# PRIOR COLLEGE-LEVEL WORK

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

1. Not used to meet high school diploma requirements.
2. Taken on the college or university campus (not a high school campus).
3. Taken in competition with a majority of degree candidates of the college or university.
4. Taught by a regular member of the faculty of the college or university.
5. Regularly offered at the college or university, not taken on-line, distance or correspondence.
6. Taken after the beginning of the junior year of high school and yielded a grade of C or better.

## ATTN STUDENT: Please do not submit this form if you have not met the above six criteria.

If you meet all the criteria specified above, please submit the following information to the University Registrar's Office at Wake Forest University, PO Box 7207, 110 Reynolda Hall, Winston-Salem, NC 27109-7207

1. This letter filled out by your high school guidance counselor AND 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.

Take this form to the college or university where you completed the work. An official of that school must return this form (to the address above) completing the following information:

Student's Name: _____ _____ _____
First Middle Last

I CONFIRM THAT EACH OF THE ABOVE LISTED CRITERIA WAS MET FOR ALL WORK RECORDED ON OUR OFFICIAL TRANSCRIPT.

SCHOOL OFFICIAL NAME: _____

SCHOOL OFFICIAL SIGNATURE: _____

TITLE: _____SCHOOL NAME & SEAL: _____

**Please call 336-758-3725 if you have questions about the eligibility of your prior college level work.**

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