

Reasonable and Moderate Extension Request (Form 21)
Instructions

Application. Complete the Form 21 as indicated. The existing/parent program that is to be cited on the Form 21 is the AAS degree or certificate from which the reasonable and moderate extension is being created. Include the Form 22 "Curriculum Addition/Withdrawal/Change to the Curriculum Master File". **NOTE:** Do not insert responses into the application. The signature boxes must remain on the cover page of the application.

Application Timeline. Applications may be submitted at any time during the year. Requests are reviewed on an ongoing basis. Clarification and/or additional information may be requested by ICCB staff if the application is unclear or incomplete. All requests must be reviewed, recommended and approved by ICCB Staff on behalf of the Board.

Questions regarding the completion of the application can be directed to ICCB Academic Affairs staff. Contact Tricia Broughton at tricia.broughton@illinois.gov with questions.

The R&ME curriculum approval application should be completed in its entirety, with one electronic copy (MS Word format or PDF) to emailed ICCB staff.

Please send applications via email to:

Tricia Broughton, Director for Curriculum & Instruction
tricia.broughton@illinois.gov

Approval Notification. Once approval has been granted, ICCB Academic Affairs staff will notify the appropriate college staff by email. Approval documentation will include a copy of the dated Form 21 cover page, and a copy of the processed Form 22. Questions regarding the status of this documentation should be directed to Tricia Broughton at tricia.broughton@illinois.gov.

Notes on Reasonable & Moderate Extension (RME) Criteria:

Please refer to ICCB's System Rules Section 1501.302 d)2) for the credit hour differences allowed in the development of RME degrees and certificates.

An RME is allowable based on the relationship the proposed extension has with the original parent program. This relationship is determined by commonality between the two programs including associations such as CIP code, program purpose, and credit hours. To summarize the criteria for an RME from System Rules, in a proposed RME the following criteria must be met:

- In an A.A.S. degree, no more than 15 credit hours of different coursework is allowed;
- In a Certificate of 30 credit hours or more, no more than 9 credit hours of different coursework is allowed;
- In a Certificate between 9-29 credit hours, no more than 6 credit hours of different coursework is allowed.
- For Certificates less than 9 credit hours, refer to the Form 21S application instructions.
- No proposed RME degree or Certificate can be larger in credit hours than the original parent program.

Please note: "Different" coursework *is not limited to* new coursework. Different refers to credit hours/coursework not specifically required in the general education, CTE component, or elective options within the parent program.

Illinois Community College Board
Application for Reasonable and Moderate Extension

COLLEGE NAME:		5-DIGIT COLLEGE NUMBER:	
CONTACT PERSON:		PHONE:	
EMAIL:		FAX:	
PROPOSED REASONABLE AND MODERATE EXTENSION TITLE:			
CREDIT HOURS:			
EXISTING /PARENT PROGRAM TITLE:			
Parent PREFIX		Parent NUMBER	

PLEASE ATTACH THE FOLLOWING ITEMS:

- 1. Employment objectives/program purpose:** Provide for *both* the parent and the proposed extension.
- 2. Catalog description:** Provide a description of the program as it will appear in the college's catalog.
- 3. Curriculum:** Provide a copy of the term-by-term sequence of courses for both the parent and the proposed extension. If a program is over 60 credit hours (for AAS degrees) or over 30 credit hours (for CTE Certificates), provide a rationale as to why the program exceeds those credit hours. Include course information for each new course included in the proposed program.
- 4. Educational alignment:** Describe how the proposed extension illustrates a Program of Study. Provide the Career Cluster for the proposed Extension and the existing Parent program. See [ICCB's Programs of Study](#) website for more information.
- 5. Approval/accreditation:** Provide a description of accreditation requirements/procedures if this extension requires approval or review by other agencies or professional or regulatory entities.
- 6. Labor market need:** Provide information including employment projections and completer data (as applicable from surrounding districts) supporting need for the proposed reasonable and moderate extension, or alternative labor market data as available.
- 7. Information for the ICCB Master Files:** Completed Form 22 (in duplicate) for the proposed new curriculum. Course addition and/or modification requests should be submitted via ICCIS once the proposed extension receives approval.

VERIFICATION		
SIGNED		
	<i>Required-</i> Chief Administrative Officer Signature	<i>Date</i>

ICCB USE ONLY:		
REVIEWED BY:		Date:
APPROVED BY:		Date:

Please note: ICCB Use only Box must remain on front page of Application Form.

