

## PETITION FOR EXTERNAL CREDIT

### PART 1: PETITION FOR CREDIT:

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

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

#### TYPE OF CREDIT:

AP Exam     Placement through department     CLEP Exam

### 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                      Date

Approved by: \_\_\_\_\_  
Transfer Credit Evaluation - NSAC                      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

\$\_\_\_\_\_ Total posting fee for \_\_\_\_\_ semester hours of credit. You will be billed.

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

**Mail or present this form to the New Student Advising Center (NSAC).** Cross off any credit you do not want posted. You cannot receive double credit for the same course. A copy will be returned to you after the posting of credit is completed. 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