ACC483 & BUS483 Authorization Process

Credit for Prior Work Experience: ACC483 and BUS483 (maximum of 4 total credits)

ACC483 Credit Requirements for Prior Work Experience

- 2014-15 and prior catalogs: ACC483 (4 credits) substitutes for the ACC480 (4 credit) requirement in the Accounting major
- 2015-16 and 2016-17 catalogs: ACC483 (4 credits) substitutes for the ACC480 (2 credit) and ACC375 (2 credit) requirements in the Accounting major

BUS483 Credit Requirements for Prior Work Experience

- 2014-15 and prior catalogs: BUS483 (4 credits) substitutes for the BUS480 (4 credit) or LEA480 (4 credit) requirement in the Business Administration or Organizational Leadership majors.
- 2015-16 and 2016-17 catalogs: BUS483 (4 credits) substitutes for the BUS321 (2 credit) and BUS480 (2 credit) requirements in the Finance major

Required materials to receive authorization to register for ACC483 / BUS483:

1. ACC483/BUS483 Authorization Request Form
2. Current Resume
3. Detailed job description or essay describing work experiences for which you should receive credit (approx. 1 page)
4. Reflective paper (one page per credit hour) applying theories and concepts from the major field of study to the work environment.
5. Supervisor Evaluation Form / References for Verification of Employment
   Depending on the length of the work experience under consideration the following may also be required:
6. Internship Exit Report
7. Log of hours worked

- ACC483/BUS483 Authorization Request Form: https://docs.google.com/forms/d/1NzPMbWHpAD-c-uwZ8Td6FvZlyHBRLnsiLtT1ClrwV7o/viewform
- Supervisor Evaluation Form: https://docs.google.com/forms/d/18A20GPSJ8AabsihUxxl0fMP6-xb1S4ritQh2Umq8Qe0/viewform
- Internship Exit Report: https://docs.google.com/forms/d/1_ism9rjT856Wdsa8xC7xU5OMOMpc9px-53MGUUZsD4g/viewform

April 12, 2016