

Request to Forfeit AP/IB Credit



Important: Workday Student automatically blocks registration for courses where a student has already earned AP/IB credit. To avoid this, students must officially request to forfeit their AP/IB credit before attempting to register for the equivalent course.

Once a Forfeit AP/IB credit is submitted, the request is irrevocable. Students should consult with an Academic Advisor before making the request.

Create Request to Forfeit AP/IB Credit

Students will use the **Create Request** task to request a forfeit for AP/IB credit.

- 1. Complete the following steps to **Create Request** task:
- 2. Using the Workday search bar, search for and select the **Create Request** task.

Create Request Task

- 3. Search and select **Forfeit AP/IB Credit Request** for the Request Type and click **OK**.

Request Type *

× Forfeit AP/IB Credit Request

- 4. Complete the **Forfeit AP/IB Credit Request** questionnaire and click **Submit**.

Forfeit AP/IB Credit Request 1/2

This request is for students who wish to forfeit AP/IB credit in order to take the class at WFU.

The course I have earned credit for is:
(Required)

I earned credit for this course from:
(Required)

Type your name in the box below to confirm your acknowledgement of the following statement:
I have discussed this plan to forfeit transfer credit with my academic advisor. I understand that I am giving up all of the credit associated with this Advanced Placement or International Baccalaureate exam. The Wake Forest course will count towards my current course registration and the grade I earn will factor into my Wake Forest grade point average. Both courses will remain on my Wake Forest transcript.
(Required)

Submit

Save for Later

Cancel



Note: Once the Forfeit AP/IB Credit Request is submitted, the Office of the University Registrar must process the request before the AP/IB credit is removed.