



## YES User Guide: Transfer Credit Submission

*The Transfer Credit Submission page allows users to submit external courses for evaluation for transfer credit at Vanderbilt.*

Review the [Transfer Credit](#) webpage for policies and procedures.

### Contents

Navigating to the Transfer Credit Submission page .....	2
Instructions .....	2
Submitting a Course for Evaluation .....	4
Transfer Credit Submission Parameters .....	4



## Navigating to the Transfer Credit Submission page

From the [YES](#) Landing page, select the Transfer Credit icon:

**Application Links**

ACADEMIC PROFILE	COURSES AND ENROLLMENT	FINANCIAL	GRADUATION	RESOURCES
<ul style="list-style-type: none"><li>Academic Record</li><li>Degree Audit</li><li>Immersion Vanderbilt</li><li>Personal Information</li><li>Transcript Request</li></ul>	<ul style="list-style-type: none"><li>Course Eval Results</li><li>Course Withdrawal</li><li>Individual Study</li><li>Mobile YES</li><li>Student Registration</li><li><b>Transfer Credit</b></li></ul>	<ul style="list-style-type: none"><li>Billing Portal</li><li>Financial Aid</li><li>Student Accounts</li><li>Direct Deposit</li></ul>	<ul style="list-style-type: none"><li>Graduation Confirmation</li></ul>	<ul style="list-style-type: none"><li>Anchor Link</li><li>Brightspace</li><li>Handshake</li><li>Online Module Program</li><li>Writing Studio Appt.</li></ul>

## Instructions

**Please be sure to read the information and instructions provided (pasted here for ease):**

The Transfer Credit Submission page allows users to submit external courses for evaluation for transfer credit at Vanderbilt.

Please check the Transfer Credit Search tool to find courses that have already been reviewed. These evaluations are in effect until the expiration date listed. NOTE: If a course is listed in the search tool, the transfer request form still must be completed (see details below).

If you are a graduate or professional student, please work directly with your school's Office of Academic Services for transfer credits.

### Form Instructions

**New transfer students to Vanderbilt:** Upon matriculation, the External Education team will automatically begin processing your transfer credits for courses with a final grade listed on the most recently received official transcript. For courses at the 3000-4000 level, the External Education team will contact you and ask you to submit a syllabus from an offering of the course within the last 5 years. NOTE: If further information is required for review, the External Education team will contact you.

**Continuing/current students at Vanderbilt:** Please complete all required fields for each course you wish to transfer to Vanderbilt. For courses at the 1000-2000 level, please submit the course description from the institution you will be attending. The course description should be from the most recent academic catalog. For courses at the 3000-4000 level, a detailed syllabus from within the last 5 years must be submitted with your request. NOTE: If further information is required for review, the External Education team will contact you.



**Students with Pre-Freshman Credit:** Prior to submitting your request(s), please ensure that you meet the eligibility requirements for pre-freshman credit outlined here: <https://registrar.vanderbilt.edu/transfer-credit.php>, and that your official final college transcript was sent to and received by Vanderbilt. If the official transcript has not yet been received, your request(s) will be withdrawn. Please complete all required fields for each course you wish to transfer to Vanderbilt. For courses at the 1000-2000 level, please submit the course description for the term you completed the course from the institution you attended. NOTE: If further information is required for review, the External Education team will contact you.

#### Transcripts

In order for coursework to be posted to the student record, an official transcript must be received by the Office of the University Registrar. Transcripts are considered official only if they are sent directly from the issuing institution to Vanderbilt University at the following address:

Office of the University Registrar  
Vanderbilt University  
PMB 407701  
Nashville, TN 37240-7701

Some institutions provide secure electronic delivery of official transcripts. These submissions may be made to [external.education@vanderbilt.edu](mailto:external.education@vanderbilt.edu).

#### Transfer Credits at Vanderbilt

Students are responsible for working with their academic adviser to ensure courses taken elsewhere will satisfy specific requirements in the degree or major. Returning students planning to study elsewhere should be aware of all policies related to the transfer of credit post-matriculation. Detailed instructions are available in the [YES User Guide](#). Please review the [Transfer Credit](#) webpage for additional policies and procedures.

#### Status Terminology

**Awaiting Final Transcript:** Course has been evaluated and equivalency is listed in the Transfer Credit search tool. Credits will be posted to the student record upon receipt of a final, official transcript.

**Does Not Qualify:** Course has been withdrawn for insufficient documentation, or submission duplication.

**Evaluated:** Course has been evaluated and has been posted to student's Vanderbilt record.

**No Credit At Vanderbilt:** Course has been reviewed and rejected for credit at Vanderbilt.

**Saved:** Course has been saved but not submitted for review. Once the course is ready to be submitted, please open the request and click Submit.

**Submit:** Course has been submitted for review.

**Under Final Review:** Course has been evaluated and is in the queue to be posted to student's Vanderbilt record.

**Under Review:** Course is currently undergoing evaluation.



## Submitting a Course for Evaluation

Transfer Credit									
<span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Add Request</span>									
Type of Request	Institution	Term	Subject Area	Course	Status	Date	Syll	Docs	
In Progress	Louisiana State University [Baton Rouge]	2005 Fall	PSYC	Memory & Forgetting 4034	Save	2017/09/19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Future Work	Art Institutes Intl Mn	2019 Fall	LING	Intro to Ling 100	Submit	2017/09/19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

- Click on the **Add Request** icon to submit a new course;
- Click on the Edit icon on the far right to add a syllabus or other document to a previously saved course.

## Transfer Credit Submission Parameters

### Transfer Credit Request Fields

### Transfer Credit Request

Enter the course subject, course number, and title as it appears/will appear on the transcript of record. A separate submission is required for each course requested.

Processing time for evaluations is variable and highly dependent on the evaluating department at Vanderbilt. Please allow 30 days for the evaluation process. For questions regarding the course evaluation process, please contact [external.education@vanderbilt.edu](mailto:external.education@vanderbilt.edu).

\* Indicates required field.

Type of Request\*

External Institution\*

Term\*  Year\*

External Course Subject Area\*  External Course Number/Code\*

External Course Title\*

Add Syllabus/Course Description (Max file size: 5MB)  
Accepted file types: .doc, .docx, .odt, .pdf, .txt

Additional Documents (Max file size: 5MB. Hold ctrl to select multiple files)  
Accepted file types: .doc, .docx, .odt, .pdf, .txt

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



- **Type of Request:** Select Course Work Already Completed/In Progress or Future Course Work from the drop-down menu.
- **External Institution:** Enter the home institution of the course. The form will make suggestions as you type; select your institution from the list of options.
- **Term:** Select the term the course was or will be taken from the drop-down menu.
- **Year:** Select the year the course was or will be taken from the drop-down menu.
- **External Course Subject Area:** Enter the course subject as it appears on the transcript of record (e.g., ANTH, ENGL, SOC, etc.).
- **External Course Number/Code:** Enter the course number as it appears on the transcript of record.
- **External Course Title:** Enter the course title as it appears on the transcript of record.
- **Add Syllabus/Course Description:** Click on the **Choose File** icon to upload the detailed course syllabus or course description.
- **Additional Documents:** Click on the **Choose File** icon to upload any additional documents needed for evaluation.
  - **Save:** Click **Save** to save work not ready for submission, or to save edited fields.
  - **Submit:** Click **Submit** to submit the request.

Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.