



**TO: Demonstration of Currency Student**  
**FROM: Dean, School of Business and Management**  
**SUBJECT: Demonstration of on Currency**

Because of the rapid changes occurring in the business environment today, it is important for today's college graduate to maintain current knowledge in the field of study. Students required to demonstrate academic currency are informed of the requirement when their transfer credits are evaluated. The importance of a student possessing current knowledge is especially critical to the in-depth area of the degree. Up to 6 credits (50 percent) of the 12-credit option may be older than 10 years from the date of application to the College and still be placed in the option without a currency challenge. Any additional older credits that could be included in the option would have to undergo currency review.

Demonstration of Currency (DOC) is determined after a student completes a DOC application. A mentor (who is an expert in the business areas to be demonstrated) reviews the application, which includes contemporary developments in the student's past college education and/or training common to the credits in question. A conference may take place between the mentor and the student to clarify any questions that may arise during the review process. Other methods available to business students would be the completion of advanced, related courses or examinations that would validate currency for the older ones or the use of current certification and/or licenses or continuing education units (CEUs) that directly relate to the older credits in question. The completion of additional course work will be done with the advisement of College staff and the review of student credentials related to older credits will be conducted by the College and mentors, when necessary.

The area of study of the BSBA is unaffected by the role of Business Policy (BUS 421), and therefore, subject to currency review. Up to 9 credits (50 percent) of the 18-credit area of study may be older than 10 years from the date of application to the College and still be placed in 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. Students may demonstrate that they possess academic currency or possibly validate currency through one of a number of methods available to them.

Business Policy (BUS-421), a requirement in the business core, is a capstone requirement of the BSBA degree. This course integrates course content across functional areas of business and will serve to validate currency for all core and business elective credits as long as the completion of *Business Policy* takes place five or less years from the date of application to the College. If the course is older than five years, the student will be required to complete this requirement, and any other currency requirement, again through Thomas Edison State College's course or examination in *Business Policy*, or complete a Demonstration of Currency application.





**THOMAS EDISON STATE COLLEGE  
BSBA DEMONSTRATION OF CURRENCY APPLICATION**

Student Name (print): \_\_\_\_\_ College 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.

| <i>Issuing Agency</i> | <i>Name of Certification</i> | <i>Year Earned</i> | <i>Year Last Renewal</i> |
|-----------------------|------------------------------|--------------------|--------------------------|
| _____                 | _____                        | _____              | _____                    |
| _____                 | _____                        | _____              | _____                    |
| _____                 | _____                        | _____              | _____                    |

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

| <i>Employer</i> | <i>Job Title</i> | <i>Dates</i> |
|-----------------|------------------|--------------|
| _____           | _____            | _____        |
| _____           | _____            | _____        |
| _____           | _____            | _____        |

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.

| <i>Source</i> | <i>Title</i> | <i>Dates</i> |
|---------------|--------------|--------------|
| _____         | _____        | _____        |
| _____         | _____        | _____        |
| _____         | _____        | _____        |

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

| <i>For Whom</i> | <i>Course</i> | <i>SH/CEU</i> | <i>Dates</i> |
|-----------------|---------------|---------------|--------------|
| _____           | _____         | _____         | _____        |
| _____           | _____         | _____         | _____        |
| _____           | _____         | _____         | _____        |

Please return this form with the following attachments:

1. Letter verifying employment (from supervisor or personnel)
2. Notarized copy of initial and renewal of certification, if not already submitted
3. Resume and job description
4. Enhancement training records, continuing education or training records

Return to:  
Dean, School of Business and Management  
Thomas Edison State College  
101 W. State Street  
Trenton, NJ 08608-1176