

Approval for Alternative Credit or Transient Student

Students must seek prior approval from the Office of the Registrar before attempting alternative credit (credit-by-exam) or transient coursework.

Please return this form to the Office of the Registrar in person or at: registrar@warner.edu

CURRENT INFORMATION: Fill out completely.

Name _____ Warner ID # _____

Cell Phone _____ Anticipated Graduation Term/Year (e.g. Spring 2024): _____

Major: _____ Advisor: _____

TRANSIENT INSTITUTION INFORMATION: Fill out completely.

Transient Institution: _____ City/State: _____

Or Credit-by-Exam (circle one): ☐ CLEP ☐ DSST ☐ StraighterLine ☐ Other exam: _____

What requirement are you trying to fulfil (GenEd, Major, Minor, Degree, Elective)? List all that apply: _____

Term (fall/spring/summer): _____ Start Date: _____ End Date: _____

Course Prefix - Number - Title - Credit Hours (or Exam Title)

(e.g. ENG 1010 Composition I - 3 hours)

1: _____

2: _____

3: _____

4: _____

Total credit hours requested: _____

Total credit hours at WU in same term: _____

Combined Total credit hours: _____ If total exceeds 18 credit hours, students must obtain permission from the Assistant Vice President for Registration and Advising.

Overload approval _____ Date _____

**Meets the following WU
Requirement (for completion
by Dept. or Registrar):**

Warner University certifies the student named above is in good academic standing, currently enrolled, or eligible to return. He/she has permission to take the listed courses at your institution and use them toward completing a degree program. Credits earned will be accepted by official transcript when the courses are completed.

Departmental Approval _____ Date _____

Registrar's Signature _____ Date _____

YOU MUST READ AND SIGN THE BACK OF THIS APPLICATION

TRANSIENT COURSES, I AGREE TO THE FOLLOWING:

- Transient courses have to be applicable towards the student's degree program at Warner University (WU).
- The student must have met all prerequisites for the transient institution's course(s).
- Upon approval, the student must deliver the signed Transient Form to the attending institution school official/Registrar.
- Grades earned at another college or university are included in calculating the GPA.
- Bachelor of Arts and Bachelor of Science Degree candidates must complete the last year of coursework at WU (at least 30 credit hours in residence), and at least 18 credit hours in each major and at least 9 credit hours in each minor must be completed in residence. Students who anticipate graduation from WU this term, must obtain special permission from the Assistant Vice President for Registration and Advising.
- Proof of enrollment must be sent to WU by email registrar@warner.edu within the first 10 days of the course(s), otherwise, students need to provide an official letter of non-attendance from the other institution if they decide not to take the class.
- Upon completion of transient course(s), students must request an official transcript to be sent directly from the transient institution to: registrar@warner.edu or by mail to:

**Warner University
Office of the Registrar
13985 Hwy 27
Lake Wales, FL, 33859**

ALTERNATIVE CREDIT, I AGREE TO THE FOLLOWING:

- Credit-by-exam (e.g. CLEP, DSST, StraighterLine, Sophia Learning) are recorded as Pass/Fail and are not included in calculating the GPA.
- Credit-by-exam may not be counted as part of the class load for financial aid purposes.
- Credit-by-exam is posted as transfer credit and will be treated as transfer credit with respect to athletic eligibility. The term the credit is applied will be determined by the completion date posted on the official transcript or score report. The deadline to complete a credit-by-exam in order for credit to be considered for athletic eligibility is before the published start date of the semester, not necessarily the start date of the session or the start date of traditional classes.
- Send proof of exam test date (e.g. receipt) to WU by email registrar@warner.edu within 10 days of signing up for the exam.
- For graduation eligibility, passing score reports are due 60 days prior to graduation.
- Upon completion of exam(s), students must have an official score report sent directly from the testing institution to WU at registrar@warner.edu or by mail (see above).
 - **CLEP:** To send a CLEP score reports to WU visit www.collegeboard.com/clep
 - The WU code for CLEP score reports is **5883**.
 - **DSST:** To send a DSST transcript to WU visit www.getcollegecredit.com
 - The WU code for DSST transcripts is **8678**.
 - **StraighterLine/Sophia Learning:** Students may *not* take courses in the major or prerequisites in the major via StraighterLine or Sophia Learning. SL/Sophia Learning are not accredited colleges or universities and WU does not accept credits from them directly; however, the American Council on Education (ACE) has reviewed and recommends college credit for SL/Sophia Learning courses. After completing the course, you will need to have SL send your records to ACE and then order an ACE transcript (via Credly) to be sent to: registrar@warner.edu For further help visit: <https://www.straighterline.com/help-center/credit-transfer/ace/>

I SEEK APPROVAL FOR THE COURSES OR EXAMS REQUESTED ON PAGE I AND I UNDERSTAND THE ABOVE:

Student's Signature _____

Date _____

If you have any questions -please email registrar@warner.edu