Master of Science in Finance (MSF) Program section of this Catalog for more information.

### **Management/Medicine**

By combining study from OGSM and the School of Medicine, students can pursue both the MBA and the MD in five years.

Dual-degree students spend their first three years in the School of Medicine and apply to OGSM in their third year. They then enroll in OGSM for Year Four and take courses in both schools in Year Five, thus completing both degrees in five years. OGSM grants 12 hours (2 units) of transfer work for courses completed in the School of Medicine; the School of Medicine, in turn, counts 12 hours of OGSM course work as the equivalent of 1 Immersion course in the MD degree.

Since MBA/MD students complete additional course work and rotations in the summer semesters, students should contact the School of Medicine for curriculum guidelines.

### **Management/Medicine with Meharry College of Medicine**

By combining study from OGSM and the Meharry Medical College (MMC), students can pursue both the MBA and the MD in five years.

### **Application Requirements**

All applicants will apply through the regular MBA application process, selecting the dual-degree option in the MBA application. Application requirements and standards apply equally across the board for all applicants. Application requirements are defined and maintained by the Admissions Department at OGSM. OGSM will also automatically waive the application fee for these dual-degree students.

### **Academic Requirements**

The OGSM MBA requires a minimum of 62 credit hours (4 semesters) of course work. When pursued as part of a dual degree, OGSM will accept 12 credit hours from MMC (partner school) as electives, reducing the OGSM MBA requirement to 50 credit hours (3 semesters). Students are subject to the regular OGSM admission requirements, and no student is assured of admission. Upon acceptance to OGSM, students should contact the OGSM Office of Academic & Student Affairs for an advising appointment. An Academic Advisor will review MMC courses and arrange for transfer of those credits toward the OGSM MBA degree, as well as review the waiver of the required Ethics in Business course.

Students who withdraw from the dual-degree program will forfeit their transfer credit (12 credit hours) and are required to meet the MBA degree requirements for non-dual degree seeking students. Students have 3 years from matriculation to complete the dual degree. A minimum cumulative GPA of 3.0 is required for continuation of any Vanderbilt scholarship. Students who continually fall below the 3.0 GPA requirements will be placed on academic probation and will be required to undertake academic counseling and skills training to improve outcomes.

### **Residency Requirements**

Dual-degree students spend their first three years in MMC and apply to OGSM in their third year. If admitted, dual-degree students will start the OGSM MBA in Year Four and be registered as a full-time OGSM MBA student for three consecutive semesters (6 mods) to earn the OGSM MBA after the fall semester in Year Five. Dual-degree students will then return to MMC (and be registered as an MMC student, and no longer a Vanderbilt University student) for the spring semester in Year Five to complete the MMC degree requirements.

### **Student Accountability**

Students will comply with each school's guidelines as outlined in their respective Student Handbooks. Any disciplinary action will be administered by the school that the student is enrolled in at that time, but the disciplinary action information should be shared among both schools.

### **Academic and Professional Integrity**

Students will comply with the Vanderbilt University/Owen Honor Code. Students are responsible for understanding and adhering to the Owen Honor Code and confirm their compliance by signing the Honor Code at Orientation. Infractions of the Honor Code will result in established penalties as outlined in the Constitution of the OGSM Honor Council.

### **Tuition and Financial Aid**

Tuition and fees apply to the school that the student is enrolled in at that time. OGSM tuition and fees are charged for 3 consecutive semesters. While the student is enrolled as an OGSM student, need-based aid is available via FAFSA and the Vanderbilt University Financial Aid Office. All OGSM MBA applications are considered for merit-based scholarship. Students may only use Vanderbilt services (e.g. Recreation Center, University Counseling, Student Health) when registered and paying tuition as a Vanderbilt student.

### **Management/Peabody College of Education and Human Development**

By combining study from OSGM and Peabody College of Education and Human Development (Peabody), students can pursue both the MBA and the Master of Public Policy in Education (MPP) in five-to-six semesters of study. Students interested in the dual-degree program must apply to and be admitted by each school separately with matriculation in the Fall semester.

Students take courses in residence at Peabody during the fall and spring semesters of Year One and may enroll in additional Peabody courses in the summer between Year One and Year Two. Students take courses and are in residence at OSGM during the fall and spring semesters of Year Two and the fall semester of Year Three. Depending on a student's individual curriculum, a final semester at Peabody may be required. OSGM grants 12 hours of transfer work for courses completed in Peabody toward the MBA; Peabody, in turn, counts 12 hours of transfer work for courses completed in OSGM toward the MPP. MBA/MPP students should contact Peabody for curriculum guidelines and admissions requirements for the MPP degree.

### **Management/Blair School of Music**

The five-year dual-degree program with the Blair School of Music (Blair) allows a small cohort of particularly motivated students to overlap their undergraduate course work with work toward the MBA, facilitating the earning of both the undergraduate and graduate degrees in five years (ten semesters). By combining three and one-half years in the Blair School of Music with one and one-half years of study in OSGM, students may obtain both the Bachelor of Musical Arts and the Master of Business Administration in five years. The baccalaureate from Blair is awarded at the end of the fourth year, and the MBA from OSGM after the fifth year. Students interested in pursuing this program must be enrolled in the musical arts degree.

Required course work includes the normal Blair course work for the musical arts degree for a minimum of 63 credit hours in music. The liberal arts undergraduate core will also follow the requirements for the major, but must include the following specific requirements:

- Calculus (1 semester)
- Statistics (e.g., ECON 1500: Economic Statistics)
- ECON 1010: Principles of Macroeconomics
- ECON 1020: Principles of Microeconomics
- ECON 3010: Intermediate Microeconomic Theory

Students should apply in Round 1 of the MBA application cycle (typically early October) of the junior year, and early application and a standardized test score (e.g., GMAT, GRE) are recommended. Acceptance into the five-year program is extremely competitive and requires advanced standing earned in undergraduate courses. Being deficient in full-time work experience, the 3+2 dual-degree student must enhance his or her portfolio with an internship and outstanding academic performance, and also show a strong commitment to a rigorous business education. The Summer Business Institute (Accelerator), as administered by OSGM, is strongly recommended for 3+2 applicants prior to matriculating at OSGM. The successful applicant will bring an accomplished academic record (normally a 3.3 GPA or better), satisfactory internship or work experience, an ability to articulate preparedness for the work environment, and a strong endorsement from Vanderbilt faculty.

Students who are accepted to the 3+2 dual-degree program will remain registered as B.Mus.Arts students through fall of senior year, and will register as OSGM students in spring of senior year. Academically, students will take a full load of business courses both in fall and spring of senior year while completing the final B.Mus.Arts degree requirements.

Students are subject to normal OSGM admission requirements, and no student is assured of admission to OSGM by virtue of completion of the requirements listed above. Students who are accepted will be registered in OSGM for four semesters (**a minimum of 62 hours**). In the fall semester of the senior year, OSGM courses approved by Blair may



be counted toward completion of the undergraduate degree. Upon acceptance to OGSM, students should contact the OGSM Office of Academic and Student Affairs for an advising appointment.

**Tuition and Financial Aid:** The scholarship or other financial aid commitment of Blair will not be continued automatically beyond the seventh semester for students enrolled in the dual-degree program. Eighth-semester financial aid is the student's responsibility. Students should notify OGSM with their application if they are interested in being a candidate for an OGSM scholarship during their MBA studies. Early application is recommended. Need-based aid will still apply. Students pay tuition to the undergraduate school for the fall semester of their fourth year, after which all tuition is paid to OGSM (and reflects graduate school tuition rates). Blair will waive fees for the required performance instruction during spring of the fourth year to facilitate completion of the B.Mus.Arts degree requirements. Students must complete a minimum of 62 credit hours at OGSM over four semesters. Fifteen hours (normally in fall of the senior year) of OGSM courses approved by Blair may be counted toward completion of the undergraduate degree. Students with questions may contact Liz Scowden (liz.scowden@vanderbilt.edu) in the OGSM Office of Academic & Student Affairs.

**Planning for the Program:** Students interested in this dual-degree program must meet with Blair Associate Dean Melissa Rose early in their B.Mus.Arts curriculum for advice on planning undergraduate studies to meet the MBA program requirements.

## **Executive Master of Business Administration (EMBA) Program**

### **Executive Master of Business Administration (EMBA) Program Academic Policies**

*The expectations and responsibilities articulated in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Executive Master of Business Administration students.*

[Degree Requirements](#)

[Residence Requirement](#)

[Exemptions](#)

[Pass/Fail Courses](#)

[Transfer Credit](#)

[Grades](#)

[Grade Point Average \(GPA\)](#)

[Performance Expectations and Strike Limits](#)

[Refunds of Tuition Charges](#)

The Vanderbilt EMBA program is a full-time, 21-month program. Students matriculate in August and graduate in May, two years later. Executive MBA students attend classes on alternating Saturdays from 7:50 a.m. to 6:30 p.m., including one summer session. Students have a three-to-four-week break each December and from mid-July through early August between Year 1 and Year 2.

#### **Degree Requirements**

Candidates for the Vanderbilt MBA through the EMBA program must receive the favorable recommendation of the OGSM faculty, earn a minimum of 54 credit hours, successfully complete all required courses, earn a cumulative

grade point average of 3.0, earn fewer than three strikes, and meet all financial obligations to Vanderbilt University. Attendance at the July Math and Statistics Camp, the week in residence in August, and all class meetings are required. All requirements must be completed within three calendar years of the matriculation date. Detailed requirements and a course progression model may be found on the [EMBA Degree Requirements](#) page of this catalog.

### Residence Requirement

The EMBA program requires five terms of full-time study—two fall and spring semesters and one summer term. Students must be enrolled in a minimum of 10 credit hours during fall and spring semesters and 6 credit hours during summer semester, and a minimum of 5 credit hours per module, to maintain full-time status. Students must be enrolled in 30 credit hours in Year 1 and 24 credit hours in Year 2 to maintain full-time status. Residence for three calendar years is required.

### Exemptions

Course exemptions are not permitted.

### Pass/Fail Courses

There are two Pass/Fail courses in the EMBA curriculum: EMGT 7762 Marketing Strategy and EMGT 7729 International Residency. No other course taken in OGSM and used to meet graduation requirements may be taken on a Pass/Fail basis unless approved in advance by the EMBA Program Committee.

### Transfer Credit

Transfer credit is not permitted.

### Grades

Faculty use the following recommended grade distribution:

<i>Letter grade</i>	<i>Numerical weight</i>	<i>Percentages</i>
SP-Superior pass	4.0	Maximum 25%
HP-High pass	3.5	40%
PA-Pass	3.0	At least 35%
LP-Low pass	2.5	
F-Fail	0.0	

Grade changes for clerical errors are permitted within two weeks (14 calendar days from the date that grades are posted to student records). This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

### Grade Point Average (GPA)

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Grade Description</i>	<i>Quality Points</i>
SP	Superior Pass	4.0
HP	High Pass	3.5
PA	Pass	3.0
LP	Low Pass	2.5
F	Fail	0.0

EMBA candidates must successfully complete the 54 required course credit hours with at least a 3.0 cumulative grade point average. Incompletes and the grade Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade Fail in Pass/Fail courses is entered into the GPA calculation and remains on the transcript.

### **Performance Expectations and Strike Limits**

Students are expected to maintain at least a cumulative 3.0 GPA during the program and must have a cumulative 3.0 GPA to graduate. Students who are consistently at the lower grade levels (earning an LP or an F) will be reminded of our academic expectations and standards for progression in the program and encouraged to seek extra help to improve their performance.

In general, a course grade of F earns 1/2 strike per credit hour and each LP earns 1/4 strike per credit hour. For example, in 2-credit-hour courses, each F earns 1 strike and each LP earns 1/2 strike.

Students will be dismissed if they accumulate:

- 2.5 strikes at the end of the fall or spring terms or
- 3 strikes at any time in the program.

In the event that a student reaches the strike limit, the student will be withdrawn from any remaining (incomplete) courses.

### **Refunds of Tuition Charges**

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally nonrefundable.

## **EMBA Academic Awards**

The DEAN'S AWARD FOR ACADEMIC EXCELLENCE IN THE EXECUTIVE MBA is presented annually to a graduating student from the Executive MBA program who has achieved the strongest record in personal, professional, and academic performance in meeting the requirements of the degree.

The MARTIN S. GEISEL AWARD FOR LEADERSHIP IN EXECUTIVE EDUCATION was established in 1999 and is endowed by Bill and Kelly Christie in memory of Dean Martin S. Geisel, honoring over a decade of Dean Geisel's leadership at the Owen Graduate School of Management. The award is nominated by the graduating class and awarded to a student who has demonstrated leadership in executive education.

# **Americas Master of Business Administration for Executives (AMBA) Program**

## **Americas Master of Business Administration for Executives (AMBA) Program Academic Policies**

*The expectations and responsibilities articulated in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Americas Master of Business Administration for Executives students.*

[Degree Requirements](#)

[Residence Requirement](#)

[Exemptions](#)

[Pass/Fail Courses](#)

[Transfer Credit](#)

[Grades](#)

[Grade Point Average \(GPA\)](#)

[Performance Expectations and Strike Limits](#)

[Refunds of Tuition Charges](#)

The Vanderbilt AMBA program is a full-time, 21-month program. Students matriculate in August and graduate in May, two years later. For Year 1, Americas MBA students attend classes on alternating Saturdays from 7:50 a.m. to 6:30 p.m., including one summer session. Students have a three-to-four-week break each December and from mid-July through mid-August between Year 1 and Year 2. In Year 2, students attend four in-country immersions—one at each host school: Canada (Vancouver), Brazil (São Paulo), Mexico (Mexico City), and the United States (Nashville).

### **Degree Requirements**

Candidates for the Vanderbilt MBA through the AMBA program must receive the favorable recommendation of the OGSM faculty, earn a minimum of 54 credit hours, successfully complete all required courses, earn a cumulative grade point average of 3.0, earn fewer than three strikes, and meet all financial obligations to Vanderbilt University. Attendance at the July Math and Statistics Camp, the week in residence in August, the four in-country residencies, and all class meetings are required. All requirements must be completed within three calendar years of the matriculation date. Detailed requirements and a course progression model may be found on the [AMBA Degree Requirements](#) page of this catalog.

### **Residence Requirement**

The AMBA program requires five terms of full-time study. Students must be enrolled in a minimum of 10 credit hours during fall and spring semesters and 6 credit hours during summer semester to maintain full-time status. Residence for three calendar years is required.

### **Exemptions**

Course exemptions are not permitted.

### **Pass/Fail Courses**

There are no Pass/Fail courses in the AMBA curriculum. No course taken in the OGSM and used to meet graduation requirements may be taken on a Pass/Fail basis for AMBA unless approved in advance by the EMBA Program Committee.

### **Transfer Credit**

Transfer credit is not permitted.

### **Grades**

Faculty use the following recommended grade distribution:

<i>Letter grade</i>	<i>Numerical weight</i>	<i>Percentages</i>
SP-Superior pass	4.0	Maximum 25%
HP-High pass	3.5	40%
PA-Pass	3.0	At least 35%
LP-Low pass	2.5	
F-Fail	0.0	

Grade changes for clerical errors are permitted within two weeks (14 calendar days from the date that grades are posted to student records). This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

### **Grade Point Average (GPA)**

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Grade Description</i>	<i>Quality Points</i>
SP	Superior Pass	4.0
HP	High Pass	3.5
PA	Pass	3.0
LP	Low Pass	2.5
F	Fail	0.0

AMBA candidates must successfully complete the 56 required course credit hours with at least a 3.0 cumulative grade point average. Incompletes and the grade Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade of Fail in Pass/Fail courses is entered into the GPA calculation and remains on the transcript.

### **Performance Expectations and Strike Limits**

Students are expected to maintain at least a cumulative 3.0 GPA during the program and must have a cumulative 3.0 GPA to graduate. Students who are consistently at the lower grade levels (earning an LP or an F) will be reminded of our academic expectations and standards for progression in the program and encouraged to seek extra help to improve their performance.

In general, a course grade of F earns 1/2 strike per credit hour and each LP earns 1/4 strike per credit hour. For example, in 2-credit-hour courses, each F earns 1 strike and each LP earns 1/2 strike. Students will be dismissed if they accumulate:

- 2.5 strikes at the end of the fall or spring terms or
- 3 strikes at any time in the program.

In the event that a student reaches the strike limit, the student will be withdrawn from any remaining (incomplete) courses.

### **Refunds of Tuition Charges**

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally nonrefundable.

## **AMBA Academic Awards**

The DEAN'S AWARD FOR ACADEMIC EXCELLENCE IN THE EXECUTIVE MBA is presented annually to a graduating student from the Americas MBA program who has achieved the strongest record in personal, professional, and academic performance in meeting the requirements of the degree.

The MARTIN S. GEISEL AWARD FOR LEADERSHIP IN EXECUTIVE EDUCATION was established in 1999 and is endowed by Bill and Kelly Christie, in memory of Dean Martin S. Geisel, honoring over a decade of Dean Geisel's leadership at the Owen Graduate School of Management. The award is presented annually to a graduating student in the Owen Executive MBA program who has demonstrated leadership in executive education. Upon the recommendation of the EMBA graduating class, one student is recognized for this award each year.

## **Master of Accountancy (MAcc) Assurance Program**

### **Master of Accountancy (MAcc) Assurance Program Academic Policies**

*The expectations and responsibilities in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Master of Accountancy Assurance students.*

The Vanderbilt Master of Accountancy program is a full-time, twelve-month program that includes both academic and co-curricular requirements. Students graduate in May and are in residency through early August completing the Becker CPA Review course and Certified Public Accounting (CPA) exam.

Students in the Master of Accountancy Assurance program aspire to careers in the audit/assurance service line of an international public accounting firm.

#### **Degree Requirements**

Candidates for the Vanderbilt Master of Accountancy Assurance program must receive the favorable recommendation of the OGSM faculty, earn a minimum of 37 credit hours, successfully complete all required courses, earn a cumulative grade point average of 3.0, earn fewer than three strikes, and meet all financial obligations to Vanderbilt University. Attendance at all orientation-related events is required. All requirements must be completed within two calendar years of the matriculation date. Detailed requirements and a course progression model may be found on the [MAcc Assurance Program Degree Requirements](#) page of this catalog.

#### **Residence Requirement**

The curricular aspect of the MAcc Assurance program requires four modules—the equivalent of two semesters—of full-time study. Students must be enrolled in a minimum of 12 credit hours per semester to maintain full-time status. Residence for one academic year is required.

#### **Exemptions**

Exemptions of required courses are determined on an individual basis by credential. A substitute course(s) must be taken in place of the exempt course(s).

#### **Substitute Courses**

Substitute courses are taken in place of exempt courses and courses that replace internship credits. Students may not enroll in courses for which they do not have the prerequisite course(s), and will be dropped from the course roster if they have not completed the prerequisite course(s).

#### **Pass/Fail Courses**

There is one Pass/Fail course in the Master of Accountancy Assurance curriculum: MGT 6515 Audit Internship. No other course taken on a Pass/Fail basis can be used to meet graduation requirements.

## Independent/Directed Study and Project Courses

Independent/directed study and project courses cannot be used to meet graduation requirements. Such courses are appropriate for students who find that they are short a modest number of credit hours for CPA licensure.

## Transfer Credit

Transfer credit is not permitted.

## Grades

A common grading system is used in all OGSM courses. Grade assignment for MAcc students differs from the other OGSM degree programs in one regard-traditional letter grades appear in the students' transcripts instead of SP/HP/P/LP. OGSM faculty use the following recommended grade distribution:

<i>Letter grade</i>	<i>Numerical weight</i>	<i>Percentages</i>	
		<i>MGT 6331 and 6342</i>	<i>All other courses</i>
A	4.0	Maximum 25%	Maximum 30%
A-	3.5	40%	45%
B	3.0	At least 35%	At least 25%
B-	2.5		
F	0.0		

Grade changes for clerical errors are permitted within 14 calendar days from the date that grades are posted to student records. This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

## Grade Point Average (GPA)

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Quality Points</i>
A	4.0
A-	3.5
B	3.0
B-	2.5
F	0.0

Master of Accountancy candidates must earn a minimum of 37 credit hours, including all required courses, with a 3.0 cumulative GPA. Exempted courses, incompletes, and the grade Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade Fail in Pass/Fail courses is entered into the GPA calculation and remains on the transcript.

## Refunds of Tuition Charges

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally nonrefundable.

## Master of Accountancy Academic Awards

The DEAN'S AWARD FOR ACADEMIC EXCELLENCE IN THE MASTER OF ACCOUNTANCY is presented annually to a graduating student who has achieved the strongest record in personal, professional, and academic performance in meeting the requirements of the degree.

OWEN SERVICE AWARD is presented to graduating students who have demonstrated outstanding effort and energy in leadership and community involvement and passion for student life. The awards are reserved for students who unselfishly focus on making the Owen Graduate School of Management a better place for everyone.

## Master of Accountancy (MAcc) Valuation Program

### Master of Accountancy (MAcc) Valuation Program Academic Policies

*The expectations and responsibilities in the section Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Master of Accountancy Valuation students.*

The Vanderbilt MAcc Valuation program is a full-time, twelve-month program that includes both academic and co-curricular requirements. Students graduate in May and are in residency through early August completing the Becker CPA Review course and Certified Public Accounting (CPA) exam.

Students in the MAcc Valuation program aspire to careers in valuation service lines of international public accounting firms.

#### Degree Requirements

Candidates for the Vanderbilt MAcc Valuation program must receive the favorable recommendation of the OGSM faculty, earn a minimum of 34 credit hours, successfully complete all required courses, earn a cumulative grade point average of 3.0, earn fewer than three "strikes," and meet all financial obligations to Vanderbilt University. Attendance at all orientation-related events is required. All requirements must be completed within two calendar years of the matriculation date. Detailed requirements and a course progression model may be found on the [MAcc Valuation Program Degree Requirements](#) page of this catalog.

#### Residence Requirement

The curricular aspect of the MAcc Valuation program requires four modules—the equivalent of two semesters—of full-time study. Students must be enrolled in a minimum of 12 credit hours per semester to maintain full-time status. Residence for one academic year is required.

#### Exemptions

Exemptions of required courses are determined by credential. A substitute course(s) must be taken in place of the exempt course(s).

#### Substitute Courses

Substitute courses are taken in place of exempt courses and courses that replace internship credits. Students may not enroll in courses for which they do not have the prerequisite course(s), and will be dropped from the course roster if they have not completed the prerequisite course(s).

#### Pass/Fail Courses

There is one Pass/Fail course in the MAcc Valuation curriculum: MGT 6516 Accounting Valuation Internship. No other course taken on a Pass/Fail basis can be used to meet graduation requirements.

#### Independent/Directed Study and Project Courses

Independent/directed study and project courses cannot be used to meet graduation requirements. Such courses are



appropriate for students who find that they are short a modest number of credit hours for CPA licensure.

### Transfer Credit

Transfer credit is not permitted.

### Grades

A common grading system is used in all OGSM courses. Grade assignment for MAcc students differs from the other OGSM degree programs in one regard-traditional letter grades appear in the students' transcripts instead of SP/HP/P/LP. OGSM faculty use the following recommended grade distribution:

<i>Letter grade</i>	<i>Numerical weight</i>	<i>Percentages</i>
A	4.0	Maximum 30%
A-	3.5	45%
B	3.0	At least 25%
B-	2.5	
F	0.0	

Grade changes for clerical errors are permitted within two weeks (14 calendar days from the date that grades are posted to student records). This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

### Grade Point Average (GPA)

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Quality Points</i>
A	4.0
A-	3.5
B	3.0
B-	2.5
F	0.0

MAcc Valuation candidates must earn a minimum of 34 credit hours, including all required courses, with a 3.0 cumulative GPA. Incompletes and the grade Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade of Fail in Pass/Fail courses is entered into the GPA calculation and remains on the transcript.

### Refunds of Tuition Charges

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally nonrefundable.

## Master of Accountancy Academic Awards

The DEAN'S AWARD FOR ACADEMIC EXCELLENCE IN THE MASTER OF ACCOUNTANCY is presented annually to a graduating student who has achieved the strongest record in personal, professional and academic performance in meeting the requirements of the degree.

OWEN SERVICE AWARD is presented to graduating students who have demonstrated outstanding effort and energy in leadership and community involvement and passion for student life. The awards are reserved for students who unselfishly focus on making the Owen Graduate School of Management a better place for everyone.

## Master of Management in Health Care (MMHC) Program

### Master of Management in Health Care (MMHC) Program Academic Policies

*The expectations and responsibilities in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Master of Management in Health Care students.*

The Vanderbilt MMHC program is a full-time, twelve-month program. Students matriculate in August and complete coursework the following September. The degree is awarded in December, following coursework completion.

#### Degree Requirements

Candidates for the Vanderbilt MMHC degree must receive the favorable recommendation of the OSGM faculty, earn a minimum of 30 credit hours, successfully complete all required courses, earn a cumulative grade point average of at least 3.0, earn fewer than three "strikes," and meet all financial obligations to Vanderbilt University. Attendance at all class meetings is required. All requirements must be completed within two calendar years of the matriculation date. Detailed requirements and a course progression model may be found on the [MMHC Degree Requirements](#) page of this catalog.

#### Residence Requirement

The MMHC program requires six modules—the equivalent of three semesters—of full-time study. Students must be enrolled in a minimum of 10 credit hours per semester to maintain full-time status. Residence for one calendar year is required.

#### Exemptions

Course exemptions are not permitted.

#### Pass/Fail Courses

EMGT 7874/7875 are Pass/Fail courses in the MMHC curriculum.

#### Transfer Credit

Transfer credit is not permitted.

#### Grades

Faculty use the following recommended grade distribution:

<i>Letter grade</i>	<i>Numerical weight</i>	<i>Percentages</i>
SP-Superior pass	4.0	Maximum 25%
HP-High pass	3.5	40%
PA-Pass	3.0	At least 35%
LP-Low pass	2.5	
F-Fail	0.0	

Grade changes for clerical errors are permitted within two weeks (14 calendar days from the date that grades are posted to student records). This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

### **Grade Point Average (GPA)**

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Grade Description</i>	<i>Quality Points</i>
SP	Superior Pass	4.0
HP	High Pass	3.5
PA	Pass	3.0
LP	Low Pass	2.5
F	Fail	0.0

MMHC degree candidates must successfully complete the 30 required course credit hours with at least a 3.0 cumulative grade point average. Incompletes are not included in the computation of grade point averages.

### **Refunds of Tuition Charges**

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally nonrefundable.

### **MMHC Academic Award**

The DEAN'S AWARD FOR ACADEMIC EXCELLENCE IN THE MASTER OF MANAGEMENT IN HEALTH CARE is presented annually to a graduating student from the Master of Management in Health Care program who has achieved the strongest record in personal, professional, and academic performance in meeting the requirements of the degree.

## **Master of Marketing (MMark) Program**

### **Master of Marketing (MMark) Program Academic Policies**

*The expectations and responsibilities in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Master of Marketing students.*

The Master of Marketing (MMark) program is a full-time, nine-month program. Students matriculate in late July-early August and depart the following May. The MMark provides students with a comprehensive marketing toolkit for careers in marketing positions including client services, digital marketing, consulting services, marketing

communications, brand management, business analytics, and consumer insights. The Master of Marketing Program is STEM-certified.

### Degree Requirements

Candidates for the Vanderbilt MMark degree must receive the favorable recommendation of the OGSM faculty, earn a minimum of 31 credit hours, successfully complete all required courses, earn a cumulative grade point average of 3.0, earn fewer than three strikes, and meet all financial obligations to Vanderbilt University. Attendance at all Orientation-related events is required. Attendance at six of the designated career-related events is required. All requirements must be completed within two calendar years of the matriculation date. Detailed requirements and a course progression model may be found on the [MMark Degree Requirements](#) page of this catalog.

### Residence Requirement

The MMark program requires four modules—the equivalent of two semesters—of full-time study. Students must be enrolled in a minimum of six credit hours per module to maintain full-time status. Residence for one academic year is required.

### Other Courses

Students may be interested in taking additional courses beyond the required curriculum. For example, students who wish to gain outstanding quantitative skills should take MGT 6465, Marketing Analytics, in Mod IV. Other classes that may be of interest include MGT 6448, Negotiation, MGT 6574, Spreadsheets for Business Analytics, and MGT 6014, Health Care Marketing. It is easy to make this accommodation, and students interested in this option should contact the MMark Faculty Director.

### Exemptions

The MMark is a lockstep program and exemptions are rare. Exceptions are made in consultation with the MMark Faculty Director and the Office of Academic and Student Affairs. A substitute course(s) must be taken in place of the exempted course(s).

### Pass/Fail Courses

Certain courses are designated as Pass/Fail. No other course taken in OGSM and used to meet graduation requirements may be taken on a Pass/Fail basis.

### Independent/Directed Study and Project Courses

All project work not associated with an established course must be approved by the MMark Faculty Director and the Office of Academic & Student Affairs.

### Transfer Credit

Transfer credit is not permitted.

### Grades

Faculty use the following recommended grade distribution:

<i>Letter grade</i>	<i>Numerical weight</i>	<i>Percentages</i>	
		<i>Core course</i>	<i>Elective course</i>
SP-Superior pass	4.0	Maximum 25%	Maximum 30%
HP-High pass	3.5	40%	45%
PA-Pass	3.0	At least 35%	At least 25%
LP-Low Pass	2.5		
F-Fail	0.0		

Grade changes for clerical errors are permitted within 14 calendar days from the date that grades are posted to

student records. This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

### **Grade Point Average (GPA)**

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Grade Description</i>	<i>Quality Points</i>
SP	Superior Pass	4.0
HP	High Pass	3.5
PA	Pass	3.0
LP	Low Pass	2.5
F	Fail	0.0

MMark degree candidates must earn a minimum of 31 credit hours, including all required courses, with a 3.0 cumulative GPA. Incompletes and the grade of Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade of Fail in Pass/Fail courses is entered into the GPA calculation and remains on the transcript.

### **Refunds of Tuition Charges**

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally non-refundable.

## **Master of Marketing Academic Awards**

The DEAN'S AWARD FOR ACADEMIC EXCELLENCE IN THE MASTER OF MARKETING is presented annually to a graduating student from the Master of Marketing program who has achieved the strongest record in personal, professional and academic performance in meeting the requirements of the degree.

THE OWEN SERVICE AWARD is presented to graduating students who have demonstrated outstanding effort and energy in leadership and community involvement and passion for student life. The awards are reserved for students who unselfishly focus on making the Owen Graduate School of Management a better place for everyone.

## **Master of Science in Finance (MSF) Program**

### **Master of Science in Finance (MSF) Program Academic Policies**

*The expectations and responsibilities in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Master of Science in Finance students.*

The MSF program is a full-time, nine-month, STEM-certified program. Students matriculate in early August and graduate the following May.

### **Degree Requirements**

Candidates for the Vanderbilt MSF degree must receive the favorable recommendation of OGSM faculty, earn a minimum of 33 credit hours, successfully complete all required courses, earn a cumulative grade point average of

3.0, earn fewer than three strikes, and meet all financial obligations to Vanderbilt University. Detailed requirements and a course progression model may be found on the [MSF Degree Requirements](#) page of this catalog.

### Residence Requirement

The MSF program requires four modules—the equivalent of two semesters—of full-time study. Students must be enrolled in a minimum of twelve credit hours per semester to maintain full-time status. Residence for one academic year is required.

### Electives

MSF students are required to take at least 18 credit hours of elective courses. A minimum of 10 credit hours must be chosen from the list of primary elective courses on the MSF degree requirements page. The remaining electives must be chosen from the list of primary or secondary electives. Elective courses approved by the MSF Program Committee may be used to meet graduation requirements. To enroll in and receive credit for a course that is not an approved elective, students should consult with the MSF program director. Students may not enroll in courses for which they do not have the prerequisite course(s) and will be dropped from the course roster if they have not completed the prerequisite course(s).

### Exemptions

Exemptions of required courses are determined on an individual basis in consultation with the MSF program director and the Office of Academic & Student Affairs. A substitute course(s) must be taken in place of the exemption(s).

### Pass/Fail Courses

There are three Pass/Fail courses in the MSF curriculum: MGT 6406, Professional Development and Communication, MGT 6537, Corporate Restructuring for Distressed Firms, and MGT 6637, Corporate Restructuring for Non-Distressed Firms. No other credit-hour course taken at OGSM and used to meet graduation requirements may be taken on a Pass/Fail basis without permissions from the MSF program director.

### Independent/Directed Study, Capstone Courses, and Project Courses

No more than 2 credit hours of project work not associated with an established course may be used to meet graduation requirements. All project work must be approved by the professor who will supervise such work and the MSF program director. The Office of Academic & Student Affairs provides guidelines for proposals to be submitted for such projects. Projects must be supervised by a member of the finance faculty and cannot be graded on a Pass/Fail basis. The Office of Academic & Student Affairs will not accept proposals for project or independent study courses after the first week of the module in which such work is to be undertaken.

### Transfer Credit

Transfer credit is not permitted. (See MSF dual degree curriculum for transfer policy for MSF/JD candidates.)

### Grades

Faculty use the following recommended grade distribution:

<i>Letter grade</i>	<i>Numerical weight</i>	<i>Percentages</i>	
		<i>Core course</i>	<i>Elective course</i>
SP-Superior pass	4.0	Maximum 25%	Maximum 30%
HP-High pass	3.5	40%	45%
PA-Pass	3.0	At least 35%	At least 25%
LP-Low Pass	2.5		
F-Fail	0.0		

Grade changes for clerical errors are permitted within two weeks (14 calendar days from the date that grades are

posted to student records). This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

### **Grade Point Average (GPA)**

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Grade Description</i>	<i>Quality Points</i>
SP	Superior Pass	4.0
HP	High Pass	3.5
PA	Pass	3.0
LP	Low Pass	2.5
F	Fail	0.0

MSF degree candidates must successfully complete a minimum of 33 credit hours, including all required courses, with at least a 3.0 cumulative grade point average. Exempted courses, incompletes, and the grade of Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade of Fail in Pass/Fail courses is entered into the GPA calculation.

### **Refunds of Tuition Charges**

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally nonrefundable.

### **MSF Academic Awards**

The DEAN'S AWARD FOR ACADEMIC EXCELLENCE IN THE MASTER OF SCIENCE IN FINANCE is presented annually to a graduating student from the Master of Science in Finance program who has achieved the strongest record in personal, professional, and academic performance in meeting the requirements of the degree.

OWEN SERVICE AWARD is presented to graduating students who have demonstrated outstanding effort and energy in leadership and community involvement and passion for student life. The awards are reserved for students who unselfishly focus on making the Owen Graduate School of Management a better place for everyone.

### **MSF Dual Degree Program**

#### **MSF/JD**

Vanderbilt Law School students may apply to the dual-degree program in finance and law in their second year of law school. Successful candidates would be accepted into the MSF/JD in the spring/summer of their second year at the Law School for admittance to OGSM in the fall of their third year. Students would spend much of their third year at OGSM in order to prepare them for certain specialties, such as transactional law. Students graduate at the end of their third year with both a Master of Science in Finance and a Juris Doctor. Students who are interested in this program should contact the Law School.

### **Curriculum Requirements**

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>ORIENTATION &amp; MOD 0</b>		
MGT 6401	Financial Economics I	2
<b>MOD I</b>		
MGT 6311	Introduction to Financial Accounting	2
MGT 6402	Financial Economics II	2
MGT 6403	Econometrics I	2
MGT 6405	Financial Modeling	2
<b>MOD II</b>		
MGT 6431	Corporate Valuation	2
MGT XXXX	Elective	2
MGT XXXX	Elective	2
MGT XXXX	Elective	2
MGT XXXX	Elective	2
<b>MOD III</b>		
MGT XXXX	Elective	2
<b>MOD IV</b>		
MGT XXXX	Elective	2
	<b>Total Required Course Credit Hours</b>	<b>24</b>

## **ELECTIVES**

MSF/JD students are required to take 12 credit hours of finance electives, which are listed below. Note that not all classes are offered in every module.



<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
MGT 6432	Corporate Financial Policy	2
MGT 6433	International Financial Markets and Instruments	2
MGT 6435	Applied Investment Management	2
MGT 6436	Bond Markets	2
MGT 6514	Accounting for Mergers and Acquisitions	2
MGT 6530	Mergers and Acquisitions	2
MGT 6531	Venture Capital and Private Equity (Short Course)	1
MGT 6533	Derivatives Markets	2
MGT 6534	Investing in Big Data and Analytics	2
MGT 6535	Derivative Securities Valuation	2
MGT 6537	Corporate Restructuring for Distressed Firms (Short Course)	2
MGT 6632	Investing in Machine Learning	2
MGT 6636	Financial Institutions	2
MGT 6637	Corporate Restructuring for Non-Distressed Firms (Short Course)	2
MGT 6639	Entrepreneurial Finance	2

MSF/JD students may take a maximum of one of the following electives with approval of the MSF program director:

MGT 6437	Real Estate Financial Analysis	2
MGT 6438	Real Estate Investment and Development	2
MGT 6439	Advanced Real Estate Valuation	2

## **Courses by Subject Area**

The course list contains all active courses in the Owen Graduate School of Management course catalog. Please note that not all courses will be offered during the academic year. Please refer to YES (Your Enrollment Services, [yes.vanderbilt.edu](http://yes.vanderbilt.edu)) or Owen Central to review a list of scheduled courses.

[Owen Graduate School of Management](http://www.owen.vanderbilt.edu)

## **Administration and Endowed Chairs**

### **Administration**

M. ERIC JOHNSON, Ralph Owen Professorship; Dean of the Owen Graduate School of Management; Bruce D. Henderson Professor in Strategy

JENNIFER EDSON ESCALAS, Associate Dean of Academic Programs; Dean Samuel B. and Evelyn R. Richmond Chair; Professor of Marketing

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### BROWNLEE O. CURREY PROFESSOR OF MANAGEMENT

*Currently held by Timothy J. Vogus, Professor of Organization Studies*

### BROWNLEE O. CURREY CHAIR

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Frank K. Houston, the late honorary chairman of the board of the Chemical Bank New York Trust Company, left funds to bring to the faculty an exceptional individual in the fields of banking and finance. Mr. Houston served on the Vanderbilt Board of Trust from 1937 until his death in 1973 and was one of the first to support the idea of a graduate school of management at Vanderbilt.

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*Currently held by Rangaraj Ramanujam, Professor of Management*

The Richard M. and Betty Ruth Miller Chair in Healthcare Management was established in 2000 by Richard Miller, B.A.'52, Betty Ruth Miller, and an anonymous donor to support a faculty member in healthcare management at the Owen Graduate School of Management.

#### WILLIAM C. OEHMIG CHAIR IN FREE ENTERPRISE AND ENTREPRENEURSHIP

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This chair was established in 2000 with a gift from William C. (Billy) and Margaret W. Oehmig. Billy (MBA '73) is a principal with the Sterling Group in Houston, Texas, and has been an active leader at Owen since his graduation. In addition to this chair, the Oehmigs also established the William C. Oehmig Scholarship at Owen in 1992. Billy and Peggy (an alumna of the University of Texas) are lifetime members of the Chancellor's Council and the Owen Associates.

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*Currently held by Nancy Lea Hyer, Associate Professor of Operations Management*

Jim Speyer's family established this chair to honor his memory. Striving for excellence in all aspects of his life, Jim was an honors student at Carnegie-Mellon University, where he received a B.S. and an M.S. in electrical engineering and an M.S. in industrial administration. He was president of several manufacturing and distribution companies, as well as a commercial instructor pilot. It is his family's wish that his chair will help others strive for excellence in manufacturing.

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# Faculty

[vanderbilt.edu/faculty-affairs/faculty-registry](http://vanderbilt.edu/faculty-affairs/faculty-registry)

# Campus Resources

## Catalog Search

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Faculty

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## AMBA Academic Awards

The DEAN’S AWARD FOR ACADEMIC EXCELLENCE IN THE EXECUTIVE MBA is presented annually to a graduating student from the Americas MBA program who has achieved the strongest record in personal, professional, and academic performance in meeting the requirements of the degree.

The MARTIN S. GEISEL AWARD FOR LEADERSHIP IN EXECUTIVE EDUCATION was established in 1999 and is endowed by Bill and Kelly Christie, in memory of Dean Martin S. Geisel, honoring over a decade of Dean Geisel’s leadership at the Owen Graduate School of Management. The award is presented annually to a graduating student in the Owen Executive MBA program who has demonstrated leadership in executive education. Upon the recommendation of the EMBA graduating class, one student is recognized for this award each year.

## Americas Master of Business Administration for Executives (AMBA) Program Academic Policies

*The expectations and responsibilities articulated in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Americas Master of Business Administration for Executives students.*

The Vanderbilt AMBA program is a full-time, 21-month program. Students matriculate in August and graduate in May, two years later. For Year 1, Americas MBA students attend classes on alternating Saturdays from 7:50 a.m. to 6:30 p.m., including one summer session. Students have a three-to-four-week break each December and from mid-July through mid-August between Year 1 and Year 2. In Year 2, students attend four in-country immersions—one at each host school: Canada (Vancouver), Brazil (São Paulo), Mexico (Mexico City), and the United States (Nashville).

### Degree Requirements

Candidates for the Vanderbilt MBA through the AMBA program must receive the favorable recommendation of the OGSM faculty, earn a minimum of 54 credit hours, successfully complete all required courses, earn a cumulative grade point average of 3.0, earn fewer than three strikes, and meet all financial obligations to Vanderbilt University. Attendance at the July Math and Statistics Camp, the week in residence in August, the four in-country residencies, and all class meetings are required. All requirements must be completed within three calendar years of the matriculation date. Detailed requirements and a course progression model may be found on the [AMBA Degree Requirements](#) page of this catalog.

### Residence Requirement

The AMBA program requires five terms of full-time study. Students must be enrolled in a minimum of 10 credit hours during fall and spring semesters and 6 credit hours during summer semester to maintain full-time status.

Residence for three calendar years is required.

#### Exemptions

Course exemptions are not permitted.

#### Pass/Fail Courses

There are no Pass/Fail courses in the AMBA curriculum. No course taken in the OGSM and used to meet graduation requirements may be taken on a Pass/Fail basis for AMBA unless approved in advance by the EMBA Program Committee.

#### Transfer Credit

Transfer credit is not permitted.

#### Grades

Faculty use the following recommended grade distribution:

<i>Letter grade</i>	<i>Numerical weight</i>	<i>Percentages</i>
SP-Superior pass	4.0	Maximum 25%
HP-High pass	3.5	40%
PA-Pass	3.0	At least 35%
LP-Low pass	2.5	
F-Fail	0.0	

Grade changes for clerical errors are permitted within two weeks (14 calendar days from the date that grades are posted to student records). This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

#### Grade Point Average (GPA)

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Grade Description</i>	<i>Quality Points</i>
SP	Superior Pass	4.0
HP	High Pass	3.5
PA	Pass	3.0
LP	Low Pass	2.5
F	Fail	0.0

AMBA candidates must successfully complete the 56 required course credit hours with at least a 3.0 cumulative grade point average. Incompletes and the grade Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade of Fail in Pass/Fail courses is entered into the GPA calculation and remains on the transcript.

#### Performance Expectations and Strike Limits

Students are expected to maintain at least a cumulative 3.0 GPA during the program and must have a cumulative 3.0 GPA to graduate. Students who are consistently at the lower grade levels (earning an LP or an F) will be reminded of our academic expectations and standards for progression in the program and encouraged to seek extra help to improve their performance.

In general, a course grade of F earns 1/2 strike per credit hour and each LP earns 1/4 strike per credit hour. For example, in 2-credit-hour courses, each F earns 1 strike and each LP earns 1/2 strike. Students will be dismissed if they accumulate:

- 2.5 strikes at the end of the fall or spring terms or

- 3 strikes at any time in the program.

In the event that a student reaches the strike limit, the student will be withdrawn from any remaining (incomplete) courses.

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University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally nonrefundable.

## Concentrations

Concentrations are based on the foundational business disciplines and require a minimum of 12 credit hours in a single discipline. Required electives are included in the 12 hours needed for the concentration. Concentrations are prescribed by area faculty. As stated in Degree Requirements, students must complete at least one concentration. The course requirements for each concentration are provided in this section. In planning course work, the student should note that not every course is offered every year; check the Courses of Study section of this catalog and with the Office of Academic & Student Affairs.

The following concentrations are offered:

[Accounting](#)

[Finance](#) (STEM Certified)

[General Management](#)

[Health Care](#)

[Human and Organizational Performance](#)

[Marketing](#)

[Operations and Analytics](#) (STEM Certified)

[Strategy](#)

Students may double-count one elective across two concentrations. For example, Corporate Valuation can be counted as an elective for Finance *and* Strategy concentrations. Only one elective may be double-counted across two concentrations. Courses cannot be counted toward three or more concentrations.

## Courses by Subject Area

The course list contains all active courses in the Owen Graduate School of Management course catalog. Please note that not all courses will be offered during the academic year. Please refer to YES (Your Enrollment Services, [yes.vanderbilt.edu](http://yes.vanderbilt.edu)) or Owen Central to review a list of scheduled courses.

[Owen Graduate School of Management](#)

## EMBA Academic Awards

The DEAN'S AWARD FOR ACADEMIC EXCELLENCE IN THE EXECUTIVE MBA is presented annually to a graduating student from the Executive MBA program who has achieved the strongest record in personal, professional, and academic performance in meeting the requirements of the degree.

The MARTIN S. GEISEL AWARD FOR LEADERSHIP IN EXECUTIVE EDUCATION was established in 1999 and is endowed by Bill and Kelly Christie in memory of Dean Martin S. Geisel, honoring over a decade of Dean Geisel's leadership at the Owen Graduate School of Management. The award is nominated by the graduating class and awarded to a student who has demonstrated leadership in executive education.

## Emphases

Emphases allow students to gain exposure to an additional area of interest and are prescribed by area faculty. Emphases require eight hours of course work and do not replace the requirement that at least one concentration and an ethics requirement be completed to earn the degree. Students may complete more than one emphasis, but the same course may be applied to only one emphasis. Students may also request a customized emphasis in a particular area. Students must work with a tenured or tenure-track faculty adviser who will approve the 8 hours of course work toward the emphasis. An emphasis may not be proposed in an area that already supports a concentration or specialization. The course requirements for each emphasis are provided in this section. In planning course work, the student should note that not every course is offered every year; check the Schedule of Classes published each semester.

The following emphases are offered:

[Entrepreneurship](#)

[International Studies](#)

[Sustainability and Social Impact](#)

Customized Emphases

A student may choose to customize an emphasis in an area of interest, for example, Environmental Management. This requires submission of an approval form and an area adviser's signature. For further information, contact the Office of Academic & Student Affairs.

## Exchange Programs

Exchange programs are permitted in the second year of the MBA program. Students must be in good standing with the university and have completed all first- year requirements with a minimum 3.0 GPA to participate in exchange programs. Students should apply, request a degree audit, and review the fact sheet on exchange opportunities available in the Office of Academic & Student Affairs. Students should also meet with the Career Management Center regarding the impact of an exchange experience on internships and recruiting.

OGSM participates in exchange programs with the following universities:

Latin America

INCAE BUSINESS SCHOOL

Alajuela, Costa Rica

[incae.edu/es/inicio](http://incae.edu/es/inicio)

IPADE BUSINESS SCHOOL

Mexico City, Mexico

[mba.ipade.mx](http://mba.ipade.mx)

PONTIFICIA UNIVERSIDAD CATÓLICA DE CHILE (PUC)

(Mod 3)

Santiago, Chile

[uc.cl](http://uc.cl)

UNIVERSIDADE DE SÃO PAULO (USP)

São Paulo, Brazil

[usp.br](http://usp.br)

Europe

ÉCOLE SUPÉRIEURE DES SCIENCES ÉCONOMIQUES ET COMMERCIALES (ESSEC) (Summer)

Cergy-Pontoise, France

[essec.edu/fr](http://essec.edu/fr)

EUROPEAN BUSINESS SCHOOL (EBS) (Maymester)

Oestrich-Winkel, Germany

[ebs.edu/de](http://ebs.edu/de)

BOCCONI UNIVERSITY

Milan, Italy

[unibocconi.it](http://unibocconi.it)

NORWEGIAN SCHOOL OF ECONOMICS AND BUSINESS ADMINISTRATION (Summer)

Bergen, Norway

[nhh.no](http://nhh.no)

UNIVERSITY OF KARLSRUHE

Karlsruhe, Germany

[kit.edu](http://kit.edu)

WHU—OTTO BEISHEIM SCHOOL OF MANAGEMENT

(Maymester)

Vallendar, Germany

[whu.edu/de](http://whu.edu/de)

VIENNA UNIVERSITY OF ECONOMICS AND BUSINESS

ADMINISTRATION (Maymester)

Vienna, Austria

[wu.ac.at](http://wu.ac.at)

ERASMUS UNIVERSITY, ROTTERDAM SCHOOL OF MANAGEMENT

Rotterdam, The Netherlands

[rsm.nl](http://rsm.nl)

Africa

WITS BUSINESS SCHOOL

Johannesburg, South Africa

[wbs.ac.za](http://wbs.ac.za)

Asia

GUANGHUA SCHOOL OF MANAGEMENT, PEKING UNIVERSITY (Maymester)

Beijing, P. R. China

[en.gsm.pku.edu.cn](http://en.gsm.pku.edu.cn)

NATIONAL UNIVERSITY OF SINGAPORE

Singapore

[nus.edu.sg](http://nus.edu.sg)

INTERNATIONAL UNIVERSITY OF JAPAN

Niigata, Japan

[iuj.ac.jp](http://iuj.ac.jp)

FUDAN UNIVERSITY

Shanghai, China

[fudan.edu.cn](http://fudan.edu.cn)

HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Kowloon, Hong Kong

[bm.ust.hk](http://bm.ust.hk)

KOREA UNIVERSITY BUSINESS SCHOOL

Seoul, Korea

[biz.korea.ac.kr/eng/main](http://biz.korea.ac.kr/eng/main)

Australia

MELBOURNE BUSINESS SCHOOL

Melbourne, Australia

[mbs.edu](http://mbs.edu)

Additionally, students can participate in two-to-three-week Maymester study-abroad programs; information is available in the Office of Academic & Student Affairs.

## Executive Master of Business Administration (EMBA) Program Academic Policies

*The expectations and responsibilities articulated in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Executive Master of Business Administration students.*

The Vanderbilt EMBA program is a full-time, 21-month program. Students matriculate in August and graduate in May, two years later. Executive MBA students attend classes on alternating Saturdays from 7:50 a.m. to 6:30 p.m., including one summer session. Students have a three-to-four-week break each December and from mid-July through early August between Year 1 and Year 2.

### Degree Requirements

Candidates for the Vanderbilt MBA through the EMBA program must receive the favorable recommendation of the OGSM faculty, earn a minimum of 54 credit hours, successfully complete all required courses, earn a cumulative grade point average of 3.0, earn fewer than three strikes, and meet all financial obligations to Vanderbilt University. Attendance at the July Math and Statistics Camp, the week in residence in August, and all class meetings are required. All requirements must be completed within three calendar years of the matriculation date. Detailed requirements and a course progression model may be found on the [EMBA Degree Requirements](#) page of this catalog.

### Residence Requirement

The EMBA program requires five terms of full-time study—two fall and spring semesters and one summer term. Students must be enrolled in a minimum of 10 credit hours during fall and spring semesters and 6 credit hours during summer semester, and a minimum of 5 credit hours per module, to maintain full-time status. Students must be enrolled in 30 credit hours in Year 1 and 24 credit hours in Year 2 to maintain full-time status. Residence for three calendar years is required.

### Exemptions

Course exemptions are not permitted.

### Pass/Fail Courses

There are two Pass/Fail courses in the EMBA curriculum: EMGT 7762 Marketing Strategy and EMGT 7729 International Residency. No other course taken in OGSM and used to meet graduation requirements may be taken on a Pass/Fail basis unless approved in advance by the EMBA Program Committee.

### Transfer Credit

Transfer credit is not permitted.

### Grades

Faculty use the following recommended grade distribution:

Letter grade	Numerical weight	Percentages
SP-Superior pass	4.0	Maximum 25%
HP-High pass	3.5	40%
PA-Pass	3.0	At least 35%
LP-Low pass	2.5	
F-Fail	0.0	

Grade changes for clerical errors are permitted within two weeks (14 calendar days from the date that grades are posted to student records). This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

#### Grade Point Average (GPA)

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Grade Description</i>	<i>Quality Points</i>
SP	Superior Pass	4.0
HP	High Pass	3.5
PA	Pass	3.0
LP	Low Pass	2.5
F	Fail	0.0

EMBA candidates must successfully complete the 54 required course credit hours with at least a 3.0 cumulative grade point average. Incompletes and the grade Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade Fail in Pass/Fail courses is entered into the GPA calculation and remains on the transcript.

#### **Performance Expectations and Strike Limits**

Students are expected to maintain at least a cumulative 3.0 GPA during the program and must have a cumulative 3.0 GPA to graduate. Students who are consistently at the lower grade levels (earning an LP or an F) will be reminded of our academic expectations and standards for progression in the program and encouraged to seek extra help to improve their performance.

In general, a course grade of F earns 1/2 strike per credit hour and each LP earns 1/4 strike per credit hour. For example, in 2-credit-hour courses, each F earns 1 strike and each LP earns 1/2 strike.

Students will be dismissed if they accumulate:

- 2.5 strikes at the end of the fall or spring terms or
- 3 strikes at any time in the program.

In the event that a student reaches the strike limit, the student will be withdrawn from any remaining (incomplete) courses.

#### **Refunds of Tuition Charges**

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally nonrefundable.

#### **Important Campus Contacts**

Office of Academic and Student Affairs  
Owen Graduate School of Management  
401 Twenty-first Avenue South



Nashville, Tennessee 37203

[OwenASA@vanderbilt.edu](mailto:OwenASA@vanderbilt.edu)

Recruiting and Admissions Office

Owen Graduate School of Management

401 Twenty-first Avenue South

Nashville, Tennessee 37203

(615) 322-6469

Health Services

Student Health Center

Zerfoss Building, MCN

1161 Twenty-first Avenue South

Nashville, Tennessee 37232

(615) 322-2427

Payment of Tuition and Fees

Office of Student Accounts

2301 Vanderbilt Place

Nashville, Tennessee 37240

(615) 322-6693 or (800) 288-1144

[student.accounts@vanderbilt.edu](mailto:student.accounts@vanderbilt.edu)

Application for Federal Loans

Office of Student Financial Aid

2309 West End Avenue

Nashville, Tennessee 37203

(615) 322-3591

[finaid@vanderbilt.edu](mailto:finaid@vanderbilt.edu)

Student Accommodations

Student Access Services

216 Sarratt Hall

Nashville, Tennessee 37203

(615) 343-9727

[StudentAccess@vanderbilt.edu](mailto:StudentAccess@vanderbilt.edu)

## **Master of Accountancy Academic Awards**

The DEAN'S AWARD FOR ACADEMIC EXCELLENCE IN THE MASTER OF ACCOUNTANCY is presented annually to a graduating student who has achieved the strongest record in personal, professional, and academic performance in meeting the requirements of the degree.

OWEN SERVICE AWARD is presented to graduating students who have demonstrated outstanding effort and energy in leadership and community involvement and passion for student life. The awards are reserved for students who unselfishly focus on making the Owen Graduate School of Management a better place for everyone.

## **Master of Accountancy (MAcc) Assurance Program Academic Policies**

*The expectations and responsibilities in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Master of Accountancy Assurance students.*

The Vanderbilt Master of Accountancy program is a full-time, twelve-month program that includes both academic and co-curricular requirements. Students graduate in May and are in residency through early August completing the Becker CPA Review course and Certified Public Accounting (CPA) exam.

Students in the Master of Accountancy Assurance program aspire to careers in the audit/assurance service line of an international public accounting firm.

### **Degree Requirements**

Candidates for the Vanderbilt Master of Accountancy Assurance program must receive the favorable recommendation of the OGSM faculty, earn a minimum of 37 credit hours, successfully complete all required courses, earn a cumulative grade point average of 3.0, earn fewer than three strikes, and meet all financial obligations to Vanderbilt University. Attendance at all orientation-related events is required. All requirements must be completed within two calendar years of the matriculation date. Detailed requirements and a course progression model may be found on the [MAcc Assurance Program Degree Requirements](#) page of this catalog.

### **Residence Requirement**

The curricular aspect of the MAcc Assurance program requires four modules—the equivalent of two semesters—of full-time study. Students must be enrolled in a minimum of 12 credit hours per semester to maintain full-time status. Residence for one academic year is required.

### **Exemptions**

Exemptions of required courses are determined on an individual basis by credential. A substitute course(s) must be taken in place of the exempt course(s).

### **Substitute Courses**

Substitute courses are taken in place of exempt courses and courses that replace internship credits. Students may not enroll in courses for which they do not have the prerequisite course(s), and will be dropped from the course roster if they have not completed the prerequisite course(s).

### **Pass/Fail Courses**

There is one Pass/Fail course in the Master of Accountancy Assurance curriculum: MGT 6515 Audit Internship. No other course taken on a Pass/Fail basis can be used to meet graduation requirements.

### **Independent/Directed Study and Project Courses**

Independent/directed study and project courses cannot be used to meet graduation requirements. Such courses are appropriate for students who find that they are short a modest number of credit hours for CPA licensure.

### **Transfer Credit**

Transfer credit is not permitted.

### **Grades**

A common grading system is used in all OGSM courses. Grade assignment for MAcc students differs from the other OGSM degree programs in one regard—traditional letter grades appear in the students' transcripts instead of SP/HP/P/LP. OGSM faculty use the following recommended grade distribution:

Letter grade	Numerical weight	Percentages	
		MGT 6331 and 6342	All other courses
A	4.0	Maximum 25%	Maximum 30%
A-	3.5	40%	45%
B	3.0	At least 35%	At least 25%
B-	2.5		
F	0.0		

Grade changes for clerical errors are permitted within 14 calendar days from the date that grades are posted to student records. This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

#### Grade Point Average (GPA)

Grade point averages are calculated using the indicated grade-point values per credit hour:

Grade Abbreviation	Quality Points
A	4.0
A-	3.5
B	3.0
B-	2.5
F	0.0

Master of Accountancy candidates must earn a minimum of 37 credit hours, including all required courses, with a 3.0 cumulative GPA. Exempted courses, incompletes, and the grade Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade Fail in Pass/Fail courses is entered into the GPA calculation and remains on the transcript.

#### Refunds of Tuition Charges

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally nonrefundable.

### Master of Accountancy (MAcc) Valuation Program Academic Policies

*The expectations and responsibilities in the section Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Master of Accountancy Valuation students.*

The Vanderbilt MAcc Valuation program is a full-time, twelve-month program that includes both academic and co-curricular requirements. Students graduate in May and are in residency through early August completing the Becker CPA Review course and Certified Public Accounting (CPA) exam.

Students in the MAcc Valuation program aspire to careers in valuation service lines of international public accounting firms.

#### Degree Requirements

Candidates for the Vanderbilt MAcc Valuation program must receive the favorable recommendation of the OGSM faculty, earn a minimum of 34 credit hours, successfully complete all required courses, earn a cumulative grade point average of 3.0, earn fewer than three "strikes," and meet all financial obligations to Vanderbilt University.

Attendance at all orientation-related events is required. All requirements must be completed within two calendar years of the matriculation date. Detailed requirements and a course progression model may be found on the [MAcc Valuation Program Degree Requirements](#) page of this catalog.

#### Residence Requirement

The curricular aspect of the MAcc Valuation program requires four modules—the equivalent of two semesters—of full-time study. Students must be enrolled in a minimum of 12 credit hours per semester to maintain full-time status. Residence for one academic year is required.

#### Exemptions

Exemptions of required courses are determined by credential. A substitute course(s) must be taken in place of the exempt course(s).

#### Substitute Courses

Substitute courses are taken in place of exempt courses and courses that replace internship credits. Students may not enroll in courses for which they do not have the prerequisite course(s), and will be dropped from the course roster if they have not completed the prerequisite course(s).

#### Pass/Fail Courses

There is one Pass/Fail course in the MAcc Valuation curriculum: MGT 6516 Accounting Valuation Internship. No other course taken on a Pass/Fail basis can be used to meet graduation requirements.

#### Independent/Directed Study and Project Courses

Independent/directed study and project courses cannot be used to meet graduation requirements. Such courses are appropriate for students who find that they are short a modest number of credit hours for CPA licensure.

#### Transfer Credit

Transfer credit is not permitted.

#### Grades

A common grading system is used in all OGSM courses. Grade assignment for MAcc students differs from the other OGSM degree programs in one regard—traditional letter grades appear in the students' transcripts instead of SP/HP/P/LP. OGSM faculty use the following recommended grade distribution:

<i>Letter grade</i>	<i>Numerical weight</i>	<i>Percentages</i>
A	4.0	Maximum 30%
A-	3.5	45%
B	3.0	At least 25%
B-	2.5	
F	0.0	

Grade changes for clerical errors are permitted within two weeks (14 calendar days from the date that grades are posted to student records). This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

#### Grade Point Average (GPA)

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Quality Points</i>
A	4.0
A-	3.5
B	3.0
B-	2.5
F	0.0

MAcc Valuation candidates must earn a minimum of 34 credit hours, including all required courses, with a 3.0 cumulative GPA. Incompletes and the grade Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade of Fail in Pass/Fail courses is entered into the GPA calculation and remains on the transcript.

#### Refunds of Tuition Charges

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally nonrefundable.

## Master of Business Administration (MBA) Program Academic Policies

*The expectations and responsibilities in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Master of Business Administration students.*

The MBA program is a full-time, two-year program. Students matriculate in early August and graduate approximately two years later in May.

#### Academic Policies Degree Requirements

Candidates for the Vanderbilt MBA degree must receive the favorable recommendation of the OGSM faculty, earn a minimum of 62 credit hours, successfully complete all required courses as well as an ethics course, earn a cumulative grade point average of 3.0, complete at least one concentration, earn fewer than three strikes, and meet all financial obligations to Vanderbilt University. Attendance at all Orientation-related events is required. All requirements must be completed within three calendar years of the matriculation date.

#### Residence Requirement

The MBA program requires eight modules—the equivalent of four semesters—of full-time study. Students may not enroll in more than 10 credit hours per module and must be enrolled in a minimum of 12 credit hours per semester and a minimum of 6 credit hours per module to maintain full-time status in the MBA program. Students may not exceed 18 credit hours per semester; short courses are excluded from the 18-hour maximum. Residence for two academic years is required.

The residence requirement is three semesters for students in some dual-degree and qualified exchange programs and for graduates of OGSM's Master of Science in Finance program.

#### Experiential Learning Requirement

An internship or project is one of our experiential learning options, which is a requirement for the MBA degree. This lasts for one semester, and for the majority of Owen MBAs, happens through a summer internship. However, working on one's own venture, self-employment, or employer-sponsored jobs also qualify for the Experiential Learning Requirement.

The purpose of the requirement is for Owen students to have the opportunity to explore career paths firsthand, to put into practice what they have learned from their coursework, as well as to strengthen their candidacy for post-MBA roles. This is especially helpful for students without a business background.

For those with mitigating circumstances who might not be able to fulfill this requirement, a waiver process

administered by the Office of Academic & Student Affairs is in place. Students that do not report their experiential learning through the Career Management Center tracking system or complete the waiver process will have a registration hold placed on their account.

#### Exemptions

Students with substantial relevant prior coursework may qualify to exempt one or more of the following core courses: MGT 6311 - Introduction to Financial Accounting, MGT 6321 - Business in the World Economy, MGT - 6322 Managerial Economics, and MGT 6381 - Managerial Statistics. There are no exemptions for other core courses.

The Office of Academic and Student Affairs will review academic transcripts for incoming students during the summer. Students eligible to exempt a course or courses will be notified prior to the start of the fall semester.

#### Elective Courses

Students may not enroll in courses for which they do not have the prerequisite course(s) and will be dropped from the course roster if they have not completed the prerequisite course(s).

#### Pass/Fail Courses

Students may not take more than six hours of Pass/Fail credit toward their degree. Students may not change a course to Pass/Fail that is graded using the conventional grading scale.

#### Project Work and Independent Study Courses

All project work not associated with an established course must be approved by the professor who will supervise such work and the Office of Academic & Student Affairs, which provides guidelines for proposals to be submitted for such projects. The Office of Academic & Student Affairs will not accept proposals for project or independent study courses after the first week of the module in which such work is to be undertaken. Students may apply up to six credit hours of project and independent study work combined toward fulfilling the MBA credit hour requirement. Independent study work may not exceed two credit hours per module of study.

#### Transfer Credit

Up to 12 credit hours may be approved toward the MBA degree if earned in a pre-approved dual-degree program, a qualified exchange program, or OGSM's Master of Science in Finance program. Otherwise, transfer credit is not permitted.

Exceptions to this limit are made only for exchange program partners that require visiting OGSM students to take 15 credit hours.

#### Grades

Faculty use the following recommended grade distribution:

Letter Grade	Numerical Weight	Core Course Percentage	Elective Course Percentage
SP Superior Pass	4.0	Maximum 25%	Maximum 30%
HP High Pass	3.5	40%	45%
PA Pass	3.0	At least 35%	At least 25%
LP Low Pass	2.5		
F Fail	0.0		

Grade changes for clerical errors are permitted within two weeks (14 calendar days from the date that grades are posted to student records). This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

#### Grade Point Average (GPA)

Grade point averages are calculated using the indicated grade-point values per credit hour:

Grade Abbreviation	Grade Description	Quality Points
SP	Superior Pass	4.0
HP	High Pass	3.5
PA	Pass	3.0
LP	Low Pass	2.5
F	Fail	0.0

MBA degree candidates must successfully complete a minimum of 62 credit hours, including all required courses, with at least a 3.0 cumulative grade point average. Exempted courses, incompletes, and the grade Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade Fail in Pass/Fail courses is entered into the GPA calculation.

*Note:* On a student transcript, EHRS (earned hours) indicates the total earned credit hours, regardless of the grade type. QHRS (quality hours) represents the number of credit hours included in the calculation of a student's GPA.

#### REQUIRED COURSES

MBA students must complete the core and an ethics course:

<b><i>Course Number</i></b>	<b><i>Course Title</i></b>	<b><i>Credit Hours</i></b>
<b>YEAR 1</b>		
<b>MOD I</b>		
MGT 6311	Introduction to Financial Accounting	2
MGT 6331	Managerial Finance	2
MGT 6342	Leading Teams and Organizations	2
MGT 6351	Management Communication	1
MGT 6381	Managerial Statistics	2
<b>MOD II</b>		
MGT 6322	Managerial Economics	2
MGT 6361	Marketing Management	2
MGT 6371	Operations Management	2
<b>MOD III</b>		
MGT 6312	Introduction to Managerial Accounting	2
MGT 6355	Strategic Management	2
<b>MOD IV</b>		
MGT 6321	Business in the World Economy	2
<b>YEAR 2</b>		
MGT 6456	Ethics in Business	2
<b>Total Required Course Credit Hours:</b>		<b>23</b>

### Master of Management in Health Care (MMHC) Program Academic Policies

*The expectations and responsibilities in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Master of Management in Health Care students.*

The Vanderbilt MMHC program is a full-time, twelve-month program. Students matriculate in August and complete coursework the following September. The degree is awarded in December, following coursework completion.

#### Degree Requirements

Candidates for the Vanderbilt MMHC degree must receive the favorable recommendation of the OSGM faculty, earn a minimum of 30 credit hours, successfully complete all required courses, earn a cumulative grade point average of at least 3.0, earn fewer than three “strikes,” and meet all financial obligations to Vanderbilt University. Attendance at all class meetings is required. All requirements must be completed within two calendar years of the matriculation date. Detailed requirements and a course progression model may be found on the [MMHC Degree Requirements](#) page of this catalog.

#### Residence Requirement

The MMHC program requires six modules—the equivalent of three semesters—of full-time study. Students must be enrolled in a minimum of 10 credit hours per semester to maintain full-time status. Residence for one calendar year is required.

#### Exemptions

Course exemptions are not permitted.

#### Pass/Fail Courses

EMGT 7874/7875 are Pass/Fail courses in the MMHC curriculum.

#### Transfer Credit

Transfer credit is not permitted.

#### Grades

Faculty use the following recommended grade distribution:

<i>Letter grade</i>	<i>Numerical weight</i>	<i>Percentages</i>
SP-Superior pass	4.0	Maximum 25%
HP-High pass	3.5	40%
PA-Pass	3.0	At least 35%
LP-Low pass	2.5	
F-Fail	0.0	

Grade changes for clerical errors are permitted within two weeks (14 calendar days from the date that grades are posted to student records). This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

#### Grade Point Average (GPA)

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Grade Description</i>	<i>Quality Points</i>
SP	Superior Pass	4.0
HP	High Pass	3.5
PA	Pass	3.0
LP	Low Pass	2.5
F	Fail	0.0

MMHC degree candidates must successfully complete the 30 required course credit hours with at least a 3.0 cumulative grade point average. Incompletes are not included in the computation of grade point averages.



## Refunds of Tuition Charges

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally nonrefundable.

## Master of Marketing Academic Awards

The DEAN'S AWARD FOR ACADEMIC EXCELLENCE IN THE MASTER OF MARKETING is presented annually to a graduating student from the Master of Marketing program who has achieved the strongest record in personal, professional and academic performance in meeting the requirements of the degree.

THE OWEN SERVICE AWARD is presented to graduating students who have demonstrated outstanding effort and energy in leadership and community involvement and passion for student life. The awards are reserved for students who unselfishly focus on making the Owen Graduate School of Management a better place for everyone.

## Master of Marketing (MMark) Program Academic Policies

*The expectations and responsibilities in the Owen Graduate School of Management (OGSM) Academic Policies apply to all OGSM students. This section applies to Master of Marketing students.*

The Master of Marketing (MMark) program is a full-time, nine-month program. Students matriculate in late July-early August and depart the following May. The MMark provides students with a comprehensive marketing toolkit for careers in marketing positions including client services, digital marketing, consulting services, marketing communications, brand management, business analytics, and consumer insights. The Master of Marketing Program is STEM-certified.

### Degree Requirements

Candidates for the Vanderbilt MMark degree must receive the favorable recommendation of the OGSM faculty, earn a minimum of 31 credit hours, successfully complete all required courses, earn a cumulative grade point average of 3.0, earn fewer than three strikes, and meet all financial obligations to Vanderbilt University. Attendance at all Orientation-related events is required. Attendance at six of the designated career-related events is required. All requirements must be completed within two calendar years of the matriculation date. Detailed requirements and a course progression model may be found on the [MMark Degree Requirements](#) page of this catalog.

### Residence Requirement

The MMark program requires four modules—the equivalent of two semesters—of full-time study. Students must be enrolled in a minimum of six credit hours per module to maintain full-time status. Residence for one academic year is required.

### Other Courses

Students may be interested in taking additional courses beyond the required curriculum. For example, students who wish to gain outstanding quantitative skills should take MGT 6465, Marketing Analytics, in Mod IV. Other classes that may be of interest include MGT 6448, Negotiation, MGT 6574, Spreadsheets for Business Analytics, and MGT 6014, Health Care Marketing. It is easy to make this accommodation, and students interested in this option should contact the MMark Faculty Director.

### Exemptions

The MMark is a lockstep program and exemptions are rare. Exceptions are made in consultation with the MMark Faculty Director and the Office of Academic and Student Affairs. A substitute course(s) must be taken in place of the exempted course(s).

## Pass/Fail Courses

Certain courses are designated as Pass/Fail. No other course taken in OGSM and used to meet graduation requirements may be taken on a Pass/Fail basis.

## Independent/Directed Study and Project Courses

All project work not associated with an established course must be approved by the MMark Faculty Director and the Office of Academic & Student Affairs.

## Transfer Credit

Transfer credit is not permitted.

## Grades

Faculty use the following recommended grade distribution:

<i>Letter grade</i>	<i>Numerical weight</i>	<i>Percentages</i>	
		<i>Core course</i>	<i>Elective course</i>
SP-Superior pass	4.0	Maximum 25%	Maximum 30%
HP-High pass	3.5	40%	45%
PA-Pass	3.0	At least 35%	At least 25%
LP-Low Pass	2.5		
F-Fail	0.0		

Grade changes for clerical errors are permitted within 14 calendar days from the date that grades are posted to student records. This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

## Grade Point Average (GPA)

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Grade Description</i>	<i>Quality Points</i>
SP	Superior Pass	4.0
HP	High Pass	3.5
PA	Pass	3.0
LP	Low Pass	2.5
F	Fail	0.0

MMark degree candidates must earn a minimum of 31 credit hours, including all required courses, with a 3.0 cumulative GPA. Incompletes and the grade of Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade of Fail in Pass/Fail courses is entered into the GPA calculation and remains on the transcript.

## Refunds of Tuition Charges

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuaccts/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally non-refundable.

## Master of Science in Finance (MSF) Program Academic Policies

*The expectations and responsibilities in the Owen Graduate School of Management (OGSM) Academic Policies*

*apply to all OGSM students. This section applies to Master of Science in Finance students.*

The MSF program is a full-time, nine-month, STEM-certified program. Students matriculate in early August and graduate the following May.

#### Degree Requirements

Candidates for the Vanderbilt MSF degree must receive the favorable recommendation of OGSM faculty, earn a minimum of 33 credit hours, successfully complete all required courses, earn a cumulative grade point average of 3.0, earn fewer than three strikes, and meet all financial obligations to Vanderbilt University. Detailed requirements and a course progression model may be found on the [MSF Degree Requirements](#) page of this catalog.

#### Residence Requirement

The MSF program requires four modules—the equivalent of two semesters—of full-time study. Students must be enrolled in a minimum of twelve credit hours per semester to maintain full-time status. Residence for one academic year is required.

#### Electives

MSF students are required to take at least 18 credit hours of elective courses. A minimum of 10 credit hours must be chosen from the list of primary elective courses on the MSF degree requirements page. The remaining electives must be chosen from the list of primary or secondary electives. Elective courses approved by the MSF Program Committee may be used to meet graduation requirements. To enroll in and receive credit for a course that is not an approved elective, students should consult with the MSF program director. Students may not enroll in courses for which they do not have the prerequisite course(s) and will be dropped from the course roster if they have not completed the prerequisite course(s).

#### Exemptions

Exemptions of required courses are determined on an individual basis in consultation with the MSF program director and the Office of Academic & Student Affairs. A substitute course(s) must be taken in place of the exemption(s).

#### Pass/Fail Courses

There are three Pass/Fail courses in the MSF curriculum: MGT 6406, Professional Development and Communication, MGT 6537, Corporate Restructuring for Distressed Firms, and MGT 6637, Corporate Restructuring for Non-Distressed Firms. No other credit-hour course taken at OGSM and used to meet graduation requirements may be taken on a Pass/Fail basis without permissions from the MSF program director.

#### Independent/Directed Study, Capstone Courses, and Project Courses

No more than 2 credit hours of project work not associated with an established course may be used to meet graduation requirements. All project work must be approved by the professor who will supervise such work and the MSF program director. The Office of Academic & Student Affairs provides guidelines for proposals to be submitted for such projects. Projects must be supervised by a member of the finance faculty and cannot be graded on a Pass/Fail basis. The Office of Academic & Student Affairs will not accept proposals for project or independent study courses after the first week of the module in which such work is to be undertaken.

#### Transfer Credit

Transfer credit is not permitted. (See MSF dual degree curriculum for transfer policy for MSF/JD candidates.)

#### Grades

Faculty use the following recommended grade distribution:

<i>Letter grade</i>	<i>Numerical weight</i>	<i>Percentages</i>	
		<i>Core course</i>	<i>Elective course</i>
SP-Superior pass	4.0	Maximum 25%	Maximum 30%
HP-High pass	3.5	40%	45%
PA-Pass	3.0	At least 35%	At least 25%
LP-Low Pass	2.5		
F-Fail	0.0		

Grade changes for clerical errors are permitted within two weeks (14 calendar days from the date that grades are posted to student records). This deadline applies even if school is not in session. Extensions to this deadline are rare and are approved by the Office of the Dean for extenuating circumstances that confront the instructor or the student.

#### Grade Point Average (GPA)

Grade point averages are calculated using the indicated grade-point values per credit hour:

<i>Grade Abbreviation</i>	<i>Grade Description</i>	<i>Quality Points</i>
SP	Superior Pass	4.0
HP	High Pass	3.5
PA	Pass	3.0
LP	Low Pass	2.5
F	Fail	0.0

MSF degree candidates must successfully complete a minimum of 33 credit hours, including all required courses, with at least a 3.0 cumulative grade point average. Exempted courses, incompletes, and the grade of Pass in Pass/Fail courses are not included in the computation of grade point averages. The grade of Fail in Pass/Fail courses is entered into the GPA calculation.

#### Refunds of Tuition Charges

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, which may be viewed at [vanderbilt.edu/stuacct/graduate/withdrawal-schedule.php](http://vanderbilt.edu/stuacct/graduate/withdrawal-schedule.php).

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled. Fees and charges for books and materials are not refundable. Insurance coverage is generally nonrefundable.

## MBA Academic Awards and Academic Scholarships

### **Academic Awards** (*awarded at graduation*)

FINANCIAL EXECUTIVES INTERNATIONAL AWARD is presented to the graduating MBA student for outstanding performance in accounting and finance courses and is chosen by the Owen accounting and finance faculty.

FLOURNOY A. COLES JR. PRIZE is awarded annually to a graduating student in recognition of outstanding performance in international management studies and contributions to the School. The prize is endowed, and honors the memory of Flournoy A. Coles, Jr., professor of management, emeritus, and a founding member of the Owen School faculty.

FOUNDER'S MEDAL, signifying high honors, is bestowed upon the graduating Owen student who, in the judgment of the Dean and the Honors and Awards Committee, has achieved the strongest record in personal, professional, and academic performance in meeting the requirements of the MBA.

H. IGOR ANSOFF AWARD is endowed by several members of the Owen class of 1972, in honor of the first Dean of

the Graduate School of Management, and presented to a graduating student for original and creative contributions to the Owen School. The award is not given every year; it is reserved for recognition of extraordinarily exceptional service.

MATT WIGGINTON LEADERSHIP AWARD is presented annually to a graduating MBA student in recognition of outstanding performance in finance. The award was established in 1992 in memory of Madison S. Wigginton, a founder of the Owen Graduate School of Management and a member of the Vanderbilt University Board of Trust, 1960-1991.

OWEN SERVICE AWARD is presented to graduating students who have demonstrated outstanding effort and energy in leadership and community involvement and passion for student life. The awards are reserved for students who unselfishly focus on making the Owen Graduate School of Management a better place for everyone.

**Academic Scholarships** *(based on academic performance in the first year and awarded for the second year)*

Scholarships to study at Owen are awarded upon acceptance to the MBA program, and students should not expect to have an increase in their admissions scholarship nor be offered a new scholarship in the second year. There are four endowed merit-based academic scholarships that are awarded in the summer prior to year two, and recipients must stand in the top 10 percent of their class GPA. No application is accepted; the Student Achievement Committee selects recipients based on academic standing at the end of year one.

BRUCE D. HENDERSON SCHOLARSHIP is endowed by the Boston Consulting Group to honor BCG founder and former chairman and Vanderbilt graduate, Bruce D. Henderson, and awarded to the MBA student, who, during the first year, achieved the strongest record in personal, professional, and academic performance.

J. DEWEY DAANE SCHOLARSHIP honors emeritus faculty member J. Dewey Daane for significant contributions to the Owen Graduate School of Management. The scholarship goes to a rising second-year MBA student with demonstrated interest in finance and international management.

MAX ADLER SCHOLARSHIP was established in 2007 through the Max Adler Student Investment Fund. This fund was created in 1982 through gifts from Mimi Adler, spouse of New York businessman Max Adler, to provide students in the Vanderbilt MBA Finance Club the opportunity to learn about investing in a very practical way. The success of their investments led to the creation of the scholarship in addition to the investment fund. The scholarship is awarded to a second-year student based on outstanding performance in the first year of the MBA program.

RICHARD S. WEINBERG SCHOLARSHIP. Classmates, colleagues, family and friends of Richard S. Weinberg, Owen '85, created an endowment to fund a scholarship in Richie's memory. Richie was a member of the Owen Alumni Association Board of Directors and worked tirelessly on behalf of the Owen School in the New York financial community. He died suddenly in 1994. This scholarship is awarded to an outstanding rising second-year student concentrating/specializing in finance.

VIRGINIA BANKS AND FRED W. LAZENBY SCHOLARSHIP was established as an annually funded scholarship in 1995 by Fred 'Ted' W. Lazenby, B.A. 1954, and Virginia 'Gigi' Banks Lazenby, B.A. 1967, MBA 1973, to provide support to students at the Owen Graduate School of Management. This scholarship is awarded to an outstanding rising second-year female student concentrating/specializing in finance.

## **MBA Dual-Degree Programs**

The MBA requires 62 credit hours (4 semesters) of course work. When pursued as part of a dual degree, OGSM will accept 12 credit hours from the partner school as electives, reducing its residence requirement to 50 credit hours (3 semesters). Because 12 credit hours is the maximum allowed to be transferred to an OGSM student's record, dual-degree students may not participate in exchange programs or request credit for non-OGSM courses exceeding the 12 hours transferred from their partner school.

NOTE: 12 credit hours can only be transferred for dual-degree programs that are both at the graduate level.

### Management/Divinity

A dual degree from OGSM and Vanderbilt Divinity School prepares students for management and ministry of a church or for management work in social services or pastoral care. By combining study in management with study in divinity, a student can earn both the MBA and the MDiv in a total of four years (eight semesters) instead of the five years normally required to complete the two degrees consecutively. MBA/MDiv students must apply separately to the Divinity School and to OGSM and be granted admission by both schools. Rejection by either school does not negate acceptance by the other school, but this acceptance is to the regular degree program, not the dual-degree program. It is recommended that students begin their program at the Divinity School, given the tuition arrangements in both schools. As with other dual professional and graduate degrees, the number of hours required to earn the MBA credential is reduced from 62 to 50 credit hours because OGSM will give credit for 12 hours of course work from the Divinity School.

### Management/Fisk University

This program is currently on hold. Please check back at a future date for more information.

### Management/Latin American Studies

By combining study in business and management with study in the Center for Latin American Studies (CLAS), a student can earn both the Master of Business Administration and the Masters in Latin American Studies in six semesters. MBA/MALAS students must apply separately to, and be granted admission by, both schools. Rejection by either school does not negate acceptance by the other school, but this acceptance is to the regular degree program and not the dual degree. The first year of study is devoted to course work in Latin American Studies and the second year of study is devoted to coursework toward the MBA. For the final year, students will complete their remaining MBA hours and write their LAS thesis in the spring semester. Students in the dual-degree program are required to write a thesis to complete the MA in Latin American Studies degree. Dual-degree students must complete a total of 62 credit hours for OGSM, and a total of 30 hours in Latin American Studies. A total of 12 hours of appropriate coursework may be transferred from LAS and 6 hours of coursework can be transferred from OGSM. Students must apply to both the MBA program through OGSM and Latin American Studies through the Graduate School and should indicate their intention to enter the dual-degree program at the time of application. Successful applicants must be accepted by both OGSM and the Graduate School individually according to each program's standard criteria. CLAS offers financial support for the first four consecutive semesters of study for students accepted into the dual degree program. CLAS will apply its normal evaluation rubric for Master's students to the joint degree candidates. OGSM will do the same. All dual-degree students will be jointly advised by CLAS and OGSM.

### Management/Law MBA/JD

By combining study in management with study in law, a student can earn both the MBA and the JD in a total of four years (eight semesters), instead of the five years normally required to complete the two degrees. Students enroll for their first year of study in the dual-degree program on a full-time basis in either OGSM or the Law School. Students should begin their dual-degree studies in the Law School and then attend OGSM in their second year. All applicants to the dual-degree program should notify OGSM of their status at the time of application.

OGSM requires 62 hours for graduation and the Law School requires 88 hours. The Law School will grant transfer credit for 12 hours of course work taken at OGSM; similarly, OGSM will grant transfer credit toward the management degree for 12 hours of Law School course work. Transfer credits must be the equivalent of a C grade or better. Law School courses appear with the grade *P* (Pass) on the OGSM transcript.

Applicants to the dual-degree program must make application to and be admitted by each school separately.

Rejection by one school does not negate acceptance by the other school, but this acceptance would then be for the regular degree program, not the dual-degree program.

### MSF/JD

See the Master of Science in Finance (MSF) Program section of this Catalog for more information.

### Management/Medicine

By combining study from OGSM and the School of Medicine, students can pursue both the MBA and the MD in five years.

Dual-degree students spend their first three years in the School of Medicine and apply to OGSM in their third year. They then enroll in OGSM for Year Four and take courses in both schools in Year Five, thus completing both degrees in five years. OGSM grants 12 hours (2 units) of transfer work for courses completed in the School of Medicine; the School of Medicine, in turn, counts 12 hours of OGSM course work as the equivalent of 1 Immersion course in the MD degree.

Since MBA/MD students complete additional course work and rotations in the summer semesters, students should contact the School of Medicine for curriculum guidelines.

#### Management/Medicine with Meharry College of Medicine

By combining study from OGSM and the Meharry Medical College (MMC), students can pursue both the MBA and the MD in five years.

#### Application Requirements

All applicants will apply through the regular MBA application process, selecting the dual-degree option in the MBA application. Application requirements and standards apply equally across the board for all applicants. Application requirements are defined and maintained by the Admissions Department at OGSM. OGSM will also automatically waive the application fee for these dual-degree students.

#### Academic Requirements

The OGSM MBA requires a minimum of 62 credit hours (4 semesters) of course work. When pursued as part of a dual degree, OGSM will accept 12 credit hours from MMC (partner school) as electives, reducing the OGSM MBA requirement to 50 credit hours (3 semesters). Students are subject to the regular OGSM admission requirements, and no student is assured of admission. Upon acceptance to OGSM, students should contact the OGSM Office of Academic & Student Affairs for an advising appointment. An Academic Advisor will review MMC courses and arrange for transfer of those credits toward the OGSM MBA degree, as well as review the waiver of the required Ethics in Business course.

Students who withdraw from the dual-degree program will forfeit their transfer credit (12 credit hours) and are required to meet the MBA degree requirements for non-dual degree seeking students. Students have 3 years from matriculation to complete the dual degree. A minimum cumulative GPA of 3.0 is required for continuation of any Vanderbilt scholarship. Students who continually fall below the 3.0 GPA requirements will be placed on academic probation and will be required to undertake academic counseling and skills training to improve outcomes.

#### Residency Requirements

Dual-degree students spend their first three years in MMC and apply to OGSM in their third year. If admitted, dual-degree students will start the OGSM MBA in Year Four and be registered as a full-time OGSM MBA student for three consecutive semesters (6 mods) to earn the OGSM MBA after the fall semester in Year Five. Dual-degree students will then return to MMC (and be registered as an MMC student, and no longer a Vanderbilt University student) for the spring semester in Year Five to complete the MMC degree requirements.

#### Student Accountability

Students will comply with each school's guidelines as outlined in their respective Student Handbooks. Any disciplinary action will be administered by the school that the student is enrolled in at that time, but the disciplinary action information should be shared among both schools.

#### Academic and Professional Integrity

Students will comply with the Vanderbilt University/Owen Honor Code. Students are responsible for understanding and adhering to the Owen Honor Code and confirm their compliance by signing the Honor Code at Orientation. Infractions of the Honor Code will result in established penalties as outlined in the Constitution of the OGSM Honor Council.

#### Tuition and Financial Aid

Tuition and fees apply to the school that the student is enrolled in at that time. OGSM tuition and fees are charged for 3 consecutive semesters. While the student is enrolled as an OGSM student, need-based aid is available via FAFSA and the Vanderbilt University Financial Aid Office. All OGSM MBA applications are considered for merit-based scholarship. Students may only use Vanderbilt services (e.g. Recreation Center, University

Counseling, Student Health) when registered and paying tuition as a Vanderbilt student.

#### Management/Peabody College of Education and Human Development

By combining study from OSGM and Peabody College of Education and Human Development (Peabody), students can pursue both the MBA and the Master of Public Policy in Education (MPP) in five-to-six semesters of study. Students interested in the dual-degree program must apply to and be admitted by each school separately with matriculation in the Fall semester.

Students take courses in residence at Peabody during the fall and spring semesters of Year One and may enroll in additional Peabody courses in the summer between Year One and Year Two. Students take courses and are in residence at OSGM during the fall and spring semesters of Year Two and the fall semester of Year Three. Depending on a student's individual curriculum, a final semester at Peabody may be required. OSGM grants 12 hours of transfer work for courses completed in Peabody toward the MBA; Peabody, in turn, counts 12 hours of transfer work for courses completed in OSGM toward the MPP. MBA/MPP students should contact Peabody for curriculum guidelines and admissions requirements for the MPP degree.

#### Management/Blair School of Music

The five-year dual-degree program with the Blair School of Music (Blair) allows a small cohort of particularly motivated students to overlap their undergraduate course work with work toward the MBA, facilitating the earning of both the undergraduate and graduate degrees in five years (ten semesters). By combining three and one-half years in the Blair School of Music with one and one-half years of study in OSGM, students may obtain both the Bachelor of Musical Arts and the Master of Business Administration in five years. The baccalaureate from Blair is awarded at the end of the fourth year, and the MBA from OSGM after the fifth year. Students interested in pursuing this program must be enrolled in the musical arts degree.

Required course work includes the normal Blair course work for the musical arts degree for a minimum of 63 credit hours in music. The liberal arts undergraduate core will also follow the requirements for the major, but must include the following specific requirements:

- Calculus (1 semester)
- Statistics (e.g., ECON 1500: Economic Statistics)
- ECON 1010: Principles of Macroeconomics
- ECON 1020: Principles of Microeconomics
- ECON 3010: Intermediate Microeconomic Theory

Students should apply in Round 1 of the MBA application cycle (typically early October) of the junior year, and early application and a standardized test score (e.g., GMAT, GRE) are recommended. Acceptance into the five-year program is extremely competitive and requires advanced standing earned in undergraduate courses. Being deficient in full-time work experience, the 3+2 dual-degree student must enhance his or her portfolio with an internship and outstanding academic performance, and also show a strong commitment to a rigorous business education. The Summer Business Institute (Accelerator), as administered by OSGM, is strongly recommended for 3+2 applicants prior to matriculating at OSGM. The successful applicant will bring an accomplished academic record (normally a 3.3 GPA or better), satisfactory internship or work experience, an ability to articulate preparedness for the work environment, and a strong endorsement from Vanderbilt faculty.

Students who are accepted to the 3+2 dual-degree program will remain registered as B.Mus.Arts students through fall of senior year, and will register as OSGM students in spring of senior year. Academically, students will take a full load of business courses both in fall and spring of senior year while completing the final B.Mus.Arts degree requirements.



Students are subject to normal OGSM admission requirements, and no student is assured of admission to OGSM by virtue of completion of the requirements listed above. Students who are accepted will be registered in OGSM for four semesters (**a minimum of 62 hours**). In the fall semester of the senior year, OGSM courses approved by Blair may be counted toward completion of the undergraduate degree. Upon acceptance to OGSM, students should contact the OGSM Office of Academic and Student Affairs for an advising appointment.

**Tuition and Financial Aid:** The scholarship or other financial aid commitment of Blair will not be continued automatically beyond the seventh semester for students enrolled in the dual-degree program. Eighth-semester financial aid is the student's responsibility. Students should notify OGSM with their application if they are interested in being a candidate for an OGSM scholarship during their MBA studies. Early application is recommended. Need-based aid will still apply. Students pay tuition to the undergraduate school for the fall semester of their fourth year, after which all tuition is paid to OGSM (and reflects graduate school tuition rates). Blair will waive fees for the required performance instruction during spring of the fourth year to facilitate completion of the B.Mus.Arts degree requirements. Students must complete a minimum of 62 credit hours at OGSM over four semesters. Fifteen hours (normally in fall of the senior year) of OGSM courses approved by Blair may be counted toward completion of the undergraduate degree. Students with questions may contact Liz Scowden (liz.scowden@vanderbilt.edu) in the OGSM Office of Academic & Student Affairs.

**Planning for the Program:** Students interested in this dual-degree program must meet with Blair Associate Dean Melissa Rose early in their B.Mus.Arts curriculum for advice on planning undergraduate studies to meet the MBA program requirements.

### **MMHC Academic Award**

The DEAN'S AWARD FOR ACADEMIC EXCELLENCE IN THE MASTER OF MANAGEMENT IN HEALTH CARE is presented annually to a graduating student from the Master of Management in Health Care program who has achieved the strongest record in personal, professional, and academic performance in meeting the requirements of the degree.

### **MSF Academic Awards**

The DEAN'S AWARD FOR ACADEMIC EXCELLENCE IN THE MASTER OF SCIENCE IN FINANCE is presented annually to a graduating student from the Master of Science in Finance program who has achieved the strongest record in personal, professional, and academic performance in meeting the requirements of the degree.

OWEN SERVICE AWARD is presented to graduating students who have demonstrated outstanding effort and energy in leadership and community involvement and passion for student life. The awards are reserved for students who unselfishly focus on making the Owen Graduate School of Management a better place for everyone.

### **MSF Dual Degree Program**

MSF/JD

Vanderbilt Law School students may apply to the dual-degree program in finance and law in their second year of law school. Successful candidates would be accepted into the MSF/JD in the spring/summer of their second year at the Law School for admittance to OGSM in the fall of their third year. Students would spend much of their third year at OGSM in order to prepare them for certain specialties, such as transactional law. Students graduate at the end of their third year with both a Master of Science in Finance and a Juris Doctor. Students who are interested in this program should contact the Law School.

Curriculum Requirements

<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>ORIENTATION &amp; MOD 0</b>		
MGT 6401	Financial Economics I	2
<b>MOD I</b>		
MGT 6311	Introduction to Financial Accounting	2
MGT 6402	Financial Economics II	2
MGT 6403	Econometrics I	2
MGT 6405	Financial Modeling	2
<b>MOD II</b>		
MGT 6431	Corporate Valuation	2
MGT XXXX	Elective	2
MGT XXXX	Elective	2
MGT XXXX	Elective	2
MGT XXXX	Elective	2
<b>MOD III</b>		
MGT XXXX	Elective	2
<b>MOD IV</b>		
MGT XXXX	Elective	2
<b>Total Required Course Credit Hours</b>		<b>24</b>

**ELECTIVES**

MSF/JD students are required to take 12 credit hours of finance electives, which are listed below. Note that not all classes are offered in every module.

Course Number	Course Title	Credit Hours
MGT 6432	Corporate Financial Policy	2
MGT 6433	International Financial Markets and Instruments	2
MGT 6435	Applied Investment Management	2
MGT 6436	Bond Markets	2
MGT 6514	Accounting for Mergers and Acquisitions	2
MGT 6530	Mergers and Acquisitions	2
MGT 6531	Venture Capital and Private Equity (Short Course)	1
MGT 6533	Derivatives Markets	2
MGT 6534	Investing in Big Data and Analytics	2
MGT 6535	Derivative Securities Valuation	2
MGT 6537	Corporate Restructuring for Distressed Firms (Short Course)	2
MGT 6632	Investing in Machine Learning	2
MGT 6636	Financial Institutions	2
MGT 6637	Corporate Restructuring for Non-Distressed Firms (Short Course)	2
MGT 6639	Entrepreneurial Finance	2

MSF/JD students may take a maximum of one of the following electives with approval of the MSF program director:

MGT 6437	Real Estate Financial Analysis	2
MGT 6438	Real Estate Investment and Development	2
MGT 6439	Advanced Real Estate Valuation	2

## Owen Graduate School of Management (OGSM) Academic Policies

The expectations and responsibilities in this section apply to all OGSM students.

### Professional Standards

OGSM students are expected to meet standards of personal and professional integrity. This Catalog is designed to acquaint OGSM students with the expectations of them and their responsibilities as members of the university community. This Catalog is available online on OwenCentral or through the Office of the University Registrar's website. It is the student's responsibility to become aware of this Catalog's contents. Lack of awareness of a policy or regulation is not an acceptable excuse for failure to observe it.

### The Honor System and the OGSM Honor Code

Vanderbilt students are bound by the Honor System inaugurated in 1875 when the university opened its doors. Fundamental responsibility for the preservation of the system inevitably falls on the individual student. It is assumed that students will demand of themselves and their fellow students complete respect for the university Honor System. OGSM students are expected to become familiar with the university Honor System described in the *Vanderbilt Student Handbook*, available at [vanderbilt.edu/student\\_handbook](http://vanderbilt.edu/student_handbook).

Graduate and professional students are subject to the jurisdiction of the student body that implements the Honor System in the graduate and professional schools. OGSM students are bound by regulations beyond those cited in the *Student Handbook*. These regulations affect their studies and require observance of the OGSM Honor Code, available at [business.vanderbilt.edu/honor-code](http://business.vanderbilt.edu/honor-code). The student, by registration, acknowledges the authority of the OGSM Honor Council. OGSM students must be familiar with the OGSM Honor Code, have read it before Orientation, and sign a pledge of compliance.

### Student Conduct

Although the university values personal freedom, celebration, and recreation, the policies and regulations that apply to student conduct at Vanderbilt are also informed by principles that value the health, safety, and well-being of students and other members of the university community, as well as their academic and personal success. Standards for student conduct are derived from tradition and evolve with contemporary practice. Accordingly, grounds for action related to conduct are usually not made the subject of precise statement; when commonly held standards of conduct are broken, however, action must be taken for the good of the community. When students fail to meet university standards, they ultimately risk dismissal from the university.

The policies concerning student conduct matters can be found in the *Vanderbilt Student Handbook*, available at [vanderbilt.edu/student\\_handbook/student-conduct](http://vanderbilt.edu/student_handbook/student-conduct). Should a concern arise about whether an OGSM student has failed to meet the standards of personal and professional integrity, the matter will be brought to the attention of the Office of Academic & Student Affairs. In cases where the conduct of a student appears questionable, the Office of Academic & Student Affairs will advise the student at the earliest reasonable date and will counsel the student concerning applicable standards of conduct. The student will have the opportunity to be heard. Should the seriousness of the conduct warrant, the Office of Academic & Student Affairs will bring the concern(s) to the Office of Student Accountability.

### Good Standing

Students are considered to be in good standing if they have completed at least one module of course work, met all financial obligations, have not been dismissed due to an honor or conduct violation, have not reached the strike limit, and have at least a 3.0 cumulative grade point average.

### Student Records

Vanderbilt University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (also referred to as FERPA). This act affords matriculated students certain rights with respect to their educational records. The student's rights are listed in the *Vanderbilt Student Handbook*. Questions about the application of the provisions of the Family Educational Rights and Privacy Act should be directed to the Office of the University Registrar or to the Office of the General Counsel.

If a student believes the university has failed to comply with FERPA, he or she may file a complaint using the Student Complaint and Grievance Procedure as outlined in the *Vanderbilt Student Handbook*. If dissatisfied with the outcome of this procedure, a student may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920.

### Transcripts

Academic transcripts are supplied by the Office of the University Registrar on written authorization from the student. Details are available at [registrar.vanderbilt.edu/transcripts/index.php](http://registrar.vanderbilt.edu/transcripts/index.php). All students are assessed a one-time lifetime transcript fee of \$100.00 during their first semester. There is no additional fee for a transcript.

### Student Responsibility for Meeting Graduation Requirements

Students are encouraged to plan their course selection carefully, consult the Office of Academic & Student Affairs and the faculty when appropriate, and study the course offerings and advisory documents made available each module. Each student bears the responsibility for fulfilling the graduation requirements. The Office of Academic & Student Affairs and faculty are available for consultation, but no official approval of course schedules is required. The Office of Academic & Student Affairs conducts degree audits of student records to confirm all requirements have been satisfied before graduation.

### Registration

Registration for incoming students takes place in July and August. Continuing students register on dates specified each semester by the Office of Academic & Student Affairs and as assigned in YES (Your Enrollment Services, [yes.vanderbilt.edu](http://yes.vanderbilt.edu)). Detailed information on registration is on the Office of the University Registrar website, available at [registrar.vanderbilt.edu/registration/registration-info.php](http://registrar.vanderbilt.edu/registration/registration-info.php). A student whose registration choices are denied or altered (e.g., cancelled class, lack of prerequisite courses) may select alternate courses during the open enrollment registration period. It is the student's responsibility to ensure that their registration accurately reflects their intended enrollment. If a student's name does not appear on the instructor's roster, it is assumed that the student is not enrolled. Students will not be permitted to attend classes for which they are not enrolled or to visit classes on an ad hoc basis.

## Academic Calendar

The Owen Academic Calendar is set in the spring for the upcoming academic year. The calendar is posted on [Owen Central](#) and on the Office of the University Registrar [academic calendar page](#).

### Credit Hours

Credit hours are semester hours, e.g., a two hour course carries credit of two semester hours. One semester credit hour represents at least three hours of academic work per week, on average, for one semester. Academic work includes, but is not necessarily limited to, lectures, laboratory work, homework, research, class readings, independent study, internships, practica, studio work, recitals, practicing, rehearsing, and recitations. Some Vanderbilt courses may have requirements which exceed this definition. Certain courses (e.g., independent study, directed study, practica, internships, and special seminars) are designated as repeatable, as they contain evolving or iteratively new content. These courses may be taken multiple times for credit. If a course can be repeated, the number of credit hours allowable per semester will be included in the course description. For example, Independent Study and Directed Study courses may be repeated for a total of 6 credits; 1-2 credits per module; maximum of 6 credits total for all modules.

### Drop/Add Period

Changes may be made during the open enrollment period (scheduled after early registration) or the official change period (Drop/Add Period: the first two class days of each mod). These dates are published in YES and are confirmed by the Office of Academic & Student Affairs. A new course may be added to the student's schedule during the change period or the Drop/Add Period provided that the student does not already have a full course load (four classes) and that other registration requirements have been met (i.e., instructor permission if necessary, no class conflicts, prerequisites have been met). A course dropped during the Drop/Add Period does not show on a transcript. A course dropped after the Drop/Add Period is considered a course withdrawal.

### Academic Advising

The Office of Academic & Student Affairs assists students with registration, course selection and course load, specializations and concentrations, and any academic questions or problems that may arise.

### Class Attendance

Students are expected to attend all sessions of each class in which they are enrolled. Attendance is usually a factor in determining the final grade in a course. A student who fails to abide by the attendance policy set by the course instructor is subject to removal from the course. Moreover, students who miss the first day of an elective class are at risk of being withdrawn from the roster, regardless of whether or not the class has a waiting list. If a class has a waiting list, and another eligible student is ready to enroll in the class, the student who missed class is subject to being dropped from the class immediately and replaced with the waitlisted student. The last day before and the first day after an official holiday are considered to be the same as any other day on which classes are scheduled. Assignments are made for classes scheduled on these days, and tests may be given in them. Students must take this fact into account when making travel plans.

### Auditing Courses

Auditing a course is subject to the following conditions:

1. Consent of the instructor before the end of open enrollment.
2. The instructor sets the conditions under which a course may be audited. Failure to meet those conditions is justification for withdrawal of the audit designation.
3. Audits carry no grade. No grade is recorded for a course that has been audited, although the course will appear on the student's transcript.
4. Grading status may not be changed after open enrollment ends (i.e., an audited course cannot be changed to a graded course or vice versa).
5. Auditing is not permitted for courses with a waitlist.

### Course Withdrawal

A student may withdraw from an elective course after the Drop/Add Period and prior to the deadline for withdrawal published by the Office of Academic & Student Affairs—the second class day of the module—with no mark on the record. Students may not voluntarily withdraw from core courses. The grade of W is assigned to a

student who seeks to withdraw from a course after the drop deadline. Permission to withdraw from a course may be denied for good reason, e.g., if a student is part of a team and has accepted responsibility for group work or a presentation. No withdrawals are permitted after the exam period opens. W grades are not calculated in a student's grade point average.

#### Examinations

Each module is followed a reading day and an official exam period. The exam is considered part of the course, and students will not be excused from exams in order to accommodate premature travel plans. All students must take the exam at the scheduled time, as OGSM does not publish an alternate exam schedule. Students who miss their final exams will be assumed to have defaulted, and the grade of F will be assigned if the student could not pass the course even with the final exam. All examinations are conducted under the honor system. The exam schedule is distributed during the third week of the module.

#### Incomplete Grades

An incomplete (I) is given only under extenuating circumstances beyond the control of a student that prevent a student from meeting all course requirements and only when a significant body of satisfactory work has been completed. The I is not intended as a replacement for a failing grade, nor will it be given to a student who defaults on a final examination. The request for an incomplete is generally initiated by a student and must be approved by the instructor. The instructor may initiate the assignment of an incomplete if warranted by a student's extenuating circumstances. These circumstances do not include leaving campus to go home before the exam period ends or embarking on a school-related trip. In assigning the grade of I, the instructor specifies (a) a default grade that counts the missing work as zero and (b) a deadline by which the missing work must be submitted. That deadline must be no later than the end of the next regular module in residence, assuming a student is able to return to school for the next module. The incomplete can be extended beyond the deadline only if the instructor and the Office of Academic & Student Affairs determine that an extension is warranted. If the required work is submitted by the deadline for removing the incomplete, the I will be replaced by the grade earned. If the work is not completed by the deadline, the default grade will become the permanent grade for the course.

#### Course Evaluations

Ten minutes of class time is provided at the beginning of each course in the seventh (last) week of the module for completing course evaluations. The online course evaluation system has automatic reminders customized to each student. Student feedback is essential both to instructors and to the OGSM administration. Course evaluations are managed by the Office of the Dean in conjunction with the Vanderbilt University Course and Teaching Evaluation team (<https://www.vanderbilt.edu/course-teaching-evaluations/>). If students have questions about evaluations or have system/access difficulties, they should contact those departments.

#### Online Course Materials (Brightspace)

Online course materials are maintained only for the duration of the course. Prior to the end of the final examination period each term, please download or print material you want to retain for future reference.

#### Walker Management Library

The [Walker Management Library](#) is focused on providing graduate-level business resources for student academic and career success. Librarians work with students to access premium business information and use tools for data analysis.

#### Courses Taken Outside the OGSM Graduate School of Management

Courses taken outside of OGSM must be pre-approved by the Office of Academic & Student Affairs and are recorded on the OGSM transcript as Pass/Fail. The minimum grade to qualify as passing is a C or its equivalent. Courses taken on exchange or at Vanderbilt should be at graduate level and must be pre-approved by the Office of Academic & Student Affairs. Language courses taken in Vanderbilt's College of Arts and Science must be intermediate level or above in order to potentially qualify for OGSM credit. Undergraduate courses should typically be audited, as undergraduate courses taken for credit will not count toward graduation hours at OGSM.

#### Non-OGSM Students in OGSM Courses

Enrollment in OGSM courses is restricted to students who are registered in postbaccalaureate degree programs, on a space-available basis. Students in undergraduate degree programs at Vanderbilt are not eligible to take courses at OGSM unless they are concurrently enrolled as a first-year OGSM student in the BA/MBA dual-degree program.

#### Prior Degrees

It is the policy of Vanderbilt University to verify prior educational credentials for all admitted students who intend to matriculate. All matriculated students must provide official copies of transcripts and any other required supporting documentation to Vanderbilt University as part of the prior degree verification process. The Office of the University Registrar will review transcripts and other supporting documentation for authenticity and to confirm degrees earned prior to matriculation at Vanderbilt. Offers of admission are contingent on a student providing the required documentation.

Effective Spring 2022, incoming students will not be permitted to register for classes until they have provided the required evidence of prior degrees. Students for whom the Office of the University Registrar is unable to verify prior degrees may be subject to dismissal from the university.

#### Financial Obligations and Consequences

Any student with a past due balance on his/her student account will not be permitted to attend classes for any module. The payment deadline for Fall Semester charges is August 31. If the student's account is not paid by August 31, the student may not be allowed to register or attend classes. In addition, the student's access to other resources and services at OGSM, and at Vanderbilt University, may also be revoked. Furthermore, any balance not paid by the payment deadline will be subject to late payment fees.

Transcripts and diplomas of graduating students will not be released until all indebtedness to the university is cleared.

#### Owen Honors

Owen Honors is an academic distinction that rewards outstanding scholarship and accomplishment and fosters integrity in the conduct of business operations. To be eligible for Owen Honors, students must rank in the top 20 percent of their graduating class. Students in good standing are selected on the basis of their cumulative academic record.

#### Performance Expectations and Strike Limits

Students are expected to maintain good standing. Students who are consistently at the lower grade levels are encouraged to seek extra help to improve their performance. OGSM uses a strike system to evaluate academic performance.

For courses that earn 2 credit hours, each F grade earned counts 1 strike, and each LP (Low Pass) grade or its equivalent (B- in the Accounting program) earned counts  $\frac{1}{2}$  strike. For courses that earn 1 credit hour, each F grade earned counts  $\frac{1}{2}$  of a strike and each LP grade or its equivalent (B- in the Accounting program) earned counts  $\frac{1}{4}$  of a strike. The student will be dismissed if he/she has accumulated:

2 strikes at the end of Mod I or

2.5 strikes at the end of Mod II or

3 or more strikes at any time.\*

In the event that a student reaches the strike limit, he/she will be dismissed from the program. The student will be withdrawn from any remaining courses on his/her schedule and will not have the option to re-take the failed course(s).

\*See EMBA/AMBA sections for the application of the strike system in these two executive MBA programs which are on a semester system.

#### Failure of a Course

A required course that is failed must be re-taken the next time it is offered at OGSM. The original failing grade will remain on the transcript, but, upon successful completion of the course, the grade F will not be calculated in

the cumulative GPA total. The strike associated with a successfully repeated failed course will continue to accumulate as part of the student's academic record. Thus, successfully completing a failed course does not remove the strike from the student's academic record. If the failed required course is not offered again during the student's traditional residency period, he/she may petition the Student Achievement Committee for a suitable alternative for completion of the graduation requirement. Students may be required to remain at OGSM beyond their original graduation date in order to meet their graduation requirements.

An elective course that is failed may be re-taken at OGSM; the original failing grade will remain on the transcript, but, upon successful completion of the course, the grade F will not be calculated in the cumulative GPA. Instructors may, at their discretion, alter the course requirements for students who repeat a failed course.

#### Leave of Absence

Students who are temporarily unable to continue their course of study or who, for personal reasons, need to leave school temporarily must request a leave of absence. The request must be made in writing and addressed to the Office of Academic & Student Affairs. Leaves are granted on a case by case basis after a student has been in attendance for one module. Leaves require approval and are permitted for one semester or one academic year if the student is in good standing, has no disciplinary actions or honor code violations pending, and has met his or her financial obligation.

Students placed on leave of absence are required to keep the Office of Academic & Student Affairs informed of their plans to return to school. Students on leave who wish to return must inform the school of their plans no later than July 1 for the fall semester or November 1 for the spring semester. In consultation with the Student Achievement Committee, the Office of Academic & Student Affairs may extend a leave of absence.

The grade of W will be applied to courses that are not completed when a student has an approved leave of absence. Courses that are not completed due to an unapproved absence will result in the grade of F.

The policies concerning withdrawal for medical or emotional reasons can be found in the *Vanderbilt Student Handbook*, available at [vanderbilt.edu/student\\_handbook/university-policies-and-regulations](http://vanderbilt.edu/student_handbook/university-policies-and-regulations).

#### Student Complaint and Grievance Procedure

If a student has a grievance, the student should first discuss their concerns regarding an instructor or a course with the instructor involved. If further discussion is needed, the instructor may consult with the teaching assistants. If the problem still persists, the student should make an appointment with the Senior Associate Dean for the Faculty. The Senior Associate Dean may encourage the student to make an appointment with the Director of the Office of Academic & Student Affairs. The Director of the Office of Academic & Student Affairs will discuss the issue with the Senior Associate Dean and, if appropriate, make an appointment for the student to meet with the Senior Associate Dean. Prior to the appointment with the Senior Associate Dean, the student should send a written statement of the problem or grievance.

#### Dismissal

Students who discontinue class attendance without a leave of absence, students who fail to register for a subsequent semester's work without a leave of absence, and students on a leave of absence who fail to return to OGSM following the period of approved leave without requesting and receiving an extension, will be dismissed. In order to return, such students must reapply for admission and, if applicable, financial aid.

Students who do not meet their financial obligations to the university are also subject to dismissal. In addition, as noted under the Performance Expectation and Strike Limits section, students who reach the strike limit will be dismissed from the program.

#### Refunds of Tuition Charges

University policy for the refund of tuition charges provides a percentage refund based on the time of withdrawal. Students who withdraw officially or who are dismissed from the university may be entitled to a partial refund in accordance with the established refund schedule, available at [vanderbilt.edu/stuaccts/graduate/withdrawal-](http://vanderbilt.edu/stuaccts/graduate/withdrawal-)



[schedule.php](#). If a student has already earned a grade or grades for the semester, then a refund will typically not be granted.

Requests for refunds must be made before the last day of classes of the semester in which the student was enrolled.

Fees and charges for books and materials are not refundable. Insurance coverage is generally non-refundable.

#### Accreditation

Vanderbilt University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's, master's, professional, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call (404) 679-4500, or visit [sacscoc.org](http://sacscoc.org) for questions about the accreditation of Vanderbilt University. Please contact the commission only in relation to Vanderbilt's noncompliance with accreditation requirements. Normal inquiries about admission requirements, educational programs, and financial aid should be directed to the university. OGS is accredited by the AACSB. Visit [owen.vanderbilt.edu/about-us/facts-and-stats.cfm](http://owen.vanderbilt.edu/about-us/facts-and-stats.cfm).

#### Commencement

All requirements for graduation must be met before a student may participate in the ceremony. Students who are unsure whether they have fulfilled all requirements should contact the Office of Academic & Student Affairs during Mod III. Official graduation dates at Vanderbilt are May, August, and December of each year. A student completing degree requirements in the summer or fall semester will be invited to participate in the following May Commencement. Official Vanderbilt regalia is required for all graduates, and ordering instructions are provided to students in March of each year.

## Specializations

Specializations are focused course tracks for students desiring an in-depth study of the functional area for their chosen career. Specializations are prescribed by area faculty. Specializations typically require 20 credit hours of course work. The 20-credit-hour requirement represents the 12 credit hours earned in the related concentration plus an additional eight hours. The course requirements for each specialization are provided in this section. In planning course work, it should be noted that not every course is offered every year; for clarification, please check the Courses of Study section and consult with the Office of Academic & Student Affairs.

The following specializations are offered:

[Brand Management](#)

[Corporate Finance](#)

[Human and Organizational Performance](#)

[Investment Management](#)

## Life at Vanderbilt

### Accommodations for Students with Disabilities

Student Access provides accommodations to students with disability-related limitations. Common accommodations include, but are not limited to, extended time for testing, assistance with locating sign language interpreters, audio textbooks, physical adaptations, supplemental notes, and reading services. Students may also request accommodations related to housing, dining, and transportation. Accommodations are determined on an individual, case-by-case basis. Specific concerns pertaining to student accommodations or access on campus should be directed to the Office for Student Access ([studentaccess@vanderbilt.edu](mailto:studentaccess@vanderbilt.edu)) or by calling (615) 343-9727. For additional information please visit the Student Access website: [vanderbilt.edu/student-access](http://vanderbilt.edu/student-access).

### Bishop Joseph Johnson Black Cultural Center

The Bishop Joseph Johnson Black Cultural Center provides educational and cultural programming designed to highlight the history and cultural experiences of African Americans. Initially referred to as “the Afro House,” in 1984, the center was named in honor of the first African American student admitted to Vanderbilt University in 1953, Bishop Joseph Johnson (B.D. ’54, Ph.D. ’58). The BCC activities focus on providing student support and development, campus enrichment, and community engagement.

#### Student Support and Development (Inclusion)

One of the major aims of the BCC is student support and development. To accomplish this objective, the BCC offers student-driven programming, mentoring initiatives, organizational meeting spaces, service opportunities, and leadership skills training. The BCC also serves as a haven for students, with opportunities for informal fellowship with other students of all levels and backgrounds as well as with faculty and staff.

#### Campus Enrichment (Diversity)

With campus programming focused on Africans and African Americans, the BCC enriches the overall campus environment by promoting intercultural competence. Specifically, the BCC works with numerous campus partners to sponsor lectures, musical performances, art exhibitions, films, and discussions on African and African American history and culture.

#### Community Engagement (Equity)

Additionally, the BCC engages in community outreach and service by working with various civic and cultural groups in the Nashville area. Through community programs and by supporting students as they tutor and mentor young people from underserved areas in the city, the BCC advocates for social justice and equity on campus and in the larger community.

The BCC is located in the center of campus directly behind Buttrick Hall and across from the main campus mailroom. For more information, please call (615) 322-2524 or visit [vanderbilt.edu/bcc](http://vanderbilt.edu/bcc).

### **David Williams II Recreation and Wellness Center**

Vanderbilt’s David Williams II Recreation and Wellness Center is a fully functioning facility for Vanderbilt students, faculty, and staff.

More than two-thirds of Vanderbilt students utilize program spaces such as fitness rooms, participate in club sports, intramurals, group fitness classes, and many more of the student program offerings. The variety of programs available for meeting students’ diverse interests include over 30 club sports teams, and intramural sports such as softball, flag football, basketball, table tennis, and soccer.

The facility features a 289,000-square-foot layout that houses four full-sized courts for basketball, volleyball, and badminton; five racquetball and two squash courts; four-lane bowling alley; five group fitness classrooms; more than 14,000 square feet of weight and fitness room space; rock-climbing wall; seven multipurpose rooms; and an indoor field house featuring 120-yard turf field surrounded by a 300-meter track. The exterior surroundings include more than seven acres of field space, including three natural grass fields and one turf field.

There is a diverse selection of group fitness classes offered weekly, and a variety of wellness offerings that students can benefit from such as healthy eating through Vandy Cooks and personalized nutrition coaching.

If you are seeking outdoor adventure, you can create your own adventure trip with tips and gear from the outdoor rental center.

**The Student Services fees** support our facilities, fields, and programs (see Financial Information). Student

spouses must also pay a fee to use the facilities.

For additional information, please visit us at [vu.edu/vandyrec](http://vu.edu/vandyrec).

## **Follett Higher Education at Vanderbilt**

The Vanderbilt University Bookstore is operated by Follett Higher Education and is located at 2525 West End Avenue. This bookstore offers textbooks (new, used, digital, and rental), computers, supplies, dorm accessories, licensed Vanderbilt merchandise, and best-selling books.

The bookstore features extended hours of operation and hosts regular special events. Free customer parking is available in the 2525 garage directly behind the bookstore. For more information, visit [bkstr.com/vanderbiltstore](http://bkstr.com/vanderbiltstore) or call (615) 343-2665.

## **Inclusive Excellence**

Diversity, inclusion, and community engagement are essential cornerstones of Vanderbilt's commitment to equity and trans-institutional discovery and learning. The Office for Inclusive Excellence has as its mission to work in partnership with members of the Office of the Provost and Vanderbilt colleges and schools to ensure that we advance the success and affirmation of all students and faculty. The Office for Inclusive Excellence oversees and establishes strategic initiatives to promote academic success, professional and cultural education, and inclusivity and belonging. Visit [vanderbilt.edu/inclusive-excellence](http://vanderbilt.edu/inclusive-excellence) for more information.

## **International Student and Scholar Services**

ISSS advises and supports international students and scholars attending Vanderbilt. Through advising appointments, workshops, and programming, ISSS facilitates the understanding of a student's non-immigrant status and what is needed to maintain it. ISSS is responsible for overseeing, monitoring, and reporting international student and scholar data through SEVIS to the Department of Homeland Security, along with staying abreast of immigration policy and regulations and reconciling student and government databases. The office works with campus partners to raise awareness throughout the Vanderbilt community of issues important to international students and scholars. Additionally, ISSS provides programming and person-centered advising to help students and scholars during their transition to Vanderbilt and throughout their time here. For additional information on ISSS services, visit [vanderbilt.edu/issv](http://vanderbilt.edu/issv).

## **Margaret Cuninggim Women's Center**

The Margaret Cuninggim Women's Center leads co-curricular campus initiatives related to women's and gender issues. The center partners with many departments, programs, and individuals across campus to raise awareness about the ways in which gender shapes and is shaped by our lived experiences. Because its aim is to make the Vanderbilt community more inclusive and equitable, the center encourages all members of the Vanderbilt community to take part in its events and resources.

The Women's Center celebrates women and their accomplishments and fosters empowerment for people of all identities. The center offers education, support and advocacy around a variety of issues, including gender stereotyping, gender equity, leadership, parenting, body image, disordered eating, pregnancy and reproduction, sexual health, and more. The Women's Center is open Monday through Friday, 8:00 a.m. to 5:00 p.m. and is located at 2304D Vanderbilt Place, Franklin House. For more information, please call (615) 322-4843, email [womenctr@vanderbilt.edu](mailto:womenctr@vanderbilt.edu), or visit [vanderbilt.edu/womenscenter](http://vanderbilt.edu/womenscenter).

## **Nondiscrimination, Anti-Harassment, Anti-Retaliation, and Sexual Misconduct**

The Title IX Office ([vanderbilt.edu/title-ix](http://vanderbilt.edu/title-ix)) and/or the Equal Opportunity and Access Office ([vanderbilt.edu/ea](http://vanderbilt.edu/ea)) investigate allegations of prohibited discrimination, harassment, and retaliation involving members of the Vanderbilt community. This includes allegations of sexual misconduct and other forms of power-based personal violence. Mary Roy is Vanderbilt's Title IX coordinator.

If you believe that a member of the Vanderbilt community has engaged in prohibited discrimination, harassment, or retaliation, please contact the Equal Opportunity and Access Office. If the offense is criminal in nature, you may file a report with Vanderbilt University Police Department.

The Title IX Office also facilitates the provision of supportive measures and other accommodations for students affected by sexual misconduct and power-based personal violence. Some examples of these supportive measures are no contact orders, adjusted course schedules, and housing changes.

Specific concerns pertaining to prohibited discrimination, harassment, or retaliation should be directed to the Equal Opportunity and Access Office at (615) 343-9336. Allegations of sexual misconduct and other forms of power-based personal violence, should be directed to the Title IX Office at (615) 343-9004.

## **Office of LGBTQI Life**

The Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI) Life office is a welcoming space for individuals of all identities and a resource for information and support about gender and sexuality. LGBTQI Life serves the entire Vanderbilt community through education, research, programming, support, and social events. The office also serves as a comfortable study and socializing space, as well as a connection point to the greater Nashville LGBTQIA+ community. In addition, LGBTQI Life conducts tailored trainings and consultations for the campus and community. The Office of LGBTQI Life is located in the K. C. Potter Center, Euclid House, 312 West Side Row. For more information, please visit [vanderbilt.edu/lgbtqi](http://vanderbilt.edu/lgbtqi).

## **Office of the University Chaplain and Religious Life**

The Office of the University Chaplain and Religious Life provides opportunities to explore and practice religion, faith, and spirituality and to more deeply understand one's personal values and social responsibility via educational programming, encounters with various faith perspectives, and engagement with religious and spiritual communities. The office welcomes and serves all students, faculty, and staff and provides an intellectual home and ethical resource for anyone in the Vanderbilt community seeking to clarify, explore, and deepen understanding of their lives and/or faith.

Recognizing the importance of exploring one's faith in community, the office facilitates opportunities for individuals of a shared faith to worship/practice their particular religious tradition. Whether guided by one of our affiliated chaplains or a student-run religious organization, these groups foster a sense of community and common values. For a complete listing of campus religious groups, resources, services, and programming opportunities, visit [vanderbilt.edu/religiouslife](http://vanderbilt.edu/religiouslife).

## **Official University Communications**

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 officials, will be sent to students' Vanderbilt email addresses: `user.name@vanderbilt.edu`. Students are required to be familiar with the contents of official university notifications, and to respond to instructions and other official correspondence requiring a response. Some messages will include links to the YES Message Center, which is a secure channel for official communication of a confidential nature. However, students should not wait to receive such a message, and should check YES frequently to remain current on official, confidential communications.

The university makes 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.

## **Project Safe Center**

The Project Safe Center partners with students, faculty, and staff to create a campus culture that rejects sexual violence and serves as a resource for all members of the Vanderbilt community. The Project Safe Center provides

support to survivors of intimate partner violence and engages the campus community in prevention of sexual assault, dating violence and domestic violence, and stalking.

Bystander intervention training, an online education module addressing sexual violence, and a variety of programs and presentations on consent, healthy relationships, and violence prevention are available through the Project Safe Center. A 24-hour support hotline answered by Project Safe's victim resource specialists is available at (615) 322-SAFE (7233).

The Project Safe Center, located at 2304H Vanderbilt Place (in the Cumberland House along West Side Row), is open for drop-in appointments Monday through Friday, 8:00 a.m. to 5:00 p.m.

For more information, please call (615) 875-0660 or visit [vanderbilt.edu/projectsafe](http://vanderbilt.edu/projectsafe).

## **Schulman Center for Jewish Life**

The 10,000-square-foot Ben Schulman Center for Jewish Life is the home of Vanderbilt Hillel. The goal of the center is to provide a welcoming community for Jewish students at Vanderbilt and to further religious learning, cultural awareness, and social engagement. Vanderbilt Hillel is committed to enriching lives and enhancing Jewish identity. It provides a home away from home, where Jews of all denominations come together, united by a shared purpose. The Schulman Center is also home to Grin's Cafe, Nashville's only kosher and vegetarian restaurant. For further information about the Schulman Center, please call (615) 322-8376 or email [hillel@vanderbilt.edu](mailto:hillel@vanderbilt.edu).

## **Student Care Network**

The Student Care Network is a holistic network of services and resources pertaining to health and wellness available to all Vanderbilt University students. Primary offices include Student Care Coordination, the University Counseling Center, the Student Health Center, and the Center for Student Wellbeing. Students also have access to a wide range of additional on-campus, virtual, and community resources through the Student Care Network - from the Vanderbilt Recreation and Wellness Center to the Project Safe Center - and a variety of community providers. To facilitate finding resources, students may refer to the Student Care Network website: [vanderbilt.edu/studentcarenetwork/](http://vanderbilt.edu/studentcarenetwork/), or contact Student Care Coordination at [vanderbilt.edu/carecoordination/](http://vanderbilt.edu/carecoordination/).

Medical Notification Policy

### **Absences & Coursework Adjustments - Dean's Notification**

A Dean's Notification is provided to faculty when a student (1) has a serious illness, injury, or medical treatment or (2) is involved in a personal matter necessitating supportive measures to restore or preserve access to the University's educational programs and activities and (3) either situation is not reasonably likely to resolve immediately. An appropriate University official working directly with the student—including, but not limited to, staff from Student Care Coordination (SCC), the University Counseling Center (UCC), the Student Health Center (SHC), Residential Experience, Project Safe, and the Title IX Office—must make the determination that the situation qualifies for a Dean's Notification. Upon making that determination, the official will notify SCC or the Title IX Office, as appropriate, to coordinate with the student's academic dean to formally request that instructors adjust coursework or absence policies. Alternatively, academic deans will apply the same analysis when a student directly approaches them with a request and may consult with SCC. It is the instructor's prerogative to determine what, if any, adjustments are appropriate.

Dean's Notifications are not reasonable accommodations as issued by Student Access, nor should they be used in lieu of a leave of absence. Dean's Notifications generally expire no later than two weeks after notice is sent by the academic dean to instructors. Adjustments needing more than two weeks should be evaluated by the appropriate University official to determine if accommodations or a leave of absence is more appropriate. Supportive measures issued by the Title IX Office may be extended beyond the initial two-week period on a case-by-case basis.

## ***Absences & Coursework Adjustments - Minor Illnesses & Routine Appointments***

Vanderbilt University expects students to be honest with their instructors about their ability to attend class and/or complete course work, and asks instructors to work with students on these issues. Therefore, the primary offices of the Student Care Network (SCC, UCC, SHC, and Center for Student Wellbeing (CSW)) do not provide notes for minor illnesses or routine appointments that may lead to missed classes and/or a delay in completion of assignments. Instead, the primary offices provide students with cards documenting visits to their office, which student may use in discussion with their instructors regarding absences and/or missed work to demonstrate that they sought care for a medical issues. The reason for the visit and any details of minor illnesses or routine appointments are not provided on the card. A student's right to privacy, particularly as it relates to medical information, is one of the important issues that guides this policy. In addition, since there is great variability in each student's response to minor illnesses, the primary offices cannot always predict which students will miss assignments and/or classes in response to such ailments. Honest communication between students and their instructors can better address these situations.

For more serious illnesses or medical emergencies resulting in absences or missed coursework, refer to the [Dean's Notification section](#).

### Student Care Coordination

The [Student Care Coordination](#) is committed to supporting undergraduate, graduate, and professional students in successfully navigating life events related to academic stress and/or medical, mental health, and/or other personal concerns that may interfere with a student's ability to achieve their academic and personal goals. This team of Student Care Coordinators are often the central and first point of contact for students to help identify needs and determine the most appropriate resources in Vanderbilt's Student Care Network and in the Nashville community to address concerns. Student Care Coordinators collaborate with students to develop a student success plan, share education about and facilitate connections to appropriate on and off-campus resources, and provide accountability through supportive follow up meetings. Student Care Coordinators work closely with campus partners, including the Center for Student Wellbeing, the University Counseling Center, the Student Health Center, the Office of Housing and Residential Experience, and faculty and staff to help maintain the safety and health of Vanderbilt students.

In addition, Student Care Coordination supports the Campus Assessment, Response, and Evaluation (CARE) Team and Welfare Panel and coordinates support for students returning from medical leaves of absence. Student Care Coordination's goal is for students to have the right support, in the right place, at the right time. Information about scheduling an appointment with Student Care Coordination is available at [vanderbilt.edu/carecoordination/](http://vanderbilt.edu/carecoordination/).

### Confidentiality

Though staff typically have a background in mental health services, it is important to understand that work with a Student Care Coordinator is not counseling or therapy. The services of Student Care Coordination fall under the Family Educational Rights and Privacy Act (FERPA). This means the content of meetings with a Student Care Coordinator will be kept private to the extent possible; however, information may be shared on a need-to-know basis with appropriate personnel within Vanderbilt University in order to coordinate and provide you with the best care. If it is necessary to share information with off-campus providers or others, you will be asked to sign a written release.

### Student Health Center

The Student Health Center provides primary care and some specialty services for students. Services include routine medical care, chronic disease management, office-based gynecology, travel medicine, nutrition services, and sports medicine. The Student Health Center also has a lab and can perform some office-based tests and can also send samples to the Vanderbilt Medical Center laboratory as needed.

The Student Health Center's hours of operation are posted on the center's website: [yumc.org/student-health/about-center](http://yumc.org/student-health/about-center). Students seeking treatment should call ahead at 615-322-2427 to schedule appointments. Online appointments are available for most types of appointments: [yumc.org/student-health/online-appointments](http://yumc.org/student-health/online-appointments). Telemedicine appointments are also available for some types of visits.

Students with urgent issues will be seen on a "same-day" basis, and if no appointment time is available, will be worked in on a "first-come, first-served" basis, and triaged according to severity of illness.

Emergency on-call consultation services are available at 615-322-2427, 24 hours a day, seven days a week. More detailed information about services and health related topics may be found at the Student Health Center website: [yumc.org/student-health/](http://yumc.org/student-health/).

### Immunization Requirements

The State of Tennessee requires certain immunizations and tuberculosis screening for all students (undergraduate, graduate, and professional). ***Students not in compliance with these mandated immunizations and tuberculosis screening will NOT be allowed to register for classes.*** Waivers for required vaccines may be granted for religious or medical reasons. Waiver requests are reviewed by the Student Health Center and the Title IX and Student Discrimination Office or Student Access Services. Instructions for providing waiver request documentation can be found on the immunizations requirements website: [yumc.org/student-health/immunization-requirements-new-students](http://yumc.org/student-health/immunization-requirements-new-students).

Immunization requirements include:

1. **Meningococcal meningitis vaccine (one injection after age 16)** for all incoming students living in on-campus housing.
2. **Measles, mumps, and rubella (2 injections)** for all incoming students.
3. **Varicella vaccine (two injections)** for all students who have not had documented chickenpox or bloodwork proof of immunity.
4. **Tuberculosis screening**, which includes on on-line risk assessment followed by blood testing or skin testing when indicated.

All incoming students must upload a Student Health Center Immunization and Tuberculosis Screening Requirements form. Instructions and further information are located on the immunizations requirements website: [yumc.org/student-health/immunization-requirements-new-students](http://yumc.org/student-health/immunization-requirements-new-students). The completed Immunization and Tuberculosis Screening Requirements form must be uploaded to the Student Health Center immunization portal by May 15, 2022. The form also collects important health history information that enables the Student Health Center staff to better serve individual student needs.

### Charges

There are no office-visit co-pays for most routine visits, but students will incur small charges for some medications that are dispensed; there are also small co-pays associated with some office procedures or specialty visits (such as colposcopy). Many of the supplies, medications or in-house lab tests are free of charge. If charges are incurred, credit cards and the Commodore Card may be used for payment at the Student Health Center.

Any lab tests not performed at the Student Health Center are sent to the Vanderbilt University Medical Center and are billed to the student's health insurance company by the Medical Center. In addition, when a student is referred to a specialist outside of the Student Health Center, charges incurred are billed by that clinic to the student's health insurance company. Any amount remaining after health insurance has paid its share is the student's responsibility. If a student has an Emergency Department visit after-hours because of a serious illness or injury, the Medical Center will bill the student and his/her/their insurance company.

Sports Medicine specialists from the Medical Center come to Student Health for the convenience of the students, but these visits are not free of charge; the Sports Medicine specialists will bill the insurance on file for the

student. The applicable co-pays will be billed by the Vanderbilt University Medical Center (not Student Health) after the visit.

### Confidentiality

Care provided at the Student Health Center is confidential in compliance with the Health Insurance Portability & Accountability Act (HIPAA) regulations. It is only with explicit written consent from the student that the Student Health Center may communicate with Deans, parents, professors, or other health care professionals. HIPAA does have a clause that allows notification of families in the event that the student is in an emergency or life-threatening situation.

Vanderbilt University Medical Center personnel will ask treated students in the Emergency Department about notification of staff in Housing and Residential Experience and the Student Health Center. Except in cases of a life-threatening emergency, notification requires the student's permission and is strongly encouraged. This practice enables the University to provide support and assistance to students and their families.

### Quarantine

Vanderbilt University must enforce public health mandates as required by public health authorities, and may also follow Medical Center and Student Health Center recommendations when the University determines them to be in the best interest of the Vanderbilt community and the public. Based on the aforementioned mandates and/or recommendations, the University may issue directives to students regarding isolation and/or quarantine. As a result, among other needed interventions, students in campus housing, or students traveling as part of Vanderbilt programs or activities, may be required to relocate so that appropriate isolation and/or quarantine can be accomplished. Failure to comply with University directives may result in corrective action through the University's accountability process.

### The University Counseling Center

The University Counseling Center (UCC) provides mental health assessment, support, and treatment for students. The UCC promotes social justice and an affirming caring culture through clinical outreach, consultation, and training services. The UCC knows that each student is unique both in terms of their identity and lived experiences, and works with campus partners to provide a comprehensive pathway of support options for students that are flexible and attentive to each individual's particular needs, opportunities, and challenges in a spirit of collaboration and mutual respect.

The diverse team of clinical professionals includes psychologists, licensed counselors including substance use specialists, doctoral interns, practicum students, postdoctoral fellows, and psychiatric medical providers representing a wide variety of backgrounds and identities. Services include short-term individual therapy, a variety of group therapy and workshops options, drop-in consultations, ADHD and learning disabilities evaluations, and psychiatric assessment and treatment.

Students with pressing/acute issues may visit the UCC without appointment to meet with the Urgent Care Counseling clinician. If there are multiple students seeking Urgent Care Counseling services, the students will be seen on a "first-come, first-served" basis. Flexibility is maintained to address student needs according to level of acuity. Additionally, students may seek brief support for distressing situations through the UCC's daily drop-in consultation services as detailed on the UCC's website: [vanderbilt.edu/ucc/services/drop-in-consultation/](http://vanderbilt.edu/ucc/services/drop-in-consultation/). This program enables students to have rapid access to a counselor for support and guidance. The UCC staff is also available to all VU community for consultations about students of concern and other mental health-related questions.

The UCC is open according to the schedule posted on the center's website: [vanderbilt.edu/ucc](http://vanderbilt.edu/ucc). Students seeking to schedule a first appointment should visit Student Care Coordination's website at [vanderbilt.edu/carecoordination](http://vanderbilt.edu/carecoordination) or call 615-343-WELL (9355).



The UCC also focuses on prevention and education programs, often collaborating with the Center for Student Wellbeing to design and deliver programs such as MAPS (Mental Health Awareness & Prevention of Suicide) and ADHD skill-building workshops. These initiatives are designed to foster coping skills and overall resilience and mental health.

More details about services may be found at the UCC website: [vanderbilt.edu/ucc](http://vanderbilt.edu/ucc).

### Charges

The UCC does not charge for services. Students requiring laboratory testing are referred to the Student Health Center. Charges for these tests are made in accordance with Student Health Center policies.

### Confidentiality

The UCC is a confidential setting under the Family Educational Rights and Privacy Act (FERPA). To the extent permitted by law, the UCC does not share information about students or anything discussed in session, with the exception of safety concerns, which may override the confidentiality policy. For example, limits of confidentiality include situations that involve imminent risk to a client or another individual, and situations involving elder or child abuse. The UCC encourages students to sign a written release of information form if they would like for the UCC to share information with members of the student's family or others. The UCC may share attendance and additional minimally necessary information with the other primary Student Care Network offices, including Student Care Coordination, Student Health Center, and Center for Student Wellbeing for the purposes of care coordination.

### Center for Student Wellbeing

The Center for Student Wellbeing cultivates engagement in lifelong well-being practices and endeavors to create a culture that supports students' personal development and academic success through a holistic and integrative framework. The Center's areas of focus include, for example, alcohol and other drug education and recovery support, self-care and personal growth, strengthening physical and emotional health, developing academic skills and time management, and support for supporting students in distress. The Center provides prevention programming, individual coaching, skill building workshops, substance use screenings, meditation and yoga, and referrals to campus resources.

New appointments for Center for Student Wellbeing services may be scheduled through Student Care Coordination or by contacting the CSW at 615-322-0480 or [healthydores@vanderbilt.edu](mailto:healthydores@vanderbilt.edu). Information is available at [vanderbilt.edu/healthydores/](http://vanderbilt.edu/healthydores/).

### Student Health Insurance Plan (SHIP) Eligibility

Degree and non-degree seeking students (excluding Division of Unclassified (DUS) and Consortium students) enrolled in 4+ credit hours, a 0-credit research/dissertation course, or any other course that is considered to equate to full-time enrollment are automatically enrolled in and will be billed for SHIP underwritten by Aetna and administered by Academic HealthPlans (AHP), unless they complete the online waiver process. Information about the plan is available online at [vanderbilt.myahpcare.com/](http://vanderbilt.myahpcare.com/). In addition, students may email [SHIP@vanderbilt.edu](mailto:SHIP@vanderbilt.edu) with questions.

### Cost

The annual premium, which is approved each year by the Board of Trust, is billed to students through their student account. The premium is a separate charge from tuition.

### Coverage Period

Coverage for students begins August 12 and extends through August 11 the following calendar year. If a student withdraws from school within the first 31 days of a coverage period, they will not be covered under the Policy and the full premium will be refunded, less any claims paid. After 31 days, the student will be covered for the

remainder of the Plan year providing plan premiums are paid, and no refund will be allowed. Graduating within 31 days of the start of the coverage period shall not be considered a withdrawal from school.

### Coverage Benefits

SHIP provides hospital, surgical, and major medical benefits. A brochure explaining the limits, exclusions, and benefits of the plan is available online at [vanderbilt.myahpcare.com/](http://vanderbilt.myahpcare.com/) and the [Student Care Network](#) website. SHIP requires that the Student Health Center be the student's primary care provider in Nashville, but will provide coverage for referrals to specialists when a referral is made by a Student Health Center. SHIP does not require referrals for behavioral health.

### Waiver of Insurance Plan

A student who does not wish to subscribe to SHIP must notify the University of comparable coverage under another policy. Comparable criteria coverage for domestic and international students is found at [vanderbilt.edu/studentcarenetwork/waive/](http://vanderbilt.edu/studentcarenetwork/waive/).

Waiver of the student insurance plan does not affect eligibility for services at the Student Health Center. The online waiver process may be found online at [vanderbilt.myahpcare.com/waiver](http://vanderbilt.myahpcare.com/waiver). The insurance charge will not be waived if the online process is not completed by August 1 for the fall semester, or by January 4 for students who are newly enrolled for the spring semester. **The waiver process must be completed each academic year.** Newly enrolled eligible summer session students planning to take full-time coursework in the fall must complete both a summer waiver form due July 22 and a fall waiver form due August 1. Additional information about the waiver process may be found on the Student Care Network website.

A student who does not wish to subscribe to SHIP must notify the University of comparable coverage under another policy. Comparable criteria coverage for domestic and international students is found at [vanderbilt.edu/studentcarenetwork/waive/](http://vanderbilt.edu/studentcarenetwork/waive/).

Waiver of the student insurance plan does not affect eligibility for services at the Student Health Center. The online waiver process may be found online at [vanderbilt.myahpcare.com/waiver](http://vanderbilt.myahpcare.com/waiver). The insurance charge will not be waived if the online process is not completed by August 1 for the fall semester, or by January 4 for students who are newly enrolled for the spring semester. **The waiver process must be completed each academic year.** Newly enrolled eligible summer session students planning to take full-time coursework in the fall must complete both a summer waiver form due July 22 and a fall waiver form due August 1. Additional information about the waiver process may be found on the Student Care Network website.

### Family Coverage

An additional premium is charged for family insurance coverage. An eligible student who wishes to provide coverage for their spouse and/or children, may do so at [vanderbilt.myahpcare.com/](http://vanderbilt.myahpcare.com/). It is the student's responsibility to enroll their dependents each year. Dependents are not automatically enrolled.

### Qualifying Events for Students and Dependents

Students who initially waive coverage can request to add coverage if they experience a qualifying event. Examples of a qualifying event include (a) reaching the age limit of another health insurance plan, (b) loss of health insurance through marriage or divorce, (c) involuntary loss of coverage from another health insurance plan, and (d) entering the United States of America. A qualifying event does not include a student who is seeking enrollment to gain access to a benefit that was exhausted under their private insurance plan. Coverage will be effective beginning the first day following the loss of coverage, and the charges will be added to the student's account. Eligible dependents may also be added if the student experiences one of the following qualifying events: (a) marriage, (b) birth of a child, (c) divorce, (d) the dependent entering the country for the first time, or (e) the dependent losing coverage under another insurance plan. Requests to add coverage based on a qualifying event must be received within 31 days of the qualifying event. Forms received more than 31 days after the qualifying event will not be processed.

## Student Centers

A variety of facilities, programs, and activities are provided in multiple student center locations or spaces managed by our team - Alumni Hall, Benton Chapel, The Commons Center, E. Bronson Ingram College, Kissam Center, Rothschild College, Zeppos College, Engineering and Science Building, Community Event Space, Sarratt Student Center | Rand Hall, and the Student Life Center. Our team is located in Rand 307 and can be contacted at [eventservices@vanderbilt.edu](mailto:eventservices@vanderbilt.edu) or (615) 322-2448.

Sarratt Student Center | Rand Hall is the main student center hub, housing a 300-seat cinema, art gallery, art studios, multicultural lounge, large and small meeting spaces, and a courtyard. The facility is also home to Vanderbilt Student Communications, radio station, TV studio, and the Pub at Overcup Oak restaurant. Rand Hall houses the Rand Dining Center, a multipurpose venue, meeting and seminar rooms, plus large, open lounge space. Some of the offices located in Sarratt Student Center | Rand Hall include Student Affairs, Arts and Campus Events, Greek Life, International Student and Scholar Services, Student Access, Student Center for Social Justice and Identity, Student Organizations, Leadership and Service, Student Care Coordination and Student Accountability, Community Standards and Academic Integrity. Also included in this facility is a United States Postal Service office.

The Vanderbilt Student Life Center is the university's large event space. It is both the fulfillment of students' vision to have a large social space on campus and a wonderful complement to Sarratt Student Center | Rand Hall. The Student Life Center has more than 18,000 square feet of event and meeting space, including the 9,000-square-foot Commodore Ballroom, which is one of the most popular spaces to have events on campus. The center is also home to the Career Center, Global Safety, and Office of Experiential Learning and Immersion Vanderbilt.

The Commons Center is the community crossroads of The Ingram Commons living and learning community. It has it all: the Dining Hall and great food; a living room with a concert-grade grand piano, and the occasional live musical performance; a small rec room with cardio equipment, free weights, and weight machines; meeting and study rooms; and academic support services like the Writing Studio, the Career Center, and the CASPAR pre-major advising center. The third floor of The Commons Center is the home of the Department of Political Science.

Alumni Hall was the original student center on campus when the building opened in 1925. Re-opened in fall 2013 after a yearlong renovation that transformed every space in the facility, Alumni Hall has returned to its role as a student center after serving other purposes over the years. In the renovated Alumni Hall, students have access to an exercise room as well as several new meeting and event spaces. The Vanderbilt Graduate School calls Alumni Hall home, and lounge space on the first floor serves as a robust hub for student life within the Graduate School community.

Opened in fall 2014 and fall 2018, respectively, Kissam Center for Warren and Moore College and E. Bronson Ingram College are part of the Vanderbilt residential college system. Kissam Center is home to meeting and event spaces, the Kissam Market, and Kissam Kitchen. E. Bronson Ingram College offers a dining facility, including the award-winning Bamboo Bistro pho concept.

Zeppos College opened in the fall of 2020 and is the fourth residential college and first to open in the West End neighborhood. It features a state-of-the-art dining hall, great room, study lounges, and several other event spaces designed to help foster community among students and residential faculty.

Benton Chapel is the largest and main chapel for Vanderbilt University. Dedicated in 1959, the chapel would become the ecumenical home for the various ministries, classes, promotions and special events in the lives of the students, staff, faculty and community here at Vanderbilt. Although decorated in a Christian theme, no one denomination is prevalent making the chapel available to be used by different denominations and traditions through the week.

Engineering and Science Building is a 250,000 square foot structure and home to both the ESB, which includes laboratories, classrooms and a state-of-the-art clean room, and Vanderbilt's Innovative Pavilion, which includes the Wond'ry and its makerspace.

Opened in fall 2020 as part of the reimagined West End Neighborhood, the Community Event Space is home to many student organization programs, rehearsals and events. The space has two large floors, one with a full-length mirror that allows for the ideal rehearsal space for our performing arts groups. In the Fall 2021 semester, we opened the Multicultural Community Space. This space serves as the hub of activity for many of our multicultural student organizations. And in Fall 2022, we will open the Student Organizations, Leadership and Service space.

## **Student Records (Family Educational Rights and Privacy Act)**

Vanderbilt University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (also referred to as FERPA). This act affords matriculated students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. Students should submit to the Office of the University Registrar written requests that identify the record(s) they wish to inspect. The Office of the University Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Office of the University Registrar does not maintain the records, the student will be directed to the University official to whom the request should be addressed.
2. The right to request the amendment of any part of their education records that a student believes is inaccurate or Students who wish to request an amendment to their educational record should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records to third parties, except in situations that FERPA allows disclosure without the student's consent. These exceptions include:
  - Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic or research, or support-staff position (including University law enforcement personnel and health staff); contractors, consultants, and other outside service providers with whom the University has contracted; a member of the Board of Trust; or a student serving on an official University committee, such as the Honor Council, Student Conduct Council, or a grievance committee, or assisting another school official in performing his or her A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - Disclosure to parents if the student is a dependent for tax purposes
  - Disclosure to appropriate individuals (e.g., parents/guardians, spouses, housing staff, health care personnel, police, ) where disclosure is in connection with a health or safety emergency and knowledge of such information is necessary to protect the health or safety of the student or other individuals.
  - Disclosure to a parent or legal guardian of a student, information regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the University has determined that the student has committed a disciplinary violation with respect to the use or possession and the student is under the age of 21 at the time of the disclosure to the parent/guardian.
  - Disclosure to various authorized representatives of government entities (such as, compliance with Student and Exchange Visitors Information System [SEVIS], Solomon Amendment, etc).

FERPA provides the university the ability to designate certain student information as "directory information." Directory information may be made available to any person without the student's consent unless the student gives notice as provided for, below. Vanderbilt has designated the following as directory information: the student's name, address, telephone number, email address, student ID photos, major field of study, school, classification, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other information that would not generally be considered harmful or

an invasion of privacy if disclosed. Any student who does not wish disclosure of directory information should notify the Office of the University Registrar in writing. No element of directory information as defined above is released for students who request nondisclosure except as required by statute.

The request for nondisclosure does not apply to class rosters in online class management applications, or to residential rosters—or rosters of groups a student may join voluntarily—in online, co-curricular engagement applications, or rosters of other information on the websites of student organizations that a student may join. Neither class rosters in online class management applications, nor residential rosters in online co-curricular engagement applications, are available to the public.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which students’ education records and personally identifiable information (PII) contained in such records—including Social Security Numbers, grades, or other private information—may be accessed without consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to student records and PII without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to education records and PII without consent, to researchers performing certain types of studies, in certain cases even when the University objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the third parties that they authorize to receive PII, but the Authorities need not maintain direct control over the third parties.

In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent, PII from education records, and may track student participation in education and other programs by linking such PII to other personal information that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

If a student believes the university has failed to comply with FERPA, he or she may file a complaint using the Student Complaint and Grievance Procedures as outlined in the *Student Handbook*. If dissatisfied with the outcome of this procedure, students may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5920.

Questions about the application of the provisions of the Family Educational Rights and Privacy Act should be directed to the Office of the University Registrar or to the Office of General Counsel.

## **The Commodore Card**

The Commodore Card is your official Vanderbilt ID. It is used for identification, for access to residence halls, academic buildings, and campus events, the rec center, libraries and as a debit card for meal plans and other purchases on and off campus. You will receive a digital Commodore Card on your iOS or Android device which you can provision prior to arriving at Vanderbilt, so you are all set the moment you step foot on campus. You will also receive a plastic card for some activities such as using Nashville public transit.

Physical ID cards are issued at the Commodore Card Office, 184 Sarratt Student Center, Monday through Friday from 8:30 am – 4:00 pm. Digital ID cards are available for iOS and Android devices. For more information, please visit [vanderbilt.edu/cardservices](http://vanderbilt.edu/cardservices).

## VA Compliance Statement

Any covered individual will be able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Vanderbilt University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## Vanderbilt Child and Family Center

Vanderbilt Child and Family Center provides support and resources to the community of Vanderbilt families across the spectrum of life. As reflected in our provision of new parent support, early childhood education, family life resources, and elder care support, VCFC values the university’s commitment to the education of the whole person and cultivation of lifelong learning. Visit [vanderbilt.edu/child-family-center](http://vanderbilt.edu/child-family-center).

## Vanderbilt Directory

Individual listings in the online People Finder Directory consist of the student’s full name, Vanderbilt email address, and campus mailing address (if available). Students may elect to add additional contact information to their listings, including school, academic classification, local phone number, local address, permanent address, cellphone, pager, and fax numbers. Student listings in the People Finder Directory are available to the Vanderbilt community via logon ID and e-password. Students may choose to make their online People Finder listings available to the general public (i.e., viewable by anyone with access to the internet), or to block individual directory items. Students who have placed a directory hold with the Office of the University Registrar will not be listed in the online directory.

Directory information should be kept current. Students may report address changes, emergency contact information, and missing person contact information via the web by logging in to YES (Your Enrollment Services) <https://yes.vanderbilt.edu> and clicking on the Personal Information link.

## Vanderbilt University Police Department

The Vanderbilt University Police Department, (615) 322-2745, is a professional law enforcement agency dedicated to the protection and security of Vanderbilt University and its diverse community ([police.vanderbilt.edu](http://police.vanderbilt.edu)).

The Vanderbilt University Police Department comes under the charge of the Office of the Vice Chancellor for Administration. As one of Tennessee’s larger law enforcement agencies, the Vanderbilt University Police Department provides comprehensive law enforcement and security services to all components of Vanderbilt University including the academic campus, Vanderbilt University Medical Center, Vanderbilt Health at One Hundred Oaks, and a variety of university-owned facilities throughout the Davidson County area.

The Police Department includes a staff of more than one hundred people, organized into three divisions under the Office of the Associate Vice Chancellor and Chief of Police: Operations Division (Main Campus, Medical Center, and 100 Oaks Precincts), Administrative Division, and Auxiliary Services Division. All of Vanderbilt’s commissioned police officers have completed officer training at a state-certified police academy and are required to complete on-the- job training as well as attend annual in-service training. Vanderbilt police officers hold Special Police Commissions and have the same authority as that of a municipal law enforcement officer, while on property owned by Vanderbilt, on adjacent public streets and sidewalks, and in nearby neighborhoods. When a Vanderbilt student is involved in an off- campus offense, police officers may assist with the investigation in

cooperation with local, state, or federal law enforcement. The department also employs non-academy-trained officers called community service officers (commonly referred to as CSOs) who lend assistance 24/7 to the Vanderbilt community through services that include providing walking escorts, providing jump starts, and unlocking cars. For non-emergency assistance from a community service officer, dial (615) 322-2745 (2-2745 from an on-campus extension).

The Vanderbilt University Police Department provides several services and programs to members of the Vanderbilt community:

#### VandyRide

The Vanderbilt University Police Department administers the VandyRide escort system at Vanderbilt University. The VandyRide escort system provides vehicular escorts to designated locations on campus. The service consists of vans that operate from 6:00 p.m. to 3:30 a.m. GPS technology allows students to track VandyRide on their route via computer or mobile phone using the VandySafe app, setting up text message alerts to let them know when a van will be arriving at their stop. Please visit [vanderbilt.edu/movevu/commuter-options](http://vanderbilt.edu/movevu/commuter-options) to download the app.

Stop locations were chosen based on location, the accessibility of a secure waiting area, and student input. Signs, freestanding or located on existing structures, identify each stop. A walking escort can be requested to walk a student from his/her stop to the final destination. An ADA van is also accessible to students with mobility impairments. For complete information about the VandyRide service, including routes, stops, and times, please visit [vandyvans.com](http://vandyvans.com) or call (615) 322-2554.

As a supplement to the VandyRide van service, walking escorts are available for students walking to and from any location on campus during nighttime hours. Walking escorts are provided by VUPS officers. The telephone number to call for a walking escort is either (615) 322-2745 (2-2745 from a campus phone) or (615) 421-8888 (1-8888 from a campus phone), after which, a representative from VUPD will be dispatched to the caller's location, or to a designated meeting point to accompany the caller to his or her destination.

#### Emergency Phones

Emergency telephones (Blue Light Phones) are located throughout the university campus, Medical Center, and 100 Oaks.

Each phone has an emergency button that when pressed automatically dials the VUPD Communications Center.

An open line on any emergency phone will activate a priority response from an officer. An officer will be sent to check on the user of the phone, even if nothing is communicated to the dispatcher. Cooperation is essential to help us maintain the integrity of the emergency phone system. These phones should be used only for actual or perceived emergency situations.

An emergency response can also be activated by dialing 911 from any campus phone. Cellphone users can dial (615) 421-1911 to summon an emergency response on campus. Cellphone users should dial 911 for off-campus emergencies. Callers should be prepared to state the location from which they are calling.

#### Exchange Area

The Vanderbilt University Police Department has designated the lobby of the Police building located at 111 28th Ave South as an "Exchange Area." The Exchange Area is for Vanderbilt University students, faculty, and staff to trade legal items bought and sold online on various secondhand applications in a safe environment. Either the seller or buyer must be Vanderbilt affiliated (student, faculty, or staff). The affiliated person must complete the online registration form at [police.vanderbilt.edu/safedeal](http://police.vanderbilt.edu/safedeal) prior to the actual trade.

## Security Notices

In compliance with the U.S. Department of Higher Education and the Jeanne Clery Act, Security Notices are issued to provide timely warning information concerning a potentially dangerous situation on or near Vanderbilt University. This information is provided to empower our students and employees with the information necessary to make decisions or take appropriate actions concerning their own personal safety. Security Notices are distributed throughout Vanderbilt to make community members aware of significant crimes that occur at the university. They are distributed through Vanderbilt email lists and through the department's webpage, [police.vanderbilt.edu/pdfs/annual-security-report.pdf](http://police.vanderbilt.edu/pdfs/annual-security-report.pdf).

## Educational and Assistance Programs

The Crime Prevention Unit of Vanderbilt University Police Department offers programs addressing issues such as sexual assault, domestic violence, workplace violence, personal safety, RAD (Rape Aggression Defense) classes, and victim assistance. VUPD provides additional services including property registration (for bikes, laptops, etc.), lost and found, weapons safekeeping, and Submit a Crime Tip. For further information on available programs and services, call (615) 322-7846 or visit [police.vanderbilt.edu/services](http://police.vanderbilt.edu/services).

Additional information on security measures and crime statistics for Vanderbilt is available from the Vanderbilt University Police Department, 111 28th Avenue South, Nashville, Tennessee 37212. Information is also available at [police.vanderbilt.edu](http://police.vanderbilt.edu).

## Annual Security Report

The *Vanderbilt University Annual Security Report* is published each year to provide you with information on security-related services offered by the university and campus crime statistics in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Tennessee College and University Security Information Act.

This booklet is prepared with information provided by the Nashville Metropolitan Police Department, the Department of Student Athletics, Office of the Dean of Students, the Office of Housing and Residential Experience, and the Vanderbilt University Police Department. It summarizes university programs, policies, and procedures designed to enhance personal safety for everyone at Vanderbilt.

A copy of this report may be obtained by writing or calling the Vanderbilt University Police Department, 111 28th Avenue South, Nashville, Tennessee 37212, or by telephone at (615) 875-9157. A PDF copy of this report may also be obtained on the website at [police.vanderbilt.edu/crimeinfo/index.php](http://police.vanderbilt.edu/crimeinfo/index.php).

# Vanderbilt University

## Accreditation

Vanderbilt University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor's, master's, and doctoral degrees. Questions about the accreditation of Vanderbilt University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Please contact SACSCOC only in relation to Vanderbilt's accreditation. Inquiries about admission requirements, educational programs, and financial aid should be directed to the university.

## Equity, Diversity, and Inclusion

Excellence at Vanderbilt is inextricably tied to the university's commitment to fostering an inclusive community where people of all identities, backgrounds, and perspectives can thrive. The Vice Provost for Strategic Initiatives and the Vice Chancellor for Equity, Diversity and Inclusion and Chief Diversity Officer work in partnership with



students, faculty, and staff to identify and implement best practices that advance equity, diversity, and inclusion across campus in pursuit of building and supporting an inclusive community enriched by a broad variety of experiences and knowledge. Visit [vanderbilt.edu/diversity](http://vanderbilt.edu/diversity) for more information.

## **Mission, Goals, and Values**

Vanderbilt University is a center for scholarly research, informed and creative teaching, and service to the community and society at large.

Vanderbilt will uphold the highest standards and be a leader in the quest for new knowledge through scholarship, dissemination of knowledge through teaching and outreach, and creative experimentation of ideas and concepts.

In pursuit of these goals, Vanderbilt values most highly intellectual freedom that supports open inquiry, equality, compassion, and excellence in all endeavors.

## **Modification Policy and Nondiscrimination Statement**

The university reserves the right, through its established procedures, to modify the requirements for admission and graduation and to change other rules, regulations, and provisions, including those stated in this bulletin and other publications, and to refuse admission to any student, or to require the withdrawal of a student if it is determined to be in the interest of the student or the university. All students, full time or part time, who are enrolled in Vanderbilt courses are subject to the same policies.

Policies concerning noncurricular matters and concerning withdrawal for medical or emotional reasons can be found in the Student Handbook, which is on the Vanderbilt website at [vanderbilt.edu/student\\_handbook](http://vanderbilt.edu/student_handbook).

### **NONDISCRIMINATION STATEMENT**

In compliance with federal law, including the provisions of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, Executive Order 11246, the Vietnam Era Veterans Readjustment Assistance Act of 1974 as amended by the Jobs for Veterans Act, and the Uniformed Services Employment and Reemployment Rights Act, as amended, and the Genetic Information Nondiscrimination Act of 2008, Vanderbilt University does not discriminate against individuals on the basis of their race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, military service, covered veterans status, or genetic information in its administration of educational policies, programs, or activities; admissions policies; scholarship and loan programs; athletic or other university-administered programs; or employment. In addition, the university does not discriminate against individuals on the basis of their gender expression. Requests for information, inquiries or complaints should be directed to these offices: Equal Opportunity and Access Office, [eoavanderbilt.edu](mailto:eoavanderbilt.edu), telephone (615) 343-9336; Title IX Office, Title IX Coordinator, [titleix@vanderbilt.edu](mailto:titleix@vanderbilt.edu), telephone (615) 343-9004, 110 21st Avenue South, Suite 975, Nashville TN 37203; Student Access Office, [studentaccess@vanderbilt.edu](mailto:studentaccess@vanderbilt.edu), telephone (615) 343-9727.

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## **Obtaining Information about the University**

*Notice to current and prospective students:*

In compliance with applicable state and federal law, the following information about Vanderbilt University is available:

Institutional information about Vanderbilt University, including accreditation, academic programs, faculty, tuition,

and other costs, is available in the catalogs of the colleges and schools on the Vanderbilt University website at [vanderbilt.edu/catalogs](http://vanderbilt.edu/catalogs).

Information about financial aid for students at Vanderbilt University, including federal and other forms of financial aid for students, is available from the Office of Student Financial Aid and Scholarships on the Vanderbilt University website at [vanderbilt.edu/financialaid](http://vanderbilt.edu/financialaid). The Office of Student Financial Aid and Scholarships is located at 2309 West End Avenue, Nashville, Tennessee 37240-7810, (615) 322-3591 or (800) 288-0204.

Information about graduation rates for students at Vanderbilt University is available on the Vanderbilt University website at [vanderbilt.edu/pie/student/](http://vanderbilt.edu/pie/student/). Paper copies of information about graduation rates may be obtained by writing the Office of the University Registrar, Vanderbilt University, PMB 407701, 110 21st Avenue South, Suite 110, Nashville, Tennessee 37240-7701 or by calling (615) 322-7701.

The Vanderbilt University Annual Security Report on university-wide security and safety, including related policies, procedures, and crime statistics, is available from the Vanderbilt University Police Department on the university website at [police.vanderbilt.edu/pdfs/annual-security-report.pdf](http://police.vanderbilt.edu/pdfs/annual-security-report.pdf). A paper copy of the report may be obtained by writing the Vanderbilt University Police Department, 2800 Vanderbilt Place, Nashville, Tennessee 37212, or by calling (615) 343-9750. For more information, see the “Vanderbilt University Police Department” section of this catalog.

A copy of the annual Equity in Athletics Disclosure Act Report on the Vanderbilt University athletic program participation rates and financial support data may be obtained by writing the Vanderbilt University Office of Athletic Compliance, 2601 Jess Neely Drive, P.O. Box 120158, Nashville, Tennessee 37212 or by calling (615) 322-7992.

Information about your rights with respect to the privacy of your educational records under the Family Educational Rights and Privacy Act is available from the Office of the University Registrar on the Vanderbilt University website at [registrar.vanderbilt.edu/ferpa](http://registrar.vanderbilt.edu/ferpa). Paper copies of this information about educational records may be obtained by writing the Office of the University Registrar, Vanderbilt University, PMB 407701, 110 21st Avenue South, Suite 110, Nashville, Tennessee 37240-7701, or by calling (615) 322-7701. For more information, see the “Student Records (Family Educational Rights and Privacy Act)” section of this catalog.

## **The Jean and Alexander Heard Libraries**

The Jean and Alexander Heard Libraries system at Vanderbilt University houses nearly five million items and provides access to millions more resources through its nine campus libraries: Central Library (A&S); Peabody Library; Annette and Irwin Eskin Family Biomedical Library and Learning Center; Walker Management Library; Wilson Music Library; Massey Law Library; Stevenson Science and Engineering Library; the Divinity Library; and the Special Collections Library. These libraries share an online presence that provides access to an integrated catalog of print and e-resources, as well as information about library services, workshops, programs, exhibitions, research guides, and librarian subject specialists.

Library staff teach students to be information literate and help them develop research skills in an increasingly complex information environment. Students can connect with a librarian in person or ask questions through the library website. Library spaces across campus offer quiet individual study spaces, group study, and instructional rooms, as well as learning commons and cafes. Faculty- and student-curated exhibitions throughout the libraries offer intellectual and creative insights that encourage students to think critically and see their own work in new ways. Students, faculty, and staff come to the library to read in a cozy nook, meet friends for group study, grab a quick meal, or attend an author’s talk. Even if you are off campus, digital library resources are at your fingertips via your phone, laptop, or computer.

The oldest items in the library date from ca. 2500 BCE, and new publications are being added every day. Among

the collection strengths are: Latin American history, politics, and culture; the History of Medicine Collections; the W. T. Bandy Center for Baudelaire and Modern French Studies; the Southern Literature and Culture Collections; the United States Playing Card Collection; and the Vanderbilt Television News Archive, the world's most extensive archive of television news covering 1968 to present. The libraries are also involved in digital scholarship, publishing and partnering with faculty on the *Revised Common Lectionary*, one of the first published web-based resources of scriptural readings for the liturgical year, *Ecclesiastical and Secular Sources for Slave Societies*, a digital preservation program for endangered documents related to slave societies, the *Global Music Archive*, a multimedia archive for traditional and popular song, music, and dance of Africa and the Americas, and *Syriaca*, a digital project for the study of Syriac literature, culture, and history.

Get to know your libraries and your librarians early in your career at Vanderbilt. They have the information you need—and can help you transform that information into knowledge, creativity, and success.

## The University

Comodore Cornelius Vanderbilt, who gave a million dollars to build and endow Vanderbilt University in 1873, expressed the wish that it “contribute . . . to strengthening the ties which should exist between all geographical sections of our common country.”

A little more than a hundred years later, the Vanderbilt Board of Trust adopted the following mission statement: “We reaffirm our belief in the unique and special contributions that Vanderbilt can make toward meeting the nation’s requirements for scholarly teaching, training, investigation, and service, and we reaffirm our conviction that to fulfill its inherited responsibilities, Vanderbilt must relentlessly pursue a lasting future and seek highest quality in its educational undertakings.”

Today as Vanderbilt pursues its mission, the university more than fulfills the Commodore’s hope. It is one of a few independent universities with both a quality undergraduate program and a full range of graduate and professional programs. It has a strong faculty of more than 4,200 full-time members and a diverse student body of more than 12,800.

The 334-acre campus is about one and one-half miles from the downtown business district of the city of Nashville, combining the advantages of an urban location with a peaceful, parklike setting of broad lawns, shaded paths, and quiet plazas.

The schools of the university offer the following degrees:

**College of Arts and Science.** Bachelor of Arts.

**Blair School of Music.** Bachelor of Music, Bachelor of Musical Arts.

**Divinity School.** Master of Divinity, Master of Theological Studies, Master of Theology, Doctor of Ministry.

**School of Engineering.** Bachelor of Engineering, Bachelor of Science, Master of Engineering.

**Graduate School.** Master of Arts, Master of Fine Arts, Master of Liberal Arts and Science, Master of Science, Doctor of Philosophy.

**Law School.** Master of Laws, Doctor of Jurisprudence.

**School of Medicine.** Master of Education of the Deaf, Master of Genetic Counseling, Master of Public Health, Master of Science in Clinical Investigation, Master of Science in Medical Physics, Master of Science (Applied Clinical Informatics, Speech-Language Pathology), Doctor of Audiology, Doctor of Medical Physics, Doctor of Medicine.

**School of Nursing.** Master of Science in Nursing, Doctor of Nursing Practice.

**Owen Graduate School of Management.** Master of Accountancy, Master of Business Administration, Master of Management in Health Care, Master of Marketing, Master of Science in Finance.

**Peabody College.** Bachelor of Science, Master of Education, Master of Public Policy, Doctor of Education.

No honorary degrees are conferred.

## University Courses

By tackling pressing real-world problems and addressing big questions, University Courses educate the whole student and promote lifelong learning. The courses leverage the natural synergies across Vanderbilt's ten schools and colleges, giving students the opportunity to reach beyond their area of study and interact with faculty at the intersection of disciplines. Each course promotes trans-institutional learning while providing opportunities to embrace diverse perspectives. For more information, visit [vu.edu/university-courses](http://vu.edu/university-courses).

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