

Transfer of Credit

Credits for courses completed at another college or university accredited by one of the six regional accrediting agencies of the United States, with a grade of C (2.0) or higher, may be transferred to Washington and Lee and used as degree credit. Grades for these courses, however, may not be transferred, and a student's cumulative grade-point average will include only work attempted at Washington and Lee. A student admitted as a transfer may receive no more than 87 credits for work transferred. Such credits are assigned by the appropriate department head and the University Registrar at the discretion of the appropriate dean. ***Only work comparable to that at Washington and Lee in level, nature, and field may be accepted for degree credit.*** It is expected that a transfer student will complete at least two years of full-time study at Washington and Lee prior to receiving a degree.

Requests for Transfer Credit by First-Year Students

First-year students who wish to be awarded credit at Washington and Lee for courses previously taken at another college or university accredited by one of the six regional accrediting agencies of the United States should obtain a Credit Transfer Form from the University Registrar or online at registrar.wlu.edu/forms/ and return it with the requested information (course description and syllabus, official college transcript, information on instructor, location and texts). Credits for courses completed at another institution with a grade of C (2.0) or higher may be transferred to Washington and Lee and used as degree credit. Grades for these courses will not be transferred, and a student's cumulative grade-point average will include only work attempted at Washington and Lee. Requests and transcripts received by August 15 will be processed in time for new students' registration for fall term. These courses are often prerequisites for work new students plan to undertake in their first term, so it is important to have the records sent as soon as possible. No college credit will be awarded if it has been used to meet one of Washington and Lee's entrance requirements.

Advanced Standing Credit

First-year students, at the discretion of the Dean of the College, may be allowed to take University-administered examinations for college credit on work done in approved secondary schools in computer science, foreign language, or mathematics. The conditions are as follows:

A. The work on which credit is desired must have been over and above that represented by 16 full units in regular college preparatory subjects, namely, English, history, a foreign language, mathematics, natural and social sciences.

B. Students must have made superior grades in secondary school, including in the course on which the examination is to be taken.

C. Students must be pursuing and must pass, with a C (2.0) grade or better, a course in the subject on which they seek an examination.

D. The examination must be taken not later than four weeks after the opening of the term during which they begin the advanced college course referred to in C.

Credit for Service in the Military

Students who have had two years of active service in the armed forces are, upon completion of all other credits required for a degree, given credit for the physical education requirement for a degree; students who have had six months of active service are given credit for one term toward the physical education requirement for a degree.

Under the Reserve Officers Candidate program of the U.S. Navy, a student who completes the ROC-TWO summer course with grade C (2.0) or better may be granted two elective credits. A student who completes the summer programs for Platoon Leaders of the U.S. Marine Corps may be granted four elective credits.

Internships

Washington and Lee awards "credit for education, not experience." Credits will be awarded only for internships that contribute toward learning, as specified by departments listing all internship experiences as a 450-level course. Departments are responsible for approving each internship in advance, designating faculty supervisors, requir-

ing interim and final reports, securing evaluations from work supervisors, ascertaining that the student worked full-time for the period, assigning a grade for the course and retaining records on each individual's performance for evaluation purposes. Where credit is appropriate for an internship, it should be available whether or not there is a salary or stipend.

Credits may be awarded to students for internships as follows: up to nine credits for winter or fall term; up to six credits for spring term; and up to three credits for summer/fall combined experiences. A maximum of nine credits of internship may be used to meet degree requirements.

Many summer work experiences do not qualify for academic credit. The value of summer work lies in experience and networking. This experience should be on a résumé and not a transcript. The requirement of some employers that students must receive academic credit in order to be considered for employment has absolutely no bearing on the academic department's decision regarding credit approval. The decision to award academic credit will be based on the educational merits of the internship experience as determined by university faculty.

There are clearly some instances where a summer experience may qualify for academic credit based on subsequent work in a fall term. Faculty should be involved in the planning, execution and evaluation of the internship. In order for these summer/fall internships to qualify for academic credit, the following standards must be met:

A. The summer/fall internship will be the responsibility of an academic department, listed as a 450-level course (e.g. 451 for one credit, 453 for three credits) in the catalog, and intended primarily for majors.

B. Faculty will determine if the internship merits the opportunity for a follow-up fall term project and academic credit. Credit will be based on the work during an academic term with the summer work as a prerequisite.

C. The student, faculty and sponsor of the internship must agree in writing on the conditions of the summer portion of the internship during the spring term prior to the internship.

D. The student will register for the internship in the fall term above and beyond the normal full-time course load. The credit awarded and

conditions of the fall term academic work will be determined by the sponsoring department and faculty member.

Summer School Credit

Students who have taken academic work at Washington and Lee, and who wish to count toward degree credit summer work taken subsequently at another institution, must meet certain conditions:

A. Verification that the college or university is a four-year institution accredited by one of the six regional accrediting agencies of the United States must be secured from the appropriate dean. Courses taken at community colleges may not be used for degree credit at Washington and Lee. Approval of courses in accounting, business administration, economics, and politics is secured from the Dean or Associate Dean of the Williams School as soon as possible but not later than June 1 (June 15, if summer work is necessitated by spring term grades). Approval of other courses is secured from heads of departments offering the corresponding work at Washington and Lee University. Approval of courses taken for credit at scientific research laboratories and field stations may be granted at the discretion of the department concerned. For the Williams School, with the exception that candidates for the B.S. degree in combination with first-year law may be permitted to offer two courses in their major group, the limits on summer school credit are the same as those for the College.

In order to assure that students receive credit for summer school courses, it is recommended that they seek the advice and approval of the appropriate department head and dean *before* enrolling for the courses. However, if students apply for credit during the course or after it has been completed, they will be given or denied credit on the basis of the criteria which would have been applied to their request prior to taking the course. No matter when approval is requested, students must submit applications for approval on the Application for Degree Credit for Off-Campus Study form, obtainable from the University Registrar's office or Web site at registrar.wlu.edu/forms/.

B. A maximum of four courses, not to exceed 14 credits, of summer school work may be offered

toward all degree requirements. This total of four courses may be comprised of any combination of the following:

- (1) Free electives, up to four courses (14 credits).
- (2) Two courses to satisfy Foundation and Distribution (General Education) Requirements or to be used as cognates may be taken for the first time. *No* course may be taken for the first time in the major subject or, in the Williams School, the major group.
- (3) No more than two courses may be repeated.

C. If a course is repeated in summer school, the previous grade will remain in the student's cumulative grade-point average.

D. Permission will not be granted to take any course which is a specific prerequisite for a course which has already been passed.

E. It is the responsibility of the student to see that the official transcript is sent to the University Registrar, Washington and Lee University. Approvals must be obtained and official transcript received by the University Registrar before the conclusion (last day of classes) of the first 12-week term completed by the student upon his/her return to W&L. Late submissions will be charged an initial fee of \$100 and \$50 per term beyond the deadline. Exceptions to this rule may be granted by appealing to the Faculty Executive Committee.

F. If students wish to receive credit for courses taken in a summer program abroad, they should consult with the Center for International Education as early as possible in order to identify and apply to an appropriate program or school. The institution and the program must be approved by the International Education Committee and the applicant by the appropriate dean. A student must have a cumulative grade-point average of at least 2.500. Except in unusual circumstances, approval by the International Education Committee must be given *before* the student undertakes summer study abroad in order to receive credit.

TRANSCRIPTS

Transcripts and first-class postage are provided free of charge as a service to students and alumni. Other methods of delivery (e.g., overnight deliv-

ery, etc.) are available on request and for a special charge. Apostilles and other special certification may require different information and additional charges. Facsimile transcripts will not be provided due to security, data transmission, and privacy considerations.

Grades are recorded on transcripts at the end of each academic term. Normally transcripts are mailed as soon as possible after a request is received, though current students may request that transcript requests be held until grades for the current term are recorded. No transcript will be provided for students with overdue accounts or other holds at the University.

Official copies of Washington and Lee University transcripts, bearing the University seal and the University Registrar's signature, are sent by first-class mail directly to individuals, schools or organizations upon the written and signed request of the student or alumnus/a. The transcript is a *complete* record of all academic work taken at Washington and Lee, regardless of whether the student was enrolled in law or undergraduate courses, as degree- or non-degree-seeking. Written requests should include information to identify the individual (e.g., birthdate, social security number), address where the transcript is to be mailed, telephone number and/or e-mail address, and the signature of the student whose record it is. The rank in class is not on the transcript but may be requested in writing. A transcript request form, which can be sent to the University Registrar via regular mail or facsimile, is available for student use on the University Registrar's Web page at registrar.wlu.edu. Only the name at entrance and the last name used while enrolled at W&L appear on the transcript. Subsequent name changes will not be reflected on the academic record but must be documented when the record is requested.

Student advising copies, without seal or signature, are for the personal or on-campus use of currently enrolled students. Copies may be provided to those school officials with a legitimate educational interest. They may also be placed in a university career services file prior to graduation, if so desired.

PROGRESS TOWARD DEGREE

All students at Washington and Lee are expected to make progress toward attaining their degrees.