

Accounting Department Concentration Form General Instructions

The course requirements for the accounting major are set forth in the college bulletin and summarized in the handout entitled "[Program for Accounting Majors](#)." In order to make sure our majors get a good start in the program, and fully understand what is required of them from the outset, they are required to complete a "[Concentration Form](#)" and have it approved by their advisor as a pre-requisite for declaring their major as accounting. Essentially, the concentration form requires the student to plan his entire accounting curriculum through their proposed graduation as an accounting major, setting forth when they anticipate each course required of them, including the selection of their two "[approved accounting elective](#)" courses. Hopefully, by carefully planning an approved curriculum through the concentration form and advisor approval process, the student can be assured of meeting the requirements to graduate as an accounting major.

Therefore, you must download and complete the "fill-in" [concentration form](#) prior to your declaration of major. When you have completed the downloaded fill-in form on your computer, you should print out two copies, sign it and bring it to the Accounting Department, along with your "[declaration of major form](#)", where you will then be assigned an advisor and advised of his or her office hours. You can then schedule a meeting and submit the forms to your accounting advisor for approval.

Approval of your concentration form, and subsequent declaration of major is a process that takes time and planning. You should make sure to start early enough to complete it before your next registration deadline, lest you be unable to register in time as an accounting major.

The [concentration form](#) sets forth instructions and explanations for each column in click-on comments. However, you should be aware of the following in completing your form.

- **Title & Pre-requisite Column:** A pre-requisite is a course that you must have already taken. Thus, for example, Accounting 201 is a pre-requisite for Accounting 202. This means that you cannot take Accounting 202 unless it is in a semester that comes after the semester in which you took Accounting 201 with a grade of at least "C" in 201. No accounting course in which you received a grade of less than "C" (C- for 101) will satisfy the requirement for the accounting major for that course, or as pre-requisite for the next course, and no accounting course may be taken more than twice in an effort to attain the minimum grade. A grade of INC or PEN does not meet the "C" requirement and will prevent you from registering for a course requiring the pre-requisite.
 - Psychology or Sociology majors may use Psychology 107 or Sociology 205, respectively, in lieu of taking Eco 249. All others must take Eco 249.
- **Suggested Class Standing Column:** You may not take a course before you have attained the suggested class standing. Generally, each 15 credits puts you in the next class. So a Lower Freshman would have 0-15 credits, and an Upper Freshman 16-30 credits.
- **Transfers Column:** Insert a "T" if you have received transfer credit for an equivalent course taken at another properly accredited college. You will need to bring your transfer credit evaluation form along with your transcript from the school at which the courses were taken, to the meeting with your Advisor, to confirm having received any claimed

transfer credit. Leave it blank otherwise.

- We never permit transfer credit for any accounting course, regardless of where taken, in which you received a grade of less than “C”, except for Accounting 101 for which a C- is sufficient. Although the minimum “C” requirement does not apply to required courses outside the accounting department, such as economics and business, you cannot satisfy the major/minor requirement with any course taken P/NC. Course needed for the major may not be taken more than twice in order to earn the minimum “C” grade.
 - We generally allow transfer courses from properly accredited colleges to fulfill the requirements of accounting 101,102,305, and 261.
 - Accounting 343 is accepted from QCC or only when an evaluation of your prior school’s course is deemed an equivalent by your advisor.
 - No other transfer courses will be permitted to satisfy the Major requirements.
- **Actual/Planned Class Standing Column:** Here you will insert your class standing (LF for Lower Freshman, USoph for Upper Sophomore, etc.) If you have already taken the course insert your class standing at the time the course was taken. If you have not yet taken the course insert your class standing expected in the semester in which you intend to take the course,
- You may not take a course before you have attained the suggested class standing. Generally, each 15 credits puts you in the next class. So a Lower Freshman would have 0-15 credits, and an Upper Freshman 16-30 credits.
 - Remember you can never take a course in a semester that is not later than the semester in which the prerequisite was/will be taken.
- **Actual/Planned Semester Column:** Here you will insert the semester (Spring, 20xx, Summer, 20xx, Fall 20xx, etc.) in which you took/will take the course. If you have already taken the course insert the semester and year in which you took the course. If you have not yet taken the course, insert the semester in which you intend to take the course. Remember you can never take a course in a semester that is not later than the semester in which the prerequisite was/will be taken. Choosing a semester that is not later than the semester in which the pre-requisites are taken is one of the most common reasons concentration forms are rejected, and often results in significant delays in concentration form approval and declaration of major.
- **Elective Column:** Here you will insert the Department, Title, and Course Number of your chosen two electives from the “approved accounting elective” sheet (one from group A

and one from group B) together with the semester, and class standing column information for them.

Now that you have read all the instructions you are ready to fill out your [concentration form](#), Declaration of Major and make an appointment with your Advisor for approval. Remember, the procedure to follow is:

1. Read these instructions
2. Download and Complete the fill-in [Concentration Form](#) on your computer
3. Print out two copies of the completed concentration form, sign and date them
4. Print out and complete a [declaration of major form](#).
5. Go to the Accounting Department with your forms to have an Advisor assigned.
6. Go to see your assigned advisor during his/her office hours. Bring your two copies of the concentration form and one declaration of major form to your advisor meeting
7. Discuss your program and any questions you may have with your advisor and obtain approval of your forms, retaining one copy of the approved concentration form for your records.
8. Take your approved "declaration of major" signed by your advisor to the "one stop shop" to be processed and entered into the college computer system.
9. Congratulate yourself. You are now an accounting major.

Any questions you have regarding your accounting major, or progress toward the degree, should thereafter be addressed to your assigned advisor. We are here to help and you should not hesitate to ask any questions you may have.

If you change your proposed program of study, remember you will need approval of the change from your advisor by preparing and submitting an amended concentration form.