

YES User Guide: Transfer Credit Submission

The Transfer Credit Submission page allows users to submit external courses for evaluation for transfer credit at Vanderbilt.

Review the [Transfer Credit](#) webpage for policies and procedures.

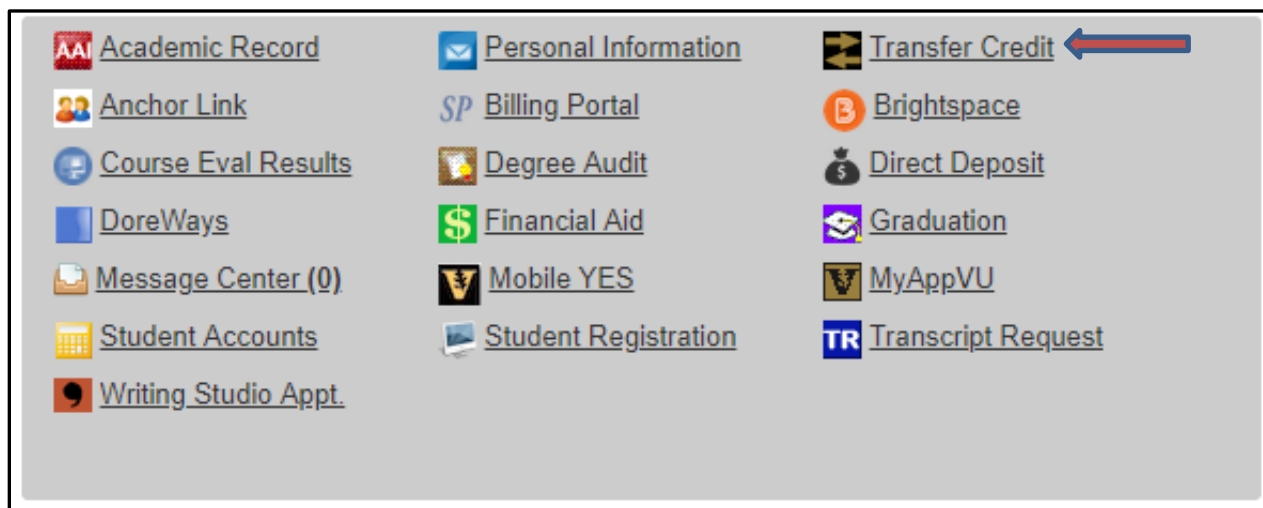
Contents

Navigating to the Transfer Credit Submission page	2
Transfer Credit Submission Parameters	3



Navigating to the Transfer Credit Submission page

From the [YES](#) Landing page, select the Transfer Credit icon:



Initial screen defaults to a view page

Transfer Credit									
Add Request									
Type of Request	Institution	Term	Subject Area	Course	Status	Date	Syll	Docs	
In Progress	Louisiana State University [Baton Rouge]	2005 Fall	PSYC	Memory & Forgetting 4034	Save	2017/09/19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Future Work	Art Institutes Intl Mn	2019 Fall	LING	Intro to Ling 100	Submit	2017/09/19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit

- Click on the **Add Request** icon to submit a new course;
- Click on the Edit icon on the far right to add a syllabus or other document to a previously saved course.




Transfer Credit Submission Parameters


Transfer Credit Request



Enter the course subject, course number, and title as it appears/will appear on the transcript of record. A separate submission is required for each course requested.



Processing time for evaluations is variable and highly dependent on the evaluating department at Vanderbilt. Please allow 30 days for the evaluation process. For questions regarding the course evaluation process, please contact external.education@vanderbilt.edu.


* Indicates required field.



Type of Request* 


External Institution* 

Term*  Year* 



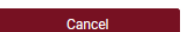
External Course Subject Area*  External Course Number/Code* 

External Course Title* 

Add Syllabus/Course Description (Max file size: 5MB) 
Accepted file types: .doc, .docx, .odt, .pdf, .txt


Additional Documents (Max file size: 5MB, Hold ctrl to select multiple files)
Accepted file types: .doc, .docx, .odt, .pdf, .txt


☐ *By checking this box, I acknowledge that I have read and understand the [transfer credit policies](#) for my school. I understand that I will not be able to transfer credit that does not meet the eligibility requirements.

If you have questions regarding any information contained in this application, please click [here](#).

- **Type of Request:** Select Course Work Already Completed/In Progress or Future Course Work from the drop-down menu.
- **External Institution:** Enter the home institution of the course. The form will make suggestions as you type; select your institution from the list of options.
- **Term:** Select the term the course was or will be taken from the drop-down menu.
- **Year:** Select the year the course was or will be taken from the drop-down menu.
- **External Course Subject Area:** Enter the course subject as it appears on the transcript of record (e.g., ANTH, ENGL, SOC, etc.).
- **External Course Number/Code:** Enter the course number as it appears on the transcript of record.
- **External Course Title:** Enter the course title as it appears on the transcript of record.
- **Add Syllabus/Course Description:** Click on the **Choose File** icon to upload the detailed course syllabus or course description. If a course evaluation is list in the search tool, a syllabus is not needed.
- **Additional Documents:** Click on the **Choose File** icon to upload any additional documents needed for evaluation. This is not required and requests can be submitted without additional documents.



- **Save:** Click **Save** to save work not ready for submission, or to save edited fields.
- **Submit:** Click **Submit** to submit the request.

Please contact the External Education Unit at external.education@vanderbilt.edu if you have questions or need additional assistance.