

**Illinois Community College Board**  
**Form 21: Application for Reasonable and Moderate Extension**

**Submit one hard copy**

<b>College Name:</b>		<b>5-Digit College Number:</b>	
<b>Contact Person:</b>		<b>Phone:</b>	
<b>Email:</b>		<b>Fax:</b>	
<b>Proposed Reasonable and Moderate Extension Title:</b>			
<b>Credit Hours:</b>			
<b>Existing/Parent Program Title:</b>			
<b>Parent Prefix:</b>		<b>Parent Number:</b>	

**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 CurricUNET once the proposed extension receives approval.

<b>Verification</b>	
<b>Signed:</b>	
	<i>Required - Chief Administrative Officer Signature</i>
	<i>Date</i>

<b>ICCB USE ONLY:</b>	
Reviewed By:	Date:
Approved By:	Date:

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

## Form 21: Reasonable and Moderate Extension Request

### 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](mailto:tricia.broughton@illinois.gov) with questions.

**The R&ME curriculum approval application should be completed in its entirety, with one hard copy mailed to ICCB staff and one electronic copy (MS Word format only NOT PDF) to ICCB staff.**

**Please send both copies to:**

Tricia Broughton, Associate Director for Academic Affairs  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, IL 62701  
[tricia.broughton@illinois.gov](mailto: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](mailto:tricia.broughton@illinois.gov) .