Benedictine University

PETITION FOR EXTERNAL CREDIT

Please submit the signed form to the Office of the Registrar at creditevaluation@ben.edu (Lisle campus students) or mesaregistrar@ben.edu (Mesa campus students). Students, please use your BenU e-mail for verification purposes.

PART I General Information

Name _____ **BenU ID#** _____
Last First Middle Initial

Admit Term _____ **Major** _____ **Advisor** _____

Student Academic Career: ◯ Undergraduate ◯ Graduate

Type of External Credit: ◯ AP Exam ◯ CLEP Exam ◯ IB Exam ◯ State Seal of Biliteracy ◯ Department Approved Course

◯ Work/Life Experience (PLA for portfolio/external certificate program)

PART II Credit Award

External Credit (type/exam)	BenU Course Award	Score (if applicable)	Credit Hours
		TOTAL HOURS	

PART III Approval- Must be signed (typed or written) by the Department Chairperson or Transfer Credit Evaluation Staff

Approved by: _____ _____
Department Chairperson or Transfer Credit Evaluation Staff Date

Reviewed by: _____ _____
Advisor Date

NOTE: Duplicate credit will not be awarded. 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 for undergraduate programs. If you are receiving language credit, please contact the Department of Languages & Literature before submitting this form. Graduate programs are subject to any external credit restrictions of student's current graduate catalog. **You must be registered for classes at Benedictine University to have credit posted.**

PART IV Acknowledgement of Fees (WET-INK SIGNATURE REQUIRED)

Do not submit payment with this form. Fees will be applied to your account by the Business Office - Student Accounts Receivable.

This will be the only notification. Posting fees as of August 1, 2021 are as follows:

◯ $10 per credit hour for External Credit Programs (including AP, CLEP, IB, State Seal of Biliteracy, or Department Approved Course)

◯ $150 per credit hour for Work/Life Experience

$_____ Total posting fee for _____ semester hours of credit

I acknowledge the above charges _____ _____
Student Signature (wet-ink only) Date

PART V Posting of Credits

Credit Posted by: _____ _____
Registrar Staff Date

Fee Reviewed/Posted by: _____ _____
Business Office - SAR Staff Date

Revised 9/2021 JLH