

# Credit Granting Guide



**Carl Sandburg College**  
**Office of Student Support Services**  
**2016—2017**

# **TABLE OF CONTENTS**

|                            |    |
|----------------------------|----|
| Credit Types               | 3  |
| Transfer Credit Policy     | 5  |
| CLEP                       | 7  |
| AP                         | 10 |
| High School Credits        |    |
| Business                   | 12 |
| Mathematics                | 12 |
| Delabar                    | 14 |
| Western Area Career System | 15 |
| GAVC                       | 16 |
| Military Service Credit    | 17 |
| DANTES                     | 17 |
| Misc. Credit               |    |
| Child Care                 | 18 |
| Computer                   | 18 |
| Criminal Justice           | 18 |
| Management & Supervision   | 19 |

## CREDIT TYPES

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

- Advanced Placement Program (AP)
- 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)
- 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

# **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 2016.

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 and Computer Applications              | 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 & 222 6                        |
| Analyzing & Interpreting Literature                        | 50   | AA/AS ELECTIVE 6                       |
| 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>Foreign 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                                  | 63   | N/A                                    |
| <b>History and Social Sciences</b>                         |  |  |
| American Government  | 50   | POS 122 3                              |
| History of the United States I: Early Colonization to 1877 | 50   | HIS 105 3                              |
| History of the United States II: 1865 to Present           | 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 & 171 6         |
| 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                  | 4                     | ART 112           |
| Art History                  | 4                     | ART 113           |
| Biology                      | 3                     | BIO 101           |
| Calculus AB                  | 3                     | MAT 240           |
| Calculus BC                  | 4                     | MAT 241           |
| Chemistry                    | 4                     | CHM 110           |
| Computer Science A           |                       |                   |
| English Language & Comp      | 3                     | ENG 101 & 102     |
| English Literature & Comp    | 3                     | ENG 231 & 232     |
| Environmental Science        | 3                     | BIO 120           |
| European History             |                       |                   |
| French Language              | 4                     | FRE 101           |
| German Language              | 4                     | GER 101           |
| Comparative Gov't & Politics | 3                     | POS 267           |

|                       |   |               |
|-----------------------|---|---------------|
| U.S. Govt' & Politics | 3 | POS 122       |
| Human Geography       | 3 | GEO 100       |
| Literature            |   |               |
| Latin: Latin: Vergil  |   |               |
| Macroeconomics        | 3 | ECO 201       |
| Microeconomics        | 3 | ECO 202       |
| Music Theory          | 4 | MUS 110       |
| Physics B             | 3 | PHY 151       |
| Physics C             |   |               |
| Psychology            | 3 | PSY 101       |
| Spanish Language      | 4 | SPN 101       |
| Spanish Literature    |   |               |
| Statistics            | 3 | MAT 210       |
| Studio Art            |   |               |
| U.S. History          | 3 | HIS 105 & 106 |
| World History         | 3 | HIS 125 & 126 |

# **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.

AOP 103 Speedwriting 1 (3 hrs): completion of 1 year of speedwriting or shorthand 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 “B.”

The student must complete MAT 241 at CSC with a grade of “B” 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.

| <u>DCTES Course</u>                                  | <u>CSC Course</u> | <u>Credit</u> |
|--|-------------------|---------------|
| BT 10 & 11 Accounting I & II (2 yrs)                 | ACC 101           | 3             |
| BT 10 Accounting I (2 yr)                            | ACC 100           | 3             |
| BO 02 & 03 Keyboarding &<br>Formatting I & II (1 yr) | AOP 101           | 3             |
| BO 02 Keyboarding &<br>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 &<br>B 220 Computer Concepts &<br>Software Apps (1 yr) | AOP 101           | 3             |
| B 200 Keyboarding & Formatting<br>(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<br>& Formatting I & II (1 yr) | AOP 101           | 3             |
| GHS BU 102 Keyboarding &<br>Formatting I (1 sem)           | BOC 107           | 3             |
| GHS BU 310A& 311A<br>Accounting I & II (2 yrs)             | ACC 101           | 3             |
| GHS BU 310A Accounting I (1 yr)                            | ACC 100           | 3             |
| GAVC VO336A &<br>VO337A                                    | AUT 101           | 3             |
| GAVC VO424A  | CHD 100           | 3             |
| GAVC Law   | CRM 101           | 3             |



## **MILITARY SERVICE CREDIT**

Students who have completed Basic Training in any of the U.S. Armed Forces and have been honorably discharged will be granted the following credits upon submission of a form DD214:

|                    |       |
|--------------------|-------|
| Physical Education | 3 hrs |
| HTH 120 Health     | 3 hrs |

Additionally, some educational experience from military service will be approved for CSC credit based upon the American Council of Education's recommendations as shown on official military transcripts.

## **DANTES**

Credit may be awarded for course work taken through the Defense Activity for Non-Traditional Education Support or under the United States Armed Forces Institute (USAFI) provided credit is recommended by the American Council on Education. The student must submit official transcripts showing satisfactory completion of the work.

# 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 100), if the student is on the Illinois Department of Health–Nurse Aid Registry.