



\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
(Student ID)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

The above named student has satisfactorily completed \_\_\_\_\_

from \_\_\_\_\_  
(name of institution or certification)

As a result of the satisfactory completion from the above, I hereby authorize the addition of the following JJC course(s): *(Please attach copies of any supporting documentation for credit authorization.)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

RECOMMENDED YES ☐ NO ☐

\_\_\_\_\_  
Prof. Jean McArthur, Chair

\_\_\_\_\_  
Date

APPROVED ☐ DENIED ☐

\_\_\_\_\_  
Dr. Sonya Williams, Dean, Arts & Sciences

\_\_\_\_\_  
Date

APPROVED ☐ DENIED ☐

\_\_\_\_\_  
Keith Tillman, College Registrar

\_\_\_\_\_  
Date

*Must be approved by both the Academic Dean and the College Registrar to be officially processed.*



Policy and Procedure for Granting JJC Credit

**For College Level Mathematics Courses Completed in High School**

Math courses at Joliet Junior College such as Math 131 (College Algebra), Math 138 (Pre-Calculus I, Algebra), Math 139 (Pre-Calculus II, Trigonometry), Math 142 (Accelerated Pre-Calculus) and Math 170/171/172 (Calculus with Analytic Geometry series) are considered college level mathematics courses. Many of these courses are taught in the high schools of Illinois Junior College District 525.

Students who satisfactorily complete any math course numbered 137 or higher (excluding Math 138 and Math 142) as their first math course after their high school math courses, at JJC with a "C" or better, and have earned 15 semester hours of college credit at JJC may petition to receive JJC credit for college level mathematics courses taken in high school. The course(s) will be listed on the transcript. However, the transcript will not include a letter grade for the course(s) for which credit is granted. Enrollment in the JJC math course must have been within two years of completion of high school.

Credit by Performance

1. If a student completes Math 137 (Discrete Mathematics), the student may apply to the Mathematics Chairperson to receive four hours of credit for mathematics courses taken in high school. This will be listed on the transcript as Math 131 (College Algebra — 4 semester hours).
2. If a student completes Math 150 (Mathematical Analysis for Business), the student may apply to the Mathematics Chairperson to receive four hours of credit for mathematics courses taken in high school. This will be listed on the transcript as Math 131 (College Algebra — 4 semester hours).
3. If a student completes Math 153 (Finite Mathematics), the student may apply to the Mathematics Chairperson to receive four hours of credit for mathematics courses taken in high school. This will be listed on the transcript as Math 131 (College Algebra — 4 semester hours).
4. If a student completes Math 139 (Pre-Calculus II, Trigonometry), the student may apply to the Mathematics Chairperson to receive four hours of credit for mathematics courses taken in high school. This will be listed on the transcript as Math 138 (Pre-Calculus I, Algebra — 4 semester hours).
5. If a student completes Math 170 (Calculus I), the student may apply to the Mathematics Chairperson to receive eight hours of credit for mathematics courses taken in high school. These will be listed on the transcript as Math 138 (Pre-Calculus I, Algebra — 4 semester hours), Math 139 (Pre-Calculus II, Trigonometry — 4 semester hours).
6. If a student completes Math 171 (Calculus II), the student may apply to the Mathematics Chairperson to receive thirteen hours of credit for mathematics courses taken in high school. These will be listed on the transcript as Math 170 (Calculus I — 5 semester hours), Math 138 (Pre-Calculus I, Algebra — 4 semester hours) and Math 139 (Pre-Calculus II, Trigonometry — 4 semester hours).
7. If a student completes Math 172 (Calculus III), the student may apply to the Mathematics Chairperson to receive seventeen hours of credit for mathematics courses taken in high school. These would be the thirteen hours listed in Item 6 above plus Math 171 (Calculus II — 4 semester hours).

Credit by Testing

If a JJC student does not enroll in one of the mathematics courses mentioned above, the student can still receive credit for Math 131 (College Algebra — 4 semester hours); Math 137 (Discrete Mathematics — 3 semester hours); Math 138 (Pre-Calculus I, Algebra — 4 semester hours); Math 139 (Pre-Calculus II, Trigonometry — 4 semester hours); Math 150 (Mathematical Analysis for Business — 4 semester hours); Math 153 (Finite Mathematics — 4 semester hours); Math 170 (Calculus I — 5 semester hours); Math 171 (Calculus II — 4 semester hours); Math 172 (Calculus III — 4 semester hours) by satisfactorily completing one or more of the following:

- a) The appropriate score on a CLEP subject matter exam or College Board AP exam as determined by the Vice-President of Academic Affairs
- b) A JJC mathematics proficiency examination with an appropriate score for qualifying students

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