Application for Credit by Examination

Student Name ___________________________________  Student ID __________________

☐ Fresh  ☐ Soph  ☐ Junior  ☐ Senior  Semester/Year __________________________

Course in which credit by examination is being sought:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hrs Credit</th>
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</table>

**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 festival 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.

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).

   ___________________________________________________________________________

   *Department approval of plan of study and method of evaluation*

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.

   ___________________________________________________________________________

   *Department approval of work load and assigned credits*

C. If the study plan involves guided study (e.g. lessons with non-Blair faculty, study at a music festival, etc.) the student should provide the department with a description of the instructor’s professional credentials

   ___________________________________________________________________________

   *Department approval of non-Blair instructor*

Additionally, the student needs the approval of his or her Adviser 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 Adviser ____________________________  Date __________

signature

Approval of Associate Dean ____________________________  Date __________

signature

—see reverse
PART 2: SCHEDULING AND FORMAL RECORD OF EXAMINATION:

To be completed by the Blair Office of Academic Services 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 Office of Academic Services        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