



**VANDERBILT
UNIVERSITY**

Transfer Credit Course Review
Office of the University Registrar

Transfer Credit Course Review

- Process facilitated by the Office of the University Registrar
- Evaluators:
 - 1000- and 2000-level courses offered through the College of Arts and Science; 1000-level courses in all other schools: Credentials Analysts in the URO evaluate these courses per the faculty regulations concerning transfer credit
 - All other courses: Directors of Undergraduate Studies in the relevant academic department evaluate these courses per the faculty regulations concerning transfer credit in their schools



Course Review

YES Transfer Credit Application

- External Education Team verifies course meets faculty transfer credit policies (qualifying grade, accredited institution, etc.)
 - Requires official transcript reflecting qualifying grade
- External Education Team enters course information into YES Transfer Credit application
 - Team will contact you if there is not sufficient information for the transfer credit review process
 - You may be asked to enter or edit course information in YES Transfer Credit application (usually to provide a course syllabus)

Transfer Credit Application in YES

* Indicates required field.

Type of Request*

Course Work Already Completed/In Progress

External Institution*

University of Virginia [Charlottesville]

Term*

Fall

Year*

2022

External Course Subject Area*

PHIL

External Course Number/Code*

2500

External Course Title*

Survey on a Philosophical Topic

Add Syllabus/Course Description (Max file size: 5MB)

Accepted file types: .doc, .docx, .odt, .pdf, .txt

Choose File

Additional Documents (Max file size: 5MB, Hold ctrl to select multiple files)

Accepted file types: .doc, .docx, .odt, .pdf, .txt

Choose Files

Cancel

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

Equivalency Determination

- Syllabus/course description review to determine credit equivalence
 - Equivalent credit means the course is comparable to a course offering at Vanderbilt
 - Non-equivalent credit:
 - Departmental non-equivalent; counts toward the major or minor
 - Departmental non-equivalent; does not count toward the major/minor
 - General Elective credit
 - Non-equivalent credit is also reviewed for CORE attributes; equivalent credit carries the CORE attribute(s) of the Vanderbilt course
- Evaluation information entered into student information system and visible in YES Transfer Credit Search Tool
 - You will receive an email with the evaluation information
 - CORE attributes are not listed in the Search Tool
- Evaluations remain on file for five years unless there is a significant change to the course at Vanderbilt or the other institution

Transfer Credit Search in YES



NOTE for Current Vanderbilt Students: If you wish to earn transfer credit for a course taken elsewhere, you will need to submit the course for review through the Transfer Credit application in YES even if it is listed in the Transfer Credit Search tool.

[Disclaimer](#)

External Courses

Country:

Institution:

Catalog Number:

Course Description:

Vanderbilt Equivalent Courses

School:

Subject Area:

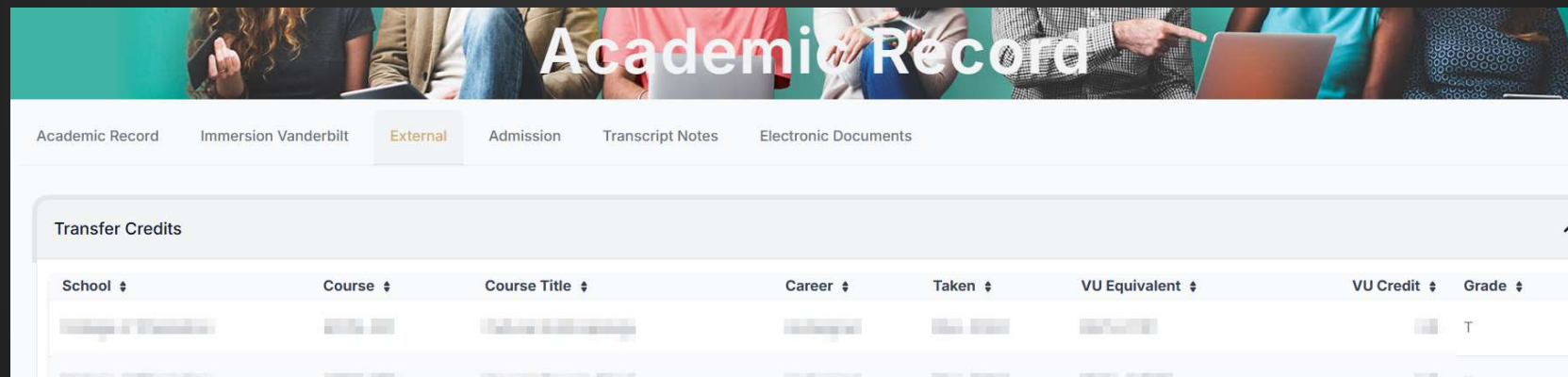
Catalog Number:

Course ID:

Course Description:

Credits Posted to the Student Record

- Upon posting, transfer credit is viewable in YES in the Academic Record application and appears in the Degree Audit application
- Process is iterative; credits are bundled together and posted as we are able—that is, not all credits will be posted at the same time



The screenshot displays the 'Academic Record' application interface. At the top, there is a navigation bar with tabs: 'Academic Record', 'Immersion Vanderbilt', 'External' (highlighted), 'Admission', 'Transcript Notes', and 'Electronic Documents'. Below the navigation bar, a section titled 'Transfer Credits' contains a table with the following columns: School, Course, Course Title, Career, Taken, VU Equivalent, VU Credit, and Grade. The table lists several transfer credits, with the first row showing a credit from 'University of Tennessee' for 'ENGL 101' (English 101) which is equivalent to 'ENGL 101' at VU, with 3 credits and a grade of 'T'.

School	Course	Course Title	Career	Taken	VU Equivalent	VU Credit	Grade
University of Tennessee	ENGL 101	English 101	English	ENGL 101	ENGL 101	3	T
University of Tennessee	ENGL 102	English 102	English	ENGL 102	ENGL 102	3	T
University of Tennessee	ENGL 103	English 103	English	ENGL 103	ENGL 103	3	T

Additional Reviews

- As credits are posted, the URO also reviews for changes to expected graduation term and class standing
- Class standing rules vary by student's school and may not be related only to the number of credit hours you have earned
- Updates happen throughout the posting process—what you see today is not necessarily what your final standing will be

Change of Major/School

- Students can utilize the Major/Minor Declaration/Change form. See <https://registrar.vanderbilt.edu/registration/forms.php>.
- Students who wish to transfer into a new school at Vanderbilt can submit an application for Intra-University Transfer: <https://registrar.vanderbilt.edu/intra-university-transfers/index.php>. Applications are reviewed at the end of the semester. Per the undergraduate catalog:

Students who transferred to Vanderbilt from another institution are eligible for intra-university transfer after having completed at least one full semester at Vanderbilt and having achieved sophomore standing.

- For both forms, I recommend waiting until classes start before submitting.



Questions?

Additional Contact Information

- Questions related to academic policies, academic advising, etc., should be directed to your academic adviser or the Office of Academic Services for your school
 - OAS Contact Information:
<https://registrar.vanderbilt.edu/registration/school-contacts.php>
 - Academic adviser(s), if any have been assigned, are listed in the Academic Record application in YES
- Questions related to the transfer credit course review process can be directed to the External Education Team:
external.education@vanderbilt.edu
- Feel free to contact me directly: molly.thompson@vanderbilt.edu

