

## INFORMATION ABOUT THE TRANSFER CREDIT EVALUATION PROCESS

[www.cas.vanderbilt.edu/transcred](http://www.cas.vanderbilt.edu/transcred)

To begin this process, you must upload a syllabus for each course you have taken as soon as possible. All syllabi should be uploaded into TransCred: [www.cas.vanderbilt.edu/transcred](http://www.cas.vanderbilt.edu/transcred). Vanderbilt faculty will evaluate each of your courses to determine how your credits will transfer. Therefore, it is important that you submit a detailed **syllabus** (rather than a course description) for each course that you completed at your previous institution(s). Faculty will not evaluate a course without a syllabus.

Once you have uploaded your syllabi, it can take anywhere from two to six weeks for all of your credits to be evaluated. The status of your transfer credit can be found if you log into TransCred.

It is possible that some of your credits will not be evaluated by the time that you enroll in classes for the fall semester.

In general, you will earn hours of credit for most courses that you have completed. Exceptions include physical education and dance classes, independent studies, internships, and the like. In addition, we grant credit only for courses taken on a graded basis (not, for example, pass/fail) and in which you have earned a C- or better. Faculty will determine whether your courses have direct equivalents to Vanderbilt courses (e.g., MATH 1011) and, if not, how the non-equivalent credit may count toward AXLE and/or major requirements. Some courses may transfer as elective credit, counting toward the 120 credit hours required to graduate.

As you search YES for classes, please keep in mind the courses that you have completed and try to avoid any classes at Vanderbilt that seem similar. Your adviser is available to help you through this process.

If you enroll in a class for which you later find out that you have earned transfer credit, you will have an opportunity to make changes to your schedule during the open enrollment period that lasts from the end of July until the end of August.

\*\*If you are taking courses during the summer prior to your matriculation at Vanderbilt, those credits are subject to our Summer Work Elsewhere policies. Please see the conditions below.

- Student must be in good standing
- Students may receive credit for a maximum of two courses taken during summers at another institution.
- The college or university must be a four-year, fully accredited institution with standards equivalent to those of Vanderbilt.
- The course(s) may not be taken on a pass-fail basis.
- The course(s) may not be used to satisfy AXLE requirements.
- The course(s) may not be part of the last 30 credit hours earned at Vanderbilt.
- For an overseas program, the student must have a 2.700 grade point average overall or in the two semesters prior to requesting credit.
- For an overseas program, the student should have some knowledge of the language of the country where the program is held.