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.

**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
**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

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### 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

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**PLEASE SUBMIT COMPLETED FORM TO YOUR ACADEMIC ADVISOR.**