

PRIOR COLLEGE-LEVEL WORK

May 2008

College level work done PRIOR to high school graduation must meet the following five criteria to be considered for transfer credit:

1. Taught on the college or university campus (not a high school campus).
2. Taught by a regular member of the faculty of the college or university.
3. Taken in competition with a majority of degree candidates of the college or university.
4. Regularly offered at the college or university, not taken on-line, distance or correspondence.
5. Taken after the beginning of the junior year of high school.

If you meet all the criteria specified above, please submit the following information to the Registrar's Office at Wake Forest, PO Box 7207, Winston Salem, NC 27109-7207

1. This letter filled out by the college or university where you completed the work, stating you met ALL of the above criteria.
2. An official transcript bearing the Registrar's seal or its equivalent from the college or university where you earned the credit.
3. The course syllabus for all courses taken.

Please do not submit this form if you have not met the above five criteria.

Take this form to the college or university (you may make copies if necessary) where you completed the work. An official of that school must return this form (to the address at the bottom of this letter) completing the following information.

Student's Name: _____ SSN _____

I confirm that EACH of the above listed criteria was met for all work recorded on our official transcript.

NAME: _____ SIGNATURE: _____

TITLE: _____ SCHOOL NAME & SEAL: _____

PLEASE NOTE: The following departments at Wake Forest do not accept for transfer courses taken at 2-year colleges: Anthropology, Biology, Business, Chemistry, English, Philosophy, Physics, Psychology, Sociology, Women's Studies.