



Application for Credit by Examination

Student Name _____ Student ID _____

Fresh Junior Semester/Year _____
 Soph Senior

Course in which credit by examination is being sought:

_____ Course Number _____ Course Title _____ Hrs Credit

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.

<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/> <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/> <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 festival, etc.) the student should provide the department with a description of the instructor’s professional credentials</p>	<hr/> <p><i>Department approval of non-Blair instructor</i></p>

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

*Office of Academic Services
Blair School of Music
Vanderbilt University
2400 Blakemore Avenue
Nashville, TN 37212*