

Request for Transfer Credit

Graduate credit may be transferred from graduate schools in accredited institutions, including prior graduate degrees at Vanderbilt University. Transfer is made only on the recommendation of the chair or director of graduate studies of the major department and approval of the Graduate School.

A maximum of 6 semester hours of transfer credit may be applied toward the master's degree and 36 hours toward the Ph.D. (See requirements for the master's degree and Ph.D. degree elsewhere in the graduate school catalog.)

Only those hours in which the student has achieved the grade B or better will be considered for transfer. Pass/fail and audited credits are not allowed for transfer. Grades earned on transferred credit do not affect the student's Graduate School average unless such courses are to be counted as didactic hours.

All Ph.D. students must successfully complete 72 hours of graduate work for credit, of which a minimum of 24 hours in formal, didactic course and seminar work in the Vanderbilt Graduate School is required.

Commodore ID: _____ **Name:** _____ **Student's Major:** _____

[An official transcript must be on file in YES before this request will be processed]

LN#	COURSE ID SUBJ+NUM	TITLE OF COURSE	CREDIT HRS	QUAL HRS Y/N	GRADE	INSTITUTION	START DATE: format is: month/year (for example: 08/2021)	END DATE: format is: month/year (for example: 12/2021)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Total Hrs / Total Quality Hrs			Please manually enter total credit hours and total quality hours. Be sure that both columns are filled out and that Yes of No for Quality hours has been answered.
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Submitted by (DGS) please sign: _____

Date of request: _____

Approved at GraduateSchool: _____

Grade Table:

- A+ 4.0
- A 4.0
- A- 3.7
- B+ 3.3
- B 3.0
- B- 2.7

Remit form to the Vanderbilt University Graduate School:
via redcap, the Graduate School submissions portal:
<https://redcap.vanderbilt.edu/surveys/?s=HRYHJWR7L9>