

Students should decide at the time of registration if they intend to audit a course. Student taking traditional calendar courses must elect to take the course for audit prior to the end of the Drop/Add period. Students taking accelerated/cohort courses must make the decision to audit a course before enrolling in it.

Students may change their registration from credit to audit. This change must be done by the last day for withdrawal from the course or the semester. Once students have chosen to audit a course, they may not change to credit status after the Drop/Add period has passed.

## **Internships/Practica/Field Experiences**

### **Definition**

Internships and field experiences are work-related opportunities that allow students to apply classroom learning, theories, and experiences to professional settings, or as defined by special accreditation agencies of the University, e.g., NCATE. An internship must be approved in writing by a representative of Cardinal Stritch University, and provide meaningful learning for the student.

### **Purpose**

The Internship/Field Experience Program seeks to provide students with an experience that exposes them to a practical learning experience connected to coursework, while providing students with meaningful responsibilities.

### **Guidelines**

The Internship must:

- be approved by a representative of Cardinal Stritch University in writing
- provide meaningful learning with established learning outcomes that are assessed
- provide at least 42 hours of work, or the equivalency, for one academic credit, per semester
- be administered in an educational environment
- academically benefit the intern
- ensure that the intern works under close staff supervision, which does not displace regular employees at the business/organization, and a Cardinal Stritch University liaison (e.g., faculty member)
- ensure that the intern is not necessarily entitled to a job after the internship
- may be paid or unpaid, but if the internship is paid, the work responsibilities must reflect both the level of pay and learning objectives

### **Notes:**

- Internships and field experiences at the University are defined for specific positions and are different than practica and clinical requirements.
- Implementation of this policy will be 1/1/2013.
- Students need to complete an internship form, which outlines the roles and responsibilities for all parties.
- The internship/field experience must begin in the same term in which the student registers. Students must register before beginning the course.
- It is the responsibility of the Dean for each College to ensure the internship process has been followed appropriately.

Students involved in internships, practica or field experiences are responsible for their transportation to and from the site. Distance to be traveled is a consideration in placements, but the type of experience provided must be the deciding factor.

## **RESIDENCY POLICY**

Cardinal Stritch University, like most universities, seeks to maximize the number of credits students earn here. This ensures that students absorb as much of the University's philosophy as possible by interacting with a large number of faculty and staff, thus creating a distinctive Stritch identity for the student. It is a University requirement that the last 30 credits earned for a bachelor's degree and the last 15 credits for an associate degree be earned at Stritch (residency requirement.)

Developmental courses are not included in this number. Accelerated/cohort degree students will be required to take all of their major courses at Stritch.

All students must have a minimum of 12 credits in courses taken at Stritch in the undergraduate major. Each college has residency requirements for the major that may be above and beyond what is articulated for the University. Program residency requirements are published in each college's program materials.

The institution must make available the courses that students need to complete their degree requirements once they have begun a specific program of study. If a student were about to graduate and the University were forced to cancel a required course, permission could be given to take the course elsewhere. **Under ordinary circumstances, once students have matriculated, they may not take courses at other institutions.** Students need explicit permission to take courses at another school and transfer the credits to Stritch. Permission to take courses at another school is granted by the Registrar in consultation with the appropriate department and their academic advisor on the basis of need, but will not be granted because of convenience or tuition. If the course is one required in the student's major sequence, the permission of the department chair is also required. Normally, courses in the student's major are to be taken at Stritch.

## **ADDITIONAL MAJORS OR DEGREES**

### **Double Majors**

To achieve a concurrently earned double major, a student must complete the course requirements for both (all) major areas and all core requirements. For students in traditional calendar degree programs, the chairs of the two departments have the discretion to determine whether the senior seminar needs to be taken in both majors. If one seminar is sufficient, the chairs may determine whether fewer than 34 credits are acceptable in the second major. In no case may the second major be fulfilled with fewer than 30 credits. If some courses fulfill requirements for both majors, they will be counted towards both areas. Students who declare a double major, where both majors are represented in the liberal arts core, may use courses in one of the major areas to satisfy core requirements and vice versa.

### **Two Degrees**

To achieve more than one concurrently earned degree, a student must fulfill course requirements for both (all) degrees and all core requirements. If some courses fulfill requirements for both degrees, those courses will satisfy the requirements in both areas.

### **Completing Additional Major, Minor, or Concentration after Graduation**

Alumni of the University who wish to earn a second bachelor's degree will be considered in-house transfer students. Students will be allowed a maximum of 98 credits toward a second degree. They must fulfill the 30 credit residency and fulfill all core and major requirements as of their entry date.

To earn a second major after graduation from Stritch, students will be considered in-house transfer students. As such, they must complete the 30 credit residency and all core requirements as of their reentry date.

To earn a minor or concentration after graduation from Cardinal Stritch University, students will not be required to complete the 30-credit residency requirement.

## **COURSES FROM OTHER POST-SECONDARY INSTITUTIONS**

### **Transfer Credit Policy**

Transfer students bring a range of learning experiences into their studies at Cardinal Stritch University. The University's transfer policy recognizes the value of these experiences and awards credit as appropriate to the subject matter and educational goals of the student.

Cardinal Stritch University will accept up to 90 credits in transfer, depending on the requirements of the degree/program. The decision to accept transfer credits is made by the specific major departments and the Registrar. Transfer courses do not automatically fulfill core or major requirements of Stritch. Once credits are accepted in transfer at the University, the credits will be applied to any college based on the college's major/program requirements.

The following general guidelines apply to all courses taken at other colleges or universities:

- Credits will not be accepted for any course with an earned grade lower than a "C-." This includes "CD," "Pass/Fail" or "Credit/No Credit." It should be noted that some major academic departments have higher minimum grades required for courses to fulfill a specific requirement.
- Credits will not be accepted for orientation, study skills, pre-college or remedial courses.
- Only credits from regionally accredited schools will be considered for direct transfer. Credits from nationally accredited schools will be assessed per the policy described for extra-institutional learning in the various colleges.
- Credits transfer; grades do not.
- Only grades earned at Cardinal Stritch University will be used to determine a grade point average.
- Proficiency exams and Life Experience/Portfolio awards given at other colleges and universities will not be honored at Stritch.

- Department approval is required for equivalency to Stritch courses—usually by the department chair. General electives do not require departmental approval.
- A maximum of 32 semester hours of technical credit may be transferred in and applied to bachelor’s programs; for associate programs, the limit is 16 semester hours of technical credits. Students will not be permitted to transfer in technical credits after matriculating at Stritch.

## Articulation Agreements

Cardinal Stritch University has developed formal agreements with area two-year schools in which graduates of compatible associate degree programs may apply their credits in or near their entirety to specific Cardinal Stritch University bachelor’s degree programs. A list of programs for which articulation agreements have been developed may be accessed on the Web at <http://www.stritch.edu/Admissions-and-Financial-Aid/Undergraduate-Admissions/Transfer-Students/Transferring-Credits/Articulation-Agreements/>. Contact the Coordinator of Prior Learning Assessment and Articulation for more information.

## CREDIT FOR EXTRA-INSTITUTIONAL LEARNING

Cardinal Stritch University recognizes that learning experiences can occur outside of the traditional classroom setting and that these experiences may be equivalent to college-level learning. There are several programs and methods used to assess such college-level learning and to award credit.

All credits gained through the following programs (excluding study abroad) will be considered “transfer” credits since the learning did not occur at Cardinal Stritch University. Students may earn up to 30 credits in an associate program and 60 credits in a bachelor’s program through a combination of exams, retroactive credit, military learning and Prior Learning Assessment.

### Advanced Placement Examinations (AP)

Advanced Placement Examinations are taken by high school students and demonstrate that college-level knowledge has been gained in a particular academic area. Cardinal Stritch University awards credit for advanced placement test scores of 3 and above in keeping with recommendations from the American Council on Education (ACE). The equivalent course for which credit may be applied is determined by the corresponding academic department. Due to licensure and specialized accreditation requirements, some Stritch programs may require higher scores on specific exams in order to grant credit.

In order for a student to receive University credit for any AP exam, students must request that an original transcript from College Board be sent directly to Cardinal Stritch University. Notations of the exam(s) on a high school transcript are not acceptable.

### National League for Nursing Examinations (NLN)

NLN exams are available for nursing majors only and for specific nursing-related courses. Nursing majors may contact the Ruth S. Coleman College of Nursing for further information.

### College Level Examination Program (CLEP), Excelsior College Examinations, and DSST

CLEP, Excelsior College, and DSST tests cover material that is commonly taught in introductory-level college courses. Through these exams, students can demonstrate acquired college-level learning in a subject area and earn lower-division undergraduate credit. Credits are awarded based on American Council on Education (ACE) recommendations. The equivalent course for which credit may be applied is determined by the corresponding academic department. Due to licensure and specialized accreditation requirements, some Stritch programs may require higher scores on specific exams in order to grant credit. Information on Stritch policies and acceptable scores may be accessed at [www.stritch.edu/pla](http://www.stritch.edu/pla) or by contacting the Coordinator of Prior Learning Assessment and Articulation. Credit may only be awarded upon receipt of an official test score report from the corresponding testing program.

### Departmental Examinations

Departmental examinations are used by academic departments to verify that sufficient competency and/or proficiency has been achieved in a particular course and for which standardized national tests do not exist. Individual academic departments of the University decide whether or not a specific departmental course can be challenged by exam and set a maximum limit on the number of credits students may earn in their major through these means. Departmental exams exist for a limited number of courses. Students may contact the specific academic department for further information.

### Courses from Nationally Accredited Schools

Transfer of credit will not be determined solely on the basis of accreditation. Credits earned from nationally (non-regionally) accredited schools may be eligible for direct transfer if they were earned from a degree-granting school recognized by the Council for Higher Education Accreditation (CHEA) and the U.S Department of Education (DOE), were measured in quarter or semester units, and meet the Cardinal Stritch University grade and content criteria for transferability. Students must have earned these credits prior to enrolling at Stritch. Up to 60 credits may be applied to a bachelor's degree (30 credits toward an associate degree) from degree-granting, nationally accredited schools. At the time of application, students should have all official transcripts sent to Stritch for evaluation.

### **United States Armed Services Records/Military Learning**

The Military Education Program, working in cooperation with the American Council on Education (ACE) and the Department of Defense, assists service men and women to achieve recognition for college-level learning acquired in military life. The University will evaluate and award credit from the military (Air Force, Coast Guard, Marine Corps, Navy, and Department of Defense) by applying current transfer policy to ACE credit recommendations.

At the time of application, students who are or have been members of an armed services branch should have an official Joint Services Transcript (JST) sent to Stritch for review. Additional support documentation may include Forms DD214, 225, or 259, if applicable. A maximum of 60 of the combined 60 credits allowable for all extra-institutional learning (30 credits toward an associate degree) may be awarded directly from ACE military transcript recommendations.

### **Prior Learning Assessment (PLA)**

Students who have completed significant corporate training programs, earned professional licenses and certificates, or completed other formal learning may have their records evaluated for credit. The Prior Learning Assessment (PLA) portfolio is a presentation of documents that support formal, adult, college-level learning. Cardinal Stritch University evaluators review portfolios and can award credit for college-level theoretical learning shown in the documentation. Students who feel they have mastered college-level theory but cannot document formal training in the portfolio format may present their learning for assessment through experiential essays.

A maximum of 18 credits at the associate level and 36 credits at the bachelor's level can be earned through any combination of PLA portfolio and essay awards. Contact the Coordinator of Prior Learning Assessment and Articulation for specific processes, materials, and guidance at [www.stritch.edu/pla](http://www.stritch.edu/pla).

### **Study Abroad**

Cardinal Stritch University offers access to many study abroad programs. Information for participating in such programs can be obtained through the Student Success Center. Students will receive full credit for any courses that are satisfactorily completed while abroad as long as those courses are pre-approved by the appropriate academic departments at Stritch. Information about offerings and procedures can be obtained by contacting the Coordinator of International Education and Study Abroad.

In addition, enrollment in a semester-long study abroad program approved for credit by Cardinal Stritch University may also be considered enrollment for purposes of applying for federal student financial aid. Specific information about the financial aid process as it relates to study abroad can be obtained by contacting the Financial Aid Office.

## **ACADEMIC DIFFICULTIES: WARNING, PROBATION AND DISMISSAL**

A minimum cumulative grade point average (GPA) of 2.0 is required for the successful completion of all undergraduate degrees. Certain degree programs require a grade point higher than 2.0 as noted in the departmental sections. If a student's academic performance becomes unsatisfactory, the department and/or the institution will take disciplinary action.

### **Academic Warning**

When a student's semester grade point average falls below 2.0 but the cumulative grade point average remains above 2.0, the student is placed on Academic Warning. Students will be required to discuss their academic status with an academic advisor in the Student Success Center and the department chair, who will make appropriate suggestions to help the students remedy their academic difficulty. Students on Academic Warning are subject to the following terms:

1. Students may carry no more than 15 credits per semester
2. Students must meet with their academic advisor prior to registering for classes.

### **Academic Probation**