Benedictine University Mesa

PETITION FOR EXTERNAL CREDIT

Return completed form to Registrar's Office, Gillett Hall Rm. 232

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

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

Approved by: _____ _____

Department Chairperson/ Academic Advisor of Student's Major Date

Approved by: _____ _____

Transfer Credit Evaluation—Advising Center 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:

☐ $30 per exam for AP, CLEP, IB, or Department Approved Course
☐ $10 per course for Department Placement
☐ $100 per credit hour for Work/Life Experience

$_____ Total posting fee for _____semester hours of credit.

I acknowledge the above charges _____ _____

Signature Date

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

AM 10/4/2017