

Can students take reading courses with professors?

Faculty members are generally reluctant to offer reading courses, as they are uncompensated additions to their full teaching load. With that said, MDiv students may take up to two reading courses (6 hours) and MTS students may take one (3 hours). Students should download the appropriate form under the VDS Portal tab on the VDS website. Upon completion of the form and accompanying documentation, the student submits this petition to the Associate Dean for Academic Affairs for approval. Approval for reading courses will not be given after the drop/add period for a semester has closed.

A student took a similar religion course as an undergraduate, how does the student “waive” a foundational course requirement?

- 1) Students may download and complete the form from the website under “VDS Portal.” The signature of the student’s advisor and, ideally, the area director responsible for the foundation course is required. Syllabi submission is greatly encouraged.
- 2) The student then submits this form to the Assistant Dean for Academic Affairs Victor Judge to review the student transcript and documentation.
- 3) The Associate Dean for Academic Affairs then makes a final decision and informs the student and advisor.

Students “waiving” courses are required to take a higher-level course of equivalent hours to satisfy the requirement.

How do transfer students know which courses from other institutions count for which courses at Vanderbilt?

Transfer students should meet with Assistant Dean Judge upon matriculation. At the end of the first full semester at Vanderbilt, Asst. Dean Judge will finalize the transfer credits with the approval of the Associate Dean. A copy of this agreement will be placed in the student’s file.

How does a student transfer degree programs?

- 1) A student should first speak with the student’s advisor about the student’s reasons for seeking a degree transfer.
- 2) After that discernment conversation, the student should meet with Asst. Dean Judge to request a degree audit to determine the viability and timeline for the transfer.
- 3) Finally, the student should download and complete the request for degree transfer form under “VDS Portal” on the website and schedule a meeting with the Associate Dean for final approval.

What should a student do if s/he wants to withdraw from a course?

If a student wishes to no longer be enrolled in a course after the drop/add period has expired, the student will need to speak to the registrar to “withdraw” from a course. A “W” with the date withdrawn will appear on the student’s transcript, but the course will not be calculated into the student’s GPA. Withdrawal from a course does not nullify a student’s merit tuition award for subsequent semesters. But a withdrawal will likely affect the student’s time to degree. Students should refer to the schedule in the catalogue to calculate the exact percentage of tuition that will be refunded after the withdrawal.

