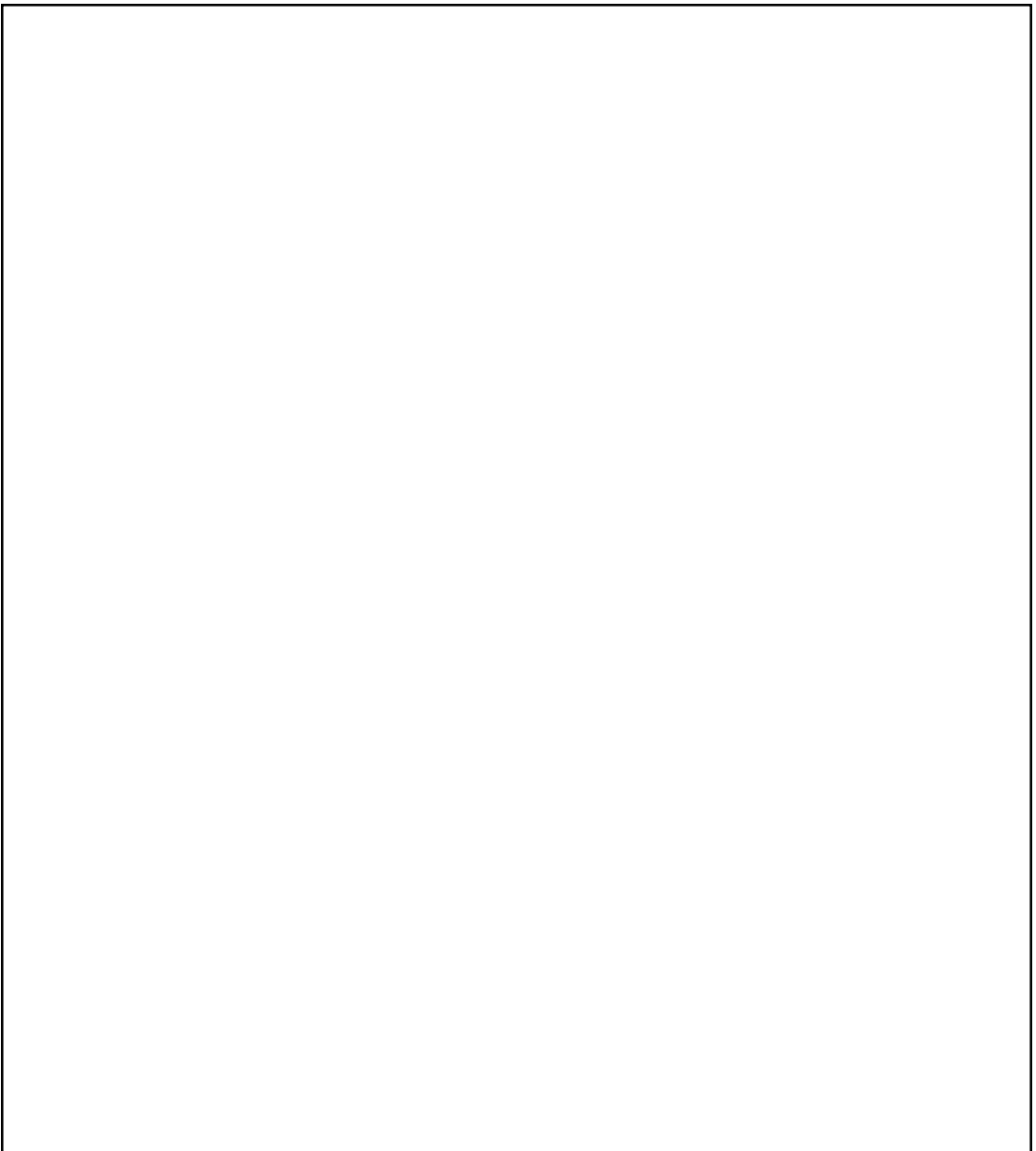

IV

Application to Washington and Lee



APPLICATION TO WASHINGTON AND LEE

Washington and Lee is selective in its admission of students. Each year the University enrolls in its freshman class about 450 students from approximately 3,400 applicants. In addition, the University will consider applications from students who want to transfer from other institutions of higher education.

Washington and Lee University does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in its educational programs and activities or with regard to employment. It does not discriminate in any way in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Washington and Lee encourages applications from men and women who value the kinds of opportunities and experiences in undergraduate education which Washington and Lee affords and who judge themselves well-prepared for it. The University tries to choose students who will benefit from and contribute to its educational programs.

The Committee on Admissions considers each candidate's secondary school record, class standing and standardized test scores. Information obtained from recommendations by secondary school officials, teachers and other sources which relates to the applicant's character, intellectual curiosity, seriousness of purpose, and range of interests also plays a significant part in the Committee's decisions. For all those qualified to undertake its exacting degree programs, the University strives to provide whatever financial assistance may be needed to permit their enrollment.

It may be of interest to applicants for admission to Washington and Lee to know that the University does NOT retain confidential letters of recommendation from secondary school teachers, guidance counselors, alumni and others after a decision has been made on a given application, *i.e.*, that such information does

not become a part of the student's permanent file and hence is not available for examination under The Family Educational Rights and Privacy Act of 1974 (often referred to as the "Buckley Amendment").

REQUIREMENTS FOR ADMISSION

Secondary School Credits: The University assumes that applicants will have pursued courses of study which have adequately prepared them for the rigors of the University's academic programs.

A student must have completed at least 16 units in college preparatory subjects. At least 14 of these 16 units should be in English, foreign languages, mathematics, history, the social sciences and the natural sciences. Specific requirements are four units in English, three units in mathematics, two units in a foreign language, one unit in natural science (excluding general science), and one unit in history.

College Entrance Examinations: Washington and Lee requires all candidates for admission to submit the results of standardized college entrance examinations. The test results of such examinations are but one of several standards used in selecting freshmen. By themselves, the results are not determinative, but applicants may strengthen their credentials by making a good showing.

Candidates may submit for consideration either the test results from the American College Testing Program (ACT) or the results of the Scholastic Assessment Test (SAT-I). In addition, all candidates must submit three different subject tests of the SAT-II, one of which must be the SAT-II Writing Test.

Besides the SAT-II Writing Test, two tests chosen from at least two of the following groups are required: 1. The natural sciences (biology, chemistry, or physics); 2. mathematics (level I or level II); 3. foreign languages (French, German, Hebrew, Latin, Russian, or Spanish); 4. history (American history and social studies or European history and world culture).

The college entrance examinations, as secondary schools advise, may be taken in the junior year simply for practice or for qualification for the Early Decision Plan outlined below.

Normally, these tests must be taken in October, November, or December of the candidate's senior year, although tests taken earlier may be accepted, and tests taken in January will be considered.

Arrangements to take the standardized tests can be made through a high school guidance counselor or by writing directly either to the American College Testing Program, 2201 North Dodge Street, P.O. Box 168, Iowa City, Iowa 52243, or the College Board, Box 592, Princeton, New Jersey 08540, or Box 1025, Berkeley, California 90701. These organizations will furnish information about the tests, times, locations and fees.

Of particular note, applicants with disabilities who, for any reason, are unable to take the regularly administered, required admissions tests may contact either the Educational Testing Service or the American College Testing Service for brochures describing special testing arrangements.

Candidates should request that their test results be sent to Washington and Lee. This is important because the results are not sent automatically.

Applicants who do not take the required tests by January of their senior year may have their applications considered for vacancies, if any exist, when scores are received, but such candidates will have greatly reduced their chances of being offered admission.

EARLY DECISION PLAN

Washington and Lee offers an Early Decision Plan to well-qualified applicants whose first choice is Washington and Lee University. Under this plan, applicants may receive notice of acceptance by December 20 of their senior year, several months before the regular notification date.

PROCEDURE

All applicants for an early decision should proceed as follows:

1. *Indicate by letter that they are applying under the Early Decision Plan, that Washington and Lee is their first choice, and that they will attend Washington and Lee if accepted.* (An early decision candidate is free to make applications to other colleges with the understanding that those applications will be withdrawn should the candidate be offered admission in December.)

2. Complete all materials required for admission and have them forwarded to the Admissions Office by December 1 of the senior year.

3. Take either the American College Testing Program (ACT) or the College Board's Scholastic Assessment Test (SAT-I). In addition, take three SAT-II subject tests, if possible, no later than the June test date following the junior year. *Some Early Decision candidates may be unable to sit for SAT-II subject tests prior to the senior year. Their applications will be considered for an Early Decision, but they must take the tests as quickly as possible, certainly no later than January.* One must be the SAT-II Writing Test; the other two may be of each applicant's choosing but must be in two different subject areas.

Successful applicants will be required to confirm their acceptance by January 1 with the regular, non-returnable tuition and room deposit of \$500.

Applicants not offered early admission will receive unbiased consideration under the regular admission procedure. They should have their secondary school submit, as soon as possible, a transcript of their first term grades. An applicant not offered early admission is free, of course, to apply to other colleges.

REGULAR APPLICATION PROCEDURE

Prospective applicants should write to the Dean of Admissions, Washington and Lee University, Lexington, Virginia 24450, no later than the fall term of their senior year, asking for application forms. They should arrange to take the college entrance tests as set forth under "Requirements for Admission."

Applicants should fill out the personal application form and return it to the Dean of Admissions together with a non-refundable fee of \$40. They should give the Secondary School Report form to their high school or preparatory school counselor for completion; that official is to return the form directly to the Dean of Admissions. The two Teacher Recommendation Forms enclosed with the application materials should be completed by teachers who have taught the applicant in either the junior or senior year of secondary school and forwarded directly to the Dean of Admissions. Applicants offered admission are accepted subject to successful completion of the academic work then being carried.

Applications for admission may be made any time from the beginning of the senior year until January 15. Applications received after January 15 can be considered only for any vacancies that develop.

Successful applicants are advised of their acceptance no later than early April. Washington and Lee, along with a large number of other colleges, subscribes to the Candidates Reply Date agreement and does not require candidates to confirm their acceptance before May 1. However, the candidate's prompt confirmation and payment of a non-refundable tuition deposit of \$400, plus a \$100 room reservation fee and security deposit (also not refundable if the candidate does not matriculate), does enhance the likelihood of the University's being able to honor the student's request for a particular room or type of room in the freshman dormitories. The security deposit, less any charges assessed for damages, is refundable at the end of the academic year.

ADVANCED PLACEMENT

Washington and Lee participates in the Advanced Placement Examination Program conducted by the College Board. More and more students are taking advantage of this program to prepare themselves for advanced study in college. Washington and Lee encourages able, well-qualified students to enroll in College Board-sponsored advanced placement programs in their schools, take the Advanced Placement Examinations, and have the results submitted to Washington and Lee if they enter as freshmen.

Freshmen who have performed well in college-level courses and who have received scores of "3" or better on Advanced Placement Program examinations may be considered for advanced placement in college courses and for credit toward graduation, at the discretion of the department heads involved. However, a score of "3" is by no means a guarantee that credit will be granted. Most departments require a minimum score of "4" or, in the case of biology, English, history, politics, and psychology, "5", before granting credit will be considered. Each examination meeting these minimal criteria is reviewed carefully and credit is awarded only when deemed appropriate. Freshmen who wish to have their Advanced Placement examination(s) considered for credit must, at the time of the examination, designate Washington and Lee as the college to receive both their Advanced Placement score reports and their examination booklets.

INTERNATIONAL BACCALAUREATE

Washington and Lee University recognizes successful achievement of students in the curriculum of the International Baccalaureate Organization. Students who have earned certificates or diplomas in this program may present their credentials for consideration for the awarding of advanced placement credit. Normally, credit will be considered only in cases where a course has been studied at the "higher level" and the student has been given an IB grade of 5 or higher. The decisions for or against awarding college credit will be made by the department concerned on an individual basis.

FRESHMAN REQUESTS FOR TRANSFER CREDIT

Freshmen who wish to be awarded credit at Washington and Lee for courses previously taken at another accredited college or university should obtain a Freshman Credit Transfer Form from the University Registrar and return it with the requested information (course description and syllabus, official college transcript, information on instructor, location and texts). Requests and transcripts received by August 15 will be processed in time for freshman registration for fall term. These courses are often prerequisites for work freshmen plan to undertake in their first term, so it is important to have the records sent as soon as possible. No college course will be transferred if it has been used to meet one of Washington and Lee's entrance requirements.

TRANSFER STUDENTS

Students seeking admission as transfers from another college should write to the Dean of Admissions, Washington and Lee University, Lexington, Virginia 24450, asking for a personal application form *as a transfer*. They should have all institutions attended send directly to the Dean official transcripts of their college record, including their entrance units and a statement of honorable dismissal.

Washington and Lee's policy is not to accept students as transfers unless they have earned at least a C (2.000) average on all work attempted at the institution or institutions previously attended. Such an average, however, does not guarantee admission. The successful transfer applicant generally will have achieved at least a B (3.000) average. Credits earned at another institution may be transferred for Washington and Lee credit only when completed with a grade of C (2.000) or higher. A student admitted as a transfer may receive not more than 87 credits on all work previously attempted. Such credits are assigned by the appropriate department head and the University Registrar at the discretion of the appropriate dean. It is expected that applicants for

transfer will have completed at least one full academic year of study elsewhere and that they will complete at least two years of full-time study at Washington and Lee prior to receiving their degree.

Applications for transfer in September must be submitted no later than April 1. Candidates seeking entrance in January should submit all required materials by November 1. Transfer applicants are required to submit to the Admissions Office test results from the American College Testing (ACT) assessment or from the Scholastic Aptitude Test (SAT-I).

INTERNATIONAL STUDENTS

Washington and Lee University is pleased to receive and review applications for admission from international students. Further, international students are eligible to apply for both need-based financial assistance and honor scholarship consideration. University resources for international students are limited, however, and admission to the University does not guarantee financial aid. In general, it is expected that international students granted admission will be able to provide a substantial portion of their educational costs from personal resources. Indeed, it is rare for an international student to be offered assistance in excess of Washington and Lee's tuition; usually less is offered. Hence, students who are receiving significant funding from other sources are most apt to meet the cost of a Washington and Lee education. Students who require the full amount of tuition, room, board, books and miscellaneous expenses from Washington and Lee are, in most cases, simply beyond the reach of University resources.

International students applying for admission must complete both the regular admissions application and all standardized testing requirements, with the exception of the three SAT-II subject tests. In addition, an international applicant whose native tongue is not English must submit the results of the Test of English as a Foreign Language (TOEFL). All regular admission deadlines apply.

International applicants for financial aid

must complete the International Financial Aid Form available through Washington and Lee's Office of Financial Aid. Timely filing of forms is imperative and compliance with all requests for information is mandatory.

PHYSICAL EXAMINATION

Each entering freshman, transfer or exchange student is required to submit the report of a complete physical examination given by the student's own physician. The Washington and Lee form for this report is sent to students prior to matriculation, and students are required to have the examination made promptly and the form returned to the University by the physician.

SPECIAL STUDENTS

A high school graduate who gives evidence of ability to pursue selected courses of study but who does not seek a degree may, under certain circumstances, be admitted without fulfilling the regular entrance requirements. Special students may take any subjects for which they are pre-

pared. If they should decide to become degree candidates, they must satisfy the normal requirements for regular admission.

In the annual register of students, each special student is indicated as such and not as a candidate for a degree.

ALUMNI ADMISSIONS PROGRAM

The Alumni Admissions Program is presently established in 93 areas throughout the country to assist the University in identifying qualified students for Washington and Lee and to provide information and assistance to these prospective students, their parents and guidance counselors. AAP Committees in these 93 areas are comprised of alumni eager to provide up-to-date information to all persons interested in learning more about the unique educational opportunities offered by the University. Anyone interested in learning more about Washington and Lee should not hesitate to consult the appropriate AAP Chair, listed below, who will arrange for a personal meeting with an alumnus.

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