



Student Name _____ Commodore ID _____

- Fresh Junior
 Soph Senior

Semester/Year _____

Course in which credit by examination is being sought:

Course Number	Course Title	Hrs Credit
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PART 1: PRE-APPROVAL OF STUDY PLAN

Under normal circumstances, students will receive departmental approval in advance for their studies as recorded below. It is possible to “mix and match” the method of study. (For example: some private lessons during a semester abroad might be combined with experiences at a music camp during the summer months to make up the total number of hours of instruction needed for the assigned credits for Performance Instruction.) For an academic class, some combination of project and examination might be an option.

<p>A. The student will prepare a written plan of study in consultation with a faculty member from the department for which credit is requested. This should include provisions for the evaluation of the work involved (e.g. a jury examination, or written project).</p>	<hr style="border: 0.5px solid black;"/> <p><i>Department approval of plan of study and method of evaluation</i></p>
<p>B. The work undertaken should be equivalent to work loads in regular Blair courses. 2 credits of lessons, for instance, would reflect 14 weeks of work, guidance by a musician with credentials equivalent to Blair faculty, and repertory suitable to the student’s level of study.</p>	<hr style="border: 0.5px solid black;"/> <p><i>Department approval of work load and assigned credits</i></p>
<p>C. If the study plan involves guided study (e.g. lessons with non-Blair faculty, study at a music camp, etc.) the student should provide the department with a description of the instructor’s professional credentials</p>	<hr style="border: 0.5px solid black;"/> <p><i>Department approval of non-Blair instructor</i></p>

Additionally, the student needs the approval of his or her Advisor and of the Associate Dean and must meet University (the Blair School of Music) requirements for credit by examination as stated in the Vanderbilt Undergraduate Catalog.

Approval of Advisor _____ Date _____

Approval of Associate Dean _____ Date _____

PART 2: SCHEDULING AND FORMAL RECORD OF EXAMINATION:

To be completed by the Blair Registrar in the semester in which the examination is taken:

- Must be enrolled for at least 12 hours
- Must be in good standing
- Total credit hours "pass" will not exceed 18 hours if this course is added
- Does not exceed 2 course limit of credit by examination in one semester
- Credit by examination will be attempted only once in this course this semester
- Credit by examination will be attempted no more than twice in this course.

Blair Registrar *Date*

To be completed by the Supervisor of Vanderbilt Student Accounts:

I confirm that the above named student has paid all fees for credit by examination in this course.

Supervisor of Student Accounts *Date*

To be completed by the Faculty of Record who will assign the grade in the course:

The above named student has my permission to take an examination for credit in the above named course.

Length of exam _____

Date/time of exam _____

Location of exam (room #) _____

Faculty of Record *Date*

GRADE INFORMATION:

The above named student took the examination. The grade of _____ and _____ credit hours should be awarded.

Faculty of Record *Date*

STUDENT ACCEPTANCE:

I _____ accept / _____ do not accept the grade and credit hours by examination.

Student *Date*

**Registrar, Collegiate Students
Blair School of Music
Vanderbilt University
2400 Blakemore Avenue
Nashville, TN 37212**