

WASHINGTON AND LEE UNIVERSITY
First-Year Student Credit Transfer Request

This form must be completed by all first-year students desiring credit for previously completed college-level work. Do not file this form for AP or IB credit. Answer the questions for each course taken. No credit will be awarded for online courses or courses used to meet one of W&L's entrance requirements. In order to receive W&L credit, all documentation (official transcripts, official score reports, required W&L forms, etc.) must be received by the University Registrar before the end of Fall term. First-year students may receive a maximum of 28 credits from any and all non-W&L sources (AP, IB, college courses while in high school, etc.). Some students may be required to speak with the appropriate department head(s) before placement or credit is determined. Students will be notified at matriculation of the status of their requests for credit if complete forms are received by August 15. Questions may be addressed to the University Registrar's Office. Along with this form, send a copy of the course syllabus, a catalog containing the description of the course, and an official transcript of the credit to:

University Registrar's Office
 Washington and Lee University
 Lexington, Virginia 24450-2116

Name _____ Date of entrance at W&L _____
 (please print)

Last secondary school _____ City _____ State _____

<p>1. Course title _____ Credit hours _____ Grade _____</p> <p>Institution awarding credit _____</p> <p>Where & how taught (college, high school, classroom, online, etc.) _____</p> <p>Instructor name _____ Where employed _____</p> <p>Textbook(s) used (title, author) _____</p> <p>_____</p> <p>Was the course used to meet one of W&L's entrance requirements? . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>OFFICE USE ONLY</p> <p>Syllabus.</p> <p>Catalog.</p> <p>Transcript.</p> <p>Department.</p>
<p>2. Course title _____ Credit hours _____ Grade _____</p> <p>Institution awarding credit _____</p> <p>Where & how taught (college, high school, classroom, online, etc.) _____</p> <p>Instructor name _____ Where employed _____</p> <p>Textbook(s) used (title, author) _____</p> <p>_____</p> <p>Was the course used to meet one of W&L's entrance requirements? . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Syllabus.</p> <p>Catalog.</p> <p>Transcript.</p> <p>Department.</p>
<p>3. Course title _____ Credit hours _____ Grade _____</p> <p>Institution awarding credit _____</p> <p>Where & how taught (college, high school, classroom, online, etc.) _____</p> <p>Instructor name _____ Where employed _____</p> <p>Textbook(s) used (title, author) _____</p> <p>_____</p> <p>Was the course used to meet one of W&L's entrance requirements? . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Syllabus.</p> <p>Catalog.</p> <p>Transcript.</p> <p>Department.</p>
<p>4. Course title _____ Credit hours _____ Grade _____</p> <p>Institution awarding credit _____</p> <p>Where & how taught (college, high school, classroom, online, etc.) _____</p> <p>Instructor name _____ Where employed _____</p> <p>Textbook(s) used (title, author) _____</p> <p>_____</p> <p>Was the course used to meet one of W&L's entrance requirements? . . . <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Syllabus.</p> <p>Catalog.</p> <p>Transcript.</p> <p>Department.</p>