

## PETITION FOR EXTERNAL CREDIT

### PART 1: PETITION FOR CREDIT:

Name: \_\_\_\_\_  
Last                      First                      Middle                      (maiden/other)

BU ID# \_\_\_\_\_ Term of Entry: \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

**TYPE OF CREDIT:**

- AP Exam     Placement through department     CLEP Exam     Work/Life Experience

### PART 2: COLLEGE ACTION: AWARDING OF CREDIT

Subject Area	Course Number & Title	Credit Hours	Score on exam
<b>TOTAL CREDIT HOURS:</b>			

No Credit Awarded \_\_\_\_\_

Approved by: \_\_\_\_\_  
Department Chairperson of Student's Major                      Date

Approved by: \_\_\_\_\_  
Transfer Credit Evaluation – Advising Center                      Date

Approved by: \_\_\_\_\_  
Academic Advisor                      Date

### PART 3: POSTING OF CREDIT: This will be your only notification. Posting fees are as follows:

- \$20 per exam for AP or CLEP
- \$20 per course for advanced placement by department
- \$100 per credit hour for Work/Life Experience

\$\_\_\_\_\_ Total posting fee for \_\_\_\_\_ semester hours of credit. *(Do not submit payment with this form. You will be billed by Student Accounts.)*

I acknowledge the above charges \_\_\_\_\_  
Signature                      Date

**Mail or present this form to the Office of the Registrar.** Cross off any credit you do not want posted. 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 need to be registered for classes at Benedictine University to have credit posted.

**FOR OFFICE USE ONLY:**                       Credit Posted                      \_\_\_\_\_  
Posted by                      Date Posted

FEE: \_\_\_\_\_  
Amount Posted                      Posted by                      Date Posted