

PETITION FOR EXTERNAL CREDIT

Please return completed form to the Office of the Registrar, LOWNIK 103

PART I General Information

Name _____
 Please print: Last First Middle (Maiden/Other)

BU ID# _____ Admit Term _____ Major _____ Advisor _____

Type of Credit

- AP Exam Department Approved Course CLEP Exam Work/Life Experience IB Course

PART II Awarding of Credit

Exam/ Course/ Subject Area	Course Number / Title	Credit Hours	Exam Score
TOTAL CREDIT HOURS:			

PART III Approval **At this time, all signatures, where required, must be hand-written on the form**

This form must be signed by either the Department Chairperson or a Transfer Credit Evaluator

Approved by: _____
Department Chairperson of Student's Major _____
Date

Approved by: _____
Transfer Credit Evaluation—Advising Center _____
Date

Reviewed by: _____
Academic Advisor _____
Date

NOTE: You cannot receive double credit for the same course. If you are receiving Spanish credit, please contact the Department of Languages and Literature at 630-829-6274 before submitting this signed PFEC form. A maximum of 30 credit hours earned through any one or combination of external credit programs may be applied with the approval of the University toward the 120 credit hours required for the bachelor's degree.

You must be registered for classes at Benedictine University to have credit posted.

PART IV Acknowledgement of Fees *(Do not submit payment with this form. You will be billed by Student Accounts.)*

This will be your only notification. Posting fees are as follows:

- \$20 per exam for AP or CLEP
- \$20 per course for IB or Department Approved Course
- \$100 per credit hour for Work/Life Experience

\$ _____ Total posting fee for _____ semester hours of credit.

I acknowledge the above charges _____
Signature _____
Date

At this time, all signatures, where required, must be hand-written on the form

PART V Posting of Credits

OFFICE USE ONLY: _____
Credit Posted Posted by _____
Date Posted

FEE _____
Posted by _____
Date Posted

Distribution of copies: Registrar, Student Accounts