THOMAS EDISON
STATE UNIVERSITY

TO: **Demonstration of Currency Student**

FROM: **Dean, School of Business and Management**

SUBJECT: **Demonstration of Currency Policy** *(For students who applied **BEFORE June 30, 2020**)*

Because of rapid changes occurring in the business environment today, it is important for today's college graduate to maintain current knowledge in their field of study. Therefore, it may be necessary for students to demonstrate currency within the degree in order to transfer credits previously earned at other regionally accredited colleges and universities or through other transfer sources.

Demonstration of Currency (DOC) is determined after a student completes a DOC application. The application and any corresponding documentation are reviewed to determine if the student has successfully demonstrated current knowledge of the subject area content of the courses in question. This determination is based on validation of current trainings, certifications, licenses, examinations, advanced related courses or other contemporary experiences. A phone conference may take place between the application reviewer and the student to clarify any questions that may arise during the review process. The DOC review will determine if currency has or has not been met.

For the BSBA degree, the Business Core includes a Business Administration Capstone course. The Business Administration Capstone integrates course content across the core business subject areas and validates currency of all Core courses. Therefore, the Business Administration Capstone must be completed no more than 5 years from the most current date of application to the University. If the course is older than 5 years, students are required to demonstrate currency or re-take the course.

Within the BSBA Area of Study, up to 50 percent of the courses in the area of study may be older than **7** years from the most current date of application to the University and still be utilized toward the area of study. Any additional older credits applicable to the area of study would have to undergo currency review before being placed in this area of the degree.

BSBA DEMONSTRATION OF CURRENCY APPLICATION

THOMAS EDISON STATE UNIVERSITY

Student Name (print):_____ University ID: _____

Degree: _____ Area of Study/Specialization: _____

1. List the licenses/registries you hold relating to your specialization, which might be used to demonstrate the currency of your knowledge.

Issuing Agency	*Name of Certification*	*Year Earned*	*Year Last Renewal*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. List your three most recent employment experiences, or job titles if your employer remains the same.

Employer	*Job Title*	*Dates*
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. List the courses, seminars, and training sessions you have completed within the last ten years that relate to your specialization. Attach extra pages, if necessary.

Source	*Title*	*Dates*
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. If applicable, list the courses, seminars, and training sessions you have taught that relate to your specialization.

For Whom	*Course*	*SH/CEU*	*Dates*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please return this form to:

Dean, School of Business and Management
Thomas Edison State University
111 W. State Street
Trenton, NJ 08608-1176

Please attach any documentation that will assist in your validation of currency. The documentation must be relevant to the subject areas in question for currency validation. Examples may include:

1. Current training records
2. Current certifications
3. Current Licenses

All documents are subject to Dean's review and approval.