



# CREDIT GRANTING GUIDE

## Credit types

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

- Advanced Placement (AP) program
- Bi-literacy seal
- Credits earned at accredited colleges or universities from those institutions listed in the American Council on Education's Accredited Institutions of Postsecondary Education
- College Level Examination Program (CLEP)
- Defense Activity for Non-Traditional Education Support (DANTES)/United States Armed Forces Institute (USAF)
- International Baccalaureate (IB) exam
- Military service & military service schools
- Miscellaneous credit approved by Sandburg Faculty Assembly

Students must earn a minimum of 15 hours of the required total for degrees, and one third of the required hours for certificates through completion of classes at the Sandburg to be awarded the degree or certificate.

All credit hours awarded are in semester hours.

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

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

Sandburg  
Registrar, E100  
2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401

## Advanced Placement program (AP)

Sandburg awards credit for Advanced Placement (AP) exams based upon recommended scores determined by appropriate Sandburg academic departments. Any score of three or better will be accepted as credit; however, the listed score is required to meet the course equivalent. Credit is awarded as follows:

| Subject   | Required Score | Sandburg Course   |
|---|----------------|---|
| Art History   | 3              | ART 112 & ART 113   |
| Art/Studio (Drawing or General Portfolio) Art & Design Program<br>AP 2D Art & Design exam<br>AP 3D Art & Design exam<br>AP Drawing exam | 3              | ART.121, ART.122 or Art.131<br><b>*Max hours awarded is 6 credits. "Faculty recommendation"</b> |
| Biology   | 3              | BIO 101 4   |
| Calculus AB   | 3              | MAT 240   |
| Calculus BC   | 3              | MAT 240 & MAT 241   |
| Chemistry   | 3<br>4         | CHM 110<br>CHM 110 & CHM 120  |
| Chinese Language & Culture  | 4              | Elective Credit 8   |
| Computer Science A  | 3              | ICT.131   |
| Computer Science Principles   | 3              | ICT.120   |
| English Language & Comp   | 3              | ENG 101 & ENG 102   |
| English Literature & Comp   | 3              | ENG 231 & ENG 232   |
| Environmental Science   | 3              | BIO 120   |
| European History  | 3              | Elective credit - 6   |
| French Language   | 3              | FRE 101 & 102   |
| German Language   | 3<br>4         | GER 101<br>GER 101 & 102  |
| Comparative Government & Politics   | 3              | POS 267   |
| U.S. Government & Politics  | 3              | POS 122   |
| Human Geography   | 3              | GEO 100   |
| Italian Language & Culture  | 3<br>4         | Elective credit - 4<br>Elective credit - 8  |
| Japanese Language & Culture   | 3<br>4         | Elective credit - 4<br>Elective credit - 8  |
| Latin Literature  | 3<br>4         | Elective credit - 4<br>Elective credit- 8   |
| Macroeconomics  | 3              | ECO 201   |
| Microeconomics  | 3              | ECO 202   |
| Music Theory  | 3              | Elective credit - 3   |

|                                    |   |                   |
|------------------------------------|---|-------------------|
| 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 & Culture         | 3 | SPN 101           |
|                                    | 4 | SPN 101 & SPN 102 |
|                                    | 5 | SPN 201 & 202     |
| Spanish Literature & Culture       | 3 | Elective 8        |
| Statistics                         | 3 | MAT 210           |
| U.S. History                       | 3 | HIS 105 & HIS 106 |
| World History — Modern             | 3 | HIS 125 & HIS 126 |

## Biliteracy seal of approval

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

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

## CARL SANDBURG COLLEGE PROFICIENCY EXAMINATIONS

In accordance with state and federal legislation, as well as, accreditation guidelines, Sandburg offers optional proficiency assessments to determine if a student has already obtained the knowledge and the skills taught in a particular course. Assessments are provided and evaluated prior to the student taking the course. Credit may also be given for previous training, awarded professional certificates, and/or awarded state or federal licenses and certificates. Awarding of credit is at the discretion of the department.

## Credits from accredited colleges or universities

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

- The college or university previously attended must be accredited by an American Council on Education (ACE) approved accreditation association.
- The agency and or organization has an approved credit granting agreement with Sandburg.
- Credit is granted for courses in which a grade of C or better has been earned.
- Credit is also awarded for courses in which a grade of D has been earned providing the student's overall grade point average is a 2.0 or better unless otherwise stated by



specific Sandburg program requirements.

- Only credit hours are transferable. Grades associated with the credit are non-transferable and aren't included in computing the student's cumulative grade point average at Sandburg.
- Transfer credit is accepted only for courses applicable to the student's Sandburg program. Only courses applicable to the student's Sandburg academic program are accepted in transfer. Should the student's program change, the student may request a re-evaluation of previously earned credits.

### **College Level Examination Program (CLEP)**

Sandburg recognizes undergraduate achievement as measured by both the general and subject examinations of the College Level Examination Program (CLEP). Scores may be submitted to the registrar for evaluation, and if the level of achievement is at or above the minimum standards and score levels established by Sandburg, credit may be granted.

Sandburg follows the guidelines of the American Council on Education in accepting CLEP credit. Students may earn up to 24 hours of credit from the general examinations of the College Level Examination Program in the areas of humanities, mathematics, natural sciences and social sciences. In addition, many of the CLEP subject examinations may be accepted for credit based upon the score recommendations of the American Council on Education.

Students should discuss the CLEP options with the registrar prior to registering for any of the examinations. Regardless of the number of hours earned through CLEP, the student must meet Sandburg's residency requirement for graduation.

| <b>Computer-based testing (CBT) &amp; 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 205 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 3                              |
| Humanities   | 50                           | AA/AS Humanities Gen Ed 3              |
| <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 4                              |
|  | 60                           | 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                           | SPN 201 & 202 6                        |

| History and Social Sciences                       |    |                         |
|---|----|-------------------------|
| 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               |
| Science and Mathematics                           |    |                         |
| 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 3               |
| Natural Sciences                                  | 50 | AA/AS Life Sci Gen Ed 4 |
| Pre-calculus                                      | 50 | AA/AS ELECTIVE 4        |

## **Defense Activity for Non-Traditional Education Support (DANTES)/United States Armed Forces Institute (USAFI)**

Credit may be given for coursework applicable to a Sandburg 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 indicating satisfactory completion of the work to the registrar.

## **International Baccalaureate exam**

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

## **Military service credit**

Credit for 3 semester hours of physical education and 3 semester hours of health education credit is 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 registrar along with separation papers (DD214).

Certain experiences in military service may be submitted to the registrar 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 Sandburg, 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.

*Faculty Assembly approval: 2/21/2020, 11/19/2021, 10/21/2022, 10/20/2023  
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