

# Credit Granting Guide



**Carl Sandburg College**  
**Office of Student Support Services**  
**2019—2020**

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# CREDIT TYPES

Students enrolled at Carl Sandburg College may receive credit for prior experience in the following categories:

- Advanced Placement Program (AP)
- Bi-Literacy Seal
- Carl Sandburg College Proficiency Examinations
- College Level Examination Program (CLEP)
- Credits earned at accredited colleges or universities (those institutions listed in the American Council on Education's Accredited Institutions of Postsecondary Education)
- Defense Activity for Non-Traditional Education Support (DANTES)
- International Baccalaureate Exam
- Military Service & Military Service Schools
- Miscellaneous Credit Approved by CSC Faculty Assembly

Regardless of the number of hours of credit awarded for any of the above named categories, students must earn a minimum of 15 hrs. of the required total for degrees and one third of the required hours for certificates through completion of classes at the College.

All credit hours awarded are in semester hours.

Approval for the various credits described in this guide have been made by the Carl Sandburg College Faculty Assembly.

# **TRANSFER CREDIT POLICY**

Students who have attended other colleges or universities may transfer credit to Carl Sandburg College according to the following conditions and on submission of official transcripts:

- The college or university previously attended must be accredited by one of the accrediting associations approved by the American Council on Education (ACE).
- Credit will be granted for courses in which a grade of “C” or better has been earned. Credit will also be awarded for courses in which a grade of “D” has been earned providing the student’s overall grade point average is a “C” or better unless otherwise stated by specific Carl Sandburg College program requirements.
- Only credit hours are transferable. Grades associated with the credit are not transferable nor are they included in computing the cumulative grade point average at Carl Sandburg College.
- Only courses applicable to the student’s Carl Sandburg College academic program are accepted in transfer. Should the student’s program change, the student may request a re-evaluation of previously earned credits.

In addition to credits earned through courses at the previously attended institutions, Carl Sandburg College will also recognize credits earned through placement examinations such as CLEP and AP through institutional proficiency examinations

## **Biliteracy Seal of Approval**

The Illinois State Seal of Biliteracy posted to a student's high school transcript will be evaluated as twelve (12) credit hours of foreign language coursework at Carl Sandburg College (levels 151, 152, and 251). Credit granted will be based on foreign language course equivalencies, or elective credit.

The student must formally request evaluation of credit by submitting this completed form to:

Carl Sandburg College, Admissions & Records Office,  
Room E100  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401

Credit must be applied to the college transcript within three academic years of high school graduation.

High School Transcripts with the Biliteracy Seal will be award Six credit hours for a foreign language, except for Spanish and French, which will be awarded 8 credit hours.

# **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Carl Sandburg College will award credit for all CLEP examinations providing the student has achieved scores equal to or greater than current American Council on Education (ACE) recommendations. The following pages indicate the ACE recommendations as of August 2019.

These scores are equivalent to a grade of “C” in the corresponding course.



	<b>Computer Based Testing (CBT) and Paper and Pencil Testing</b>	
	<b>ACE Recommended Score</b>	<b>CSC Course &amp; Semester Hours</b>
<b>Business</b>		
Financial Accounting	50	ACC 101 3
Information Systems	50	ICT 120 3
Introductory Business Law	50	BLA 201 3
Principles of Management	50	BUS 201 3
Principles of Marketing	50	BUS 101 3
<b>Composition and Literature</b>		
American Literature	50	ENG 221 3
Analyzing & Interpreting Literature	50	AA/AS ELECTIVE 3
College Composition	50	ENG 101 & 102 6
College Composition Modular	50	ENG 101 3
English Literature	50	ENG 231 & 232 6
Humanities	50	AA/AS Humanities Gen Ed 6
<b>World Languages</b>		
French Language, Level 1	50	FRE 101 & 102 8
French Language, Level 2	59	N/A
German Language, Level 1	50	GER 101 & 102 8
German Language, Level 2	60	N/A
Spanish Language, Level 1	50	SPN 101 & 102 8
Spanish Language, Level 2	66	SPN 201 & 202 6
<b>History and Social Sciences</b>		
American Government	50	POS 122 3
History of the United States I:	50	HIS 105 3
History of the United States II:	50	HIS 106 3
Human Growth and Development	50	PSY 265 3
Introduction to Educational Psychology	50	EDU 201 3
Introductory Psychology	50	PSY 101 3

Introductory Sociology	50	SOC 101 3
Principles of Macroeconomics	50	ECO 201 3
Principles of Microeconomics	50	ECO 202 3
Social Sciences and History	50	AA/AS ELECTIVE 6
Western Civilization I: Ancient Near East to 1648	50	HIS 125 3
Western Civilization II: 1648 to Present	50	HIS 126 3
<b>Science and Mathematics</b>		
Biology	50	BIO 101 4
Calculus	50	MAT 240 5
Chemistry	50	CHM 110 & 120 8
College Algebra	50	MAT 130 4
College Mathematics	50	MAT 109 & 110 6
Natural Sciences	50	AA/AS Life Sci Gen Ed 4
Pre-calculus	50	AA/AS ELECTIVE 4

## **ADVANCED PLACEMENT PROGRAM (AP)**

Carl Sandburg College will award credit for Advanced Placement (AP) exams based upon recommended scores determined by appropriate CSC academic departments. Any score of 3 or better will be accepted as credit but the listed score will be required to meet the course equivalent. Credit will be awarded as follows:

<u>Subject</u>	<u>Required Score</u>	<u>CSC Course</u>
Art History	3	ART 112
Art History	3	ART 113
Biology	3	BIO 101
Calculus AB	3	MAT 240
Calculus BC	3	MAT 241 & MAT.240
Chemistry	3	CHM 110
Chemistry	3	CHM 120
Chinese Language & Culture	3	CHN.110 & 111
Computer Science A	3	Elective credit (3)
English Language & Comp	3	ENG 101 & 102
English Literature & Comp	3	ENG 231 & 232
Environmental Science	3	BIO 120
European History	3	Elective credit (6)
French Language	3	FRE 101 & 102

German Language	3	GER 101 & 102
Comparative Gov't & Politics	3	POS 267
U.S. Govt' & Politics	3	POS 122
Human Geography	3	GEO 100
Latin Literature	3	Elective credit (6)
Macroeconomics	3	ECO 201
Microeconomics	3	ECO 202
Music Theory	3	Elective credit (4)
Physics 1: Algebra	3	PHY.151
Physics 2: Algebra	3	PHY.152
Physics C: Electricity & Magnetism	3	PHY.161
Physics C: Mechanics	3	PHY.162
Psychology	3	PSY 101
Spanish Language	3	SPN 101 & 102
Spanish Literature	3	SPN 201 & 202
Statistics	3	MAT 210
Studio Art	3	Elective credit (6)
U.S. History	3	HIS 105 & 106
World History	3	HIS 125 & 126

# **International Baccalaureate Exam**

The International Baccalaureate (IB) Diploma Program (DP) is a challenging curriculum offered to high school students around the world between the ages of 16 to 19. The curriculum is designed to prepare high school students for the transition into advanced post-secondary coursework.

Course subjects are offered at two different levels: Standard Level (SL) and Higher Level (HL). SL and HL courses differ in scope, but are assessed in the same way. Standard Level subjects take up to 150 teaching hours, with Higher Level consisting of 240 teaching hours.

## **Assessment**

The grading scale for each IB course ranges from 1 (lowest) to 7 (highest). Grades are earned based on the extent in which students master course content and demonstrate skills in critical thinking, presenting information, evaluating and constructing arguments, and conducting research. Written examinations are completed at the end of each course and are the foundation for final grading.

## **IB Scores**

The International Baccalaureate (IB) organization provides an official transcript of the student's results for the IB Diploma Program. Transcripts are sent directly to colleges and universities. Official scores are not released to students directly. The IB organization releases exam results twice a year on the following dates:

*July 5th for students who complete the IB exam in May*

*January 5th for students who complete the IB exam in November*

Additional IB results may be requested by the student at [www.ibo.org](http://www.ibo.org) at a cost of \$17.00 per transcript. Students may submit an online request for an IB replacement score here:

[https://rrs.ibo.org/replacement\\_orders/index.cfm](https://rrs.ibo.org/replacement_orders/index.cfm)

Once the request is submitted and paid for by the student, the International Baccalaureate (IB) Organization will deliver the official scores to Sandburg. Students may elect to have the IB transcript sent to Sandburg as a paper transcript, or they may also request for electronic delivery.

## **Recognition of IB for college credit**

Each student must complete the admissions process in order for IB scores to be properly evaluated and processed in the system.

Carl Sandburg College uses official IB scores to award college credit to students in the form of credit by assessment. IB scores are official only when results are delivered by the IB organization. Copies, printouts, scanned or emailed results delivered by students to Sandburg are considered unofficial. Unofficial IB results will not be accepted for an evaluation of credit.

Guidelines for awarding college credit for IB can be found in the Credit Granting guide found [here](#).

The recognition of IB credit was determined by Carl Sandburg College and may differ from other two year colleges and four year universities. Each college and university establishes their own IB credit policies and procedures.

The IB course equivalency grid below demonstrates the credits

awarded based on the IB subject and corresponding score. Each of these courses fulfill degree requirements at Sandburg in the form of general education coursework or elective credit.

For more information about the IB organization and their IB diploma program please visit [www.ibo.org](http://www.ibo.org). For general questions on IB credit acceptance at Sandburg, please contact the Records & Registration office on the Galesburg campus.

## **IB Course Equivalencies**

Course credit will be awarded in the amounts indicated below. Official International Baccalaureate (IB) transcripts must be submitted to the Office of Admissions before credit is granted. Students must earn the IB diploma to receive credit for scores of 4 in certain subjects.

1. There are no grades or quality points associated with the awarding of IB credit at CCC. IB course credit does not impact college GPA.
2. Credit awarded through IB is not allowed for repeatable course credit, or allows grade forgiveness for the equivalent course if the equivalent course is also attempted at CCC.
3. Students who have successfully completed the entire IB program and earned the IB diploma will be awarded college-level credit if they receive a score of 4 or higher on their subject exams.
4. Students who do not complete the IB diploma, but have successfully completed individual subject exams will be awarded college level credit for that subject if they achieve a score of 5 or higher.

**Course equivalencies as of July 1, 2017:**

<b>Exam</b>	<b>Level</b>	<b>Score</b>	<b>Equivalent</b>
<b>English A</b>	SL or HL	4	ENG 101
<b>Spanish A or B</b>	SL	4	SPN 101 & 102
<b>Spanish A or B</b>	HL	5	SPN 201 & 202
<b>French A or B</b>	SL	4	FRE 101 & 102
<b>Polish A or B</b>			No Credit
<b>Business &amp; Management</b>	SL	5	BUS 100
<b>Economics</b>	HL	5	ECO 201 + 202
<b>Geography</b>			No credit
<b>History (Europe and Islamic World)</b>	HL	5	HIS elective
<b>History (Previously American History)</b>	SL	4	HIS 105
<b>History (Previously American History)</b>	HL	4	HIS 106
<b>Information Technology Global Society</b>			No Credit
<b>Philosophy</b>	HL	6	PHL 101



<b>Psychology</b>	SL	4	PSY101
<b>Social &amp; Cultural Anthropology</b>	SL	5	SOC 105
<b>World Religions</b>	SL	4	PHL104
<b>World Religions</b>	HL	4	PHL 104
<b>Biology</b>	SL	4	BIO 101
<b>Biology</b>	HL	6	BIO 102
<b>Chemistry</b>	SL	5	CHM 100
<b>Chemistry</b>	HL	5	CHM 110
<b>Chemistry</b>	HL	6	CHM 110 & 120
<b>Design Technology</b>			No Credit
<b>Physics</b>	SL	4	PHY 161
<b>Physics</b>	HL	5	PHY161
<b>Physics</b>	HL	6	PHY 161 & 162
<b>Math</b>	SL	5	MAT 240
<b>Math</b>	HL	5	MAT 240
<b>Mathematical Studies</b>			No Credit
<b>Further Mathematics</b>			No Credit
<b>Computer Science</b>	SL	5	ICT 120

<b>Computer Science</b>	HL	5	ICT 120
<b>Dance</b>	SL	5	PED Elective
<b>Film</b>	SL	5	ENG 151
<b>Music</b>			No Credit
<b>Music</b>			No Credit
<b>Theatre Arts</b>	HL	*4 to 7	Theatre Art 131
<b>Visual Arts</b>	HL	5	Art 121

# CSC CREDIT FOR HIGH SCHOOL COURSES

Credit may be given for completion of some high school courses.

## **Business:**

AOP 101 Keyboarding & Formatting 1 (3 hrs): completion of 1 year of typing or keyboarding with grades of “B” or better as indicated by an official high school transcript.

## **Mathematics:**

MAT 240 Calculus w Analytic Geometry (5 hrs): completion of 4 years of college preparatory high school mathematics, the final year of which must contain content equal to or parallel to that contained within CSC’s MAT 240. The conditions for receiving credit for MAT 240 are:

If the high school course was a one-semester calculus course or a home-schooled calculus course, a final grade of “A”, must have been earned;

If the high school course was a two-semester calculus course, at least one semester grade must be an “A”, with neither final semester grade lower than “C.”

The student must complete MAT 241 at CSC with a grade of “C” or better.

## **DELABAR CTE SYSTEM**

Students who complete specified courses in high school through the Delabar Vocational Education System may receive up to 6 semester hours of credit at Carl Sandburg College providing they have earned grades of “A” or “B” in those courses. Credit at CSC for these courses must be sought no later than 2 years after high school graduation.

<b><u>DCTES Course</u></b>	<b><u>CSC Course</u></b>	<b><u>Credit</u></b>
BT 10 & 11 Accounting I & II (2 yrs)	ACC 101	3
BT 10 Accounting I (2 yr)	ACC 100	3
BO 02 & 03 Keyboarding & Formatting I & II (1 yr)	AOP 101	3
BO 02 Keyboarding & Formatting I (1 sem)	BOC 107	3
IT 76 Machine Shop I	MTL 101	3

## Western Area Career System

Students who complete specified courses in high school through the Western Area Career System may receive up to 6 semester hours of credit at Carl Sandburg College providing they have earned grades of “A” or “B” in those courses. Credit at CSC for these courses must be sought no later than 2 years after high school graduation.

<u>WACS Course</u>	<u>CSC Course</u>	<u>Credit</u>
B 311 & 312 Accounting (1 yr)	ACC 100	3
B 200 Keyboarding & Formatting & B 220 Computer Concepts & Software Apps (1 yr)	AOP 101	3
B 200 Keyboarding & Formatting (1 sem)	BOC 107	3

# Galesburg Area Vocational Center

Students who complete specified courses in high school through the Galesburg Area Vocational Center may receive up to 6 semester hours of credit at Carl Sandburg College providing they have earned grades of “A” or “B” in those courses. Credit at CSC for these courses must be sought no later than 2 years after high school graduation.

<u>GAVC Course</u>	<u>CSC Course</u>	<u>Credit</u>
GHS BU 102 & 103 Keyboarding & Formatting I & II (1 yr)	AOP 101	3
GHS BU 102 Keyboarding & Formatting I (1 sem)	BOC 107	3
GHS BU 310A& 311A Accounting I & II (2 yrs)	ACC 101	3
GHS BU 310A Accounting I (1 yr)	ACC 100	3
GAVC VO336A & VO337A	AUT 101	3
GAVC VO424A	CHD 100	3
GAVC Law	CRM 101	3

# **MILITARY SERVICE CREDIT**

## **Credit for Military Service**

Credit for 3 semester hours of physical education and 3 semester hours of health education credit will be awarded to members or former members of the U.S. Armed Forces who have completed six months or more of basic or recruit training and have been honorably discharged or have transferred to the reserve component (includes the Army, the Air National Guard, and the Coast Guard). To receive this credit, the student must submit a petition to the Admissions and Records Office along with separation papers (DD214).

Certain experiences in military service may be submitted to the Admissions and Records Office for evaluation. The recommendations contained in "A Guide to the Evaluation of Educational Experiences in the Armed Services" by the American Council on Education are used as a basis for such evaluations. For service members Army, Army National Guard, Marines, Navy, and Coast Guard, to request transcript for review for credit at Carl Sandburg College, please visit <https://jst.doded.mil> . For service members in the Air Force, you may contact <http://www.airuniversity.af.mil/Barnes/CCAF/> to request transcripts for review for credit.

## **DANTES**

Credit may be given for coursework applicable to a Carl Sandburg College curriculum which was taken through the Defense Activity for Non-Traditional Education Support (DANTES) or under the United States Armed Forces Institute (USAFI), provided the course is recommended by the American Council on Education. The student must submit official transcripts of satisfactory completion of the work to the Admissions and Records Office.

## **MISC CREDIT AWARDS**

Credit may be given for previous training, for professional certificates, or for state/federal licenses or certificates in the following areas:

### **Computer Software Applications:**

Credit will be awarded for ICT 110 Computer Software Applications (3 hrs) or ICT 120 Computer Information Systems (3 hrs) upon presentation of current Microsoft Office Specialist Certification.

### **Criminal Justice:**

Credit will be awarded for CRM 262 Work Experience (3 hrs) based upon (a) documentation of one year of full-time employment by any federal, state or local law enforcement agency,(b) any federal, state or local correctional facility; C) any



court or social service agency; (D) any private correctional institution, security corporation and/or loss prevention position as approved by a full-time Criminal Justice Instructor.

Three (3) semester hours of criminal justice elective credit will be awarded to students who complete the Illinois Department of Corrections Pre-Service Correctional Officer Program **and/or** the Illinois Department of Corrections Supervisor of Corrections Program.

Three (3) semester hours of criminal justice elective credit will be awarded to students who have completed the basic *Law Enforcement Officer Training* taught by a recognized state police training and standards board.

### **Management & Supervision:**

Six (6) semester hours of vocational elective credit in the Small Business & Management program will be awarded to individuals who have completed the six courses in the AMA Certificate Management Program through the Center for Agriculture, Business, and Industry (CABI).

### **Basic Nurse Assistant Training**

Credit will be given for the Basic Nurse Assistant Training (NUA 105), if the student is on the Illinois Department of Health–Nurse Aid Registry.

### **Industrial Safety Credit**

With completion of 10 credit hour OSHA certificate, in General Industry, or OSHA Construction Safety and health taken within the last two years, students may apply for MFG.130 Industrial Safety. For students who do not have the certification within the last two years, they may talk to the instructor about taking a proficiency exam for MFG.130.

### **Emergency Medical Services**

Credit will be given for the Emergency Medical Technician (EMS 101), if the student is on the Illinois Department of Public Health-as an EMT Basic.