



Study Elsewhere Review and Acknowledgement – College of Arts and Science

Students intending to study elsewhere during a semester or summer term should be aware of the following policies related to transfer credit. A completed copy of this form must be uploaded with the request for transfer credit evaluation.

Students seeking approval for semester work elsewhere must petition the Committee on Individual Programs for additional approval. Please contact the Associate Dean's Office to begin the petition process. A copy of the approved CIP petition must be uploaded with the request for transfer credit evaluation.

Students with questions about transfer credit policies in the College of Arts and Science should contact the Office of Academic Services: arts-sci-records@vanderbilt.edu.

Students with questions about the transfer credit evaluation process should contact the External Education Unit in the Office of the University Registrar: external.education@vanderbilt.edu.

General Requirements

- A minimum grade of C- is required to earn transfer credit.
- Coursework may not be taken on a pass/fail basis.
- Credit will not be awarded for internships or independent studies taken at other institutions.
- Students may not earn credit for repeated coursework.
- **International Institutions:** Students wishing to study elsewhere at an institution located outside the United States are required to register through [International SOS](#) and [GEO Blue](#).

Summer Work Elsewhere

- Transfer of credit is contingent upon being in good academic standing at the end of the spring semester.
- For international programs, students must have a 2.7 grade point average overall or in the last two semesters prior to requesting credit.
- A maximum of two courses can be transferred through Summer Work Elsewhere during the career at Vanderbilt.
- Credits may not count toward the last 30 credit hours in residence. Students must petition the Administrative Committee if the summer work elsewhere is within the last 30 credit hours at Vanderbilt.
- Credits earned through Summer Work Elsewhere cannot be used to satisfy AXLE requirements.
- Coursework must be taken at a four-year, fully-accredited institution.



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Semester Work Elsewhere

- Semester work elsewhere is subject to additional approvals by the Committee on Individual Programs. Please contact the Associate Dean’s Office to begin the petition process.
- Transfer of credit is contingent upon being in good academic standing in the semester prior to the work elsewhere.
- For international programs, students must have a 2.7 grade point average overall or in the last two semesters prior to requesting credit.
- Credits may not count toward the last 30 credit hours in residence. Students must petition the Administrative Committee if the work elsewhere is within the last 30 credit hours at Vanderbilt.
- Credits earned through Semester Work Elsewhere cannot be used to satisfy AXLE requirements.
- Coursework must be taken at a four-year, fully-accredited institution.

Student Name: _____
LAST FIRST MIDDLE

Student Commodore ID: 000 _____

Name of Study Elsewhere Institution: _____

Does your course of study with this institution
involve study outside of the US? (circle one) YES NO

NOTE: Students wishing to study elsewhere at an institution located outside the United States are required to register through [International SOS](#) and [GEO Blue](#).

By signing and submitting this form you acknowledge that you have read and understand the policies listed above.

Student Signature

Date

Please submit this form as an additional document with your request for course evaluation in the Transfer Credit Submission application in YES.