



**CARDINAL STRITCH
UNIVERSITY
PERMISSION TO TAKE A CLEP/DSST TEST**

Name: _____ ID#: _____

E-mail: _____@wolfmail.stritch.edu Major/Program: _____

Anticipated Graduation Date (ex: May/August/December 2016): _____

Student signature

Date

University policy states that, once a student has been admitted to Cardinal Stritch University, explicit permission is needed to take CLEP or DSST tests. Stritch does not guarantee transferability of credits unless permission to take tests has been previously granted. The decision will be made in consultation with the student's academic advisors and based upon each student's individual circumstances. However, approval is not granted solely based on scheduling convenience or cost. Students must provide the rationale for their request on page two of this form. The University residency policy also states that the last 30 credits earned for a bachelor's degree (and 15 for an associate's degree) must be earned at Stritch.

Permission is valid only for the year and term provided on this form. If the test is being taken in a different year and term than is indicated on the form, the student must submit a new form for approval prior to registering for the test.

CLEP/DSST TEST INFORMATION: (to be completed by student)

Kind of test: CLEP _____ DSST _____ Title of test: _____

Term and year in which test will be taken: (ex: Summer 2016): _____

****Exam credit may be denied transfer or reduced if duplicate or similar credit has been previously earned.****

To be completed and signed by ACADEMIC ADVISOR prior to submission to Registrar's office:

Type of requirement being fulfilled:

____ Core— If course will fulfill core requirement, indicate category (human societies, aesthetic values, etc.) : _____

____ Major— If course will fulfill a major requirement, the signature of the department chair is required

____ Elective

Stritch course equivalent (if any): _____

AV year: _____

Advisor comments: _____

Signature of advisor

Date

Signature of department chair (if required)

Date

For internal use only: Registrar's office—Permission granted? (circle one):

YES

NO

Comments (if applicable):

Registrar's office signature

Date



CARDINAL STRITCH UNIVERSITY

IMPORTANT DEADLINE INFORMATION for graduating students

Graduation Applications

If students are requesting permission to take a test off campus in their final semester, they must be sure to submit a graduation application by the following dates:

May graduation: March 1st

August graduation: August 15th

December graduation: October 1st

Completion of test or coursework

All tests (CLEP/DSST) must be completed by the date of graduation for graduating students. Please refer to the academic calendar for these dates in May, August, and December.

Graduation Clearances

Test scores must be received in order to clear students for graduation.

Clearance deadlines are as follows:

May graduation: July 1st

August graduation: September 1st

December graduation: February 1st

RATIONALE

The following additional information is required before a decision can be made regarding the request to take an off-campus test. Please share this information with your academic advisor (and major advisor if applicable) during the consideration process.

This page must be submitted with page one of the request.

Please know that Cardinal Stritch University has a residency policy which requires that the last 30 credits earned for a bachelor's degree (and 15 for an associate degree) be earned at Stritch. Exceptions can be made for prior learning assessment opportunities.

1. Why are you asking to take a test to demonstrate knowledge rather than taking a course?

2. Why are you choosing to take this specific exam?

3. Have you taken the equivalent coursework at Stritch already?

(circle one): YES NO

If yes, what grade did you earn?

4. What will be the consequences to you if you are not given permission to take this test off-campus now?

5. Have you completed at least 30 credits of coursework at Stritch?

(circle one): YES NO

PLEASE SUBMIT COMPLETED FORM TO YOUR ACADEMIC ADVISOR.