To: Spring 2016 Intermediate I Students

From: Stephen B. Salter, Chair, Department of Accounting

Date: November 2, 2015

Re: Intermediate I (ACTG 3110) entrance requirement

We are continuing our efforts to ensure that our accounting majors have the appropriate skills and knowledge to succeed in our program. Our professors have noticed significant variability in students’ knowledge and level of preparedness for Intermediate I. As specified in the MTSU undergraduate catalog, students enrolling in Intermediate I must achieve a passing grade on a departmental admission exam. Through this requirement, we hope to ensure students are adequately prepared for Intermediate I.

A score of 70 percent or higher on the Intermediate Readiness Exam qualifies as a passing grade and fulfills the entrance requirement. A student who does not score 70 percent or higher on the Intermediate Readiness Exam can still meet the entrance requirement by successfully completing ALEKS® - Financial Accounting (Accounting Cycle/Corporation) by 7:00 p.m. on Friday, January 22, 2016. A student enrolled in Intermediate I during Spring 2016 semester MUST TAKE the Intermediate Readiness Exam, unless s/he met the entrance requirement as part of the Intermediate Accounting I curriculum during Fall 2015 semester.

The exam may be taken only one time between Thursday, December 3, 2015 and Tuesday, January 19, 2016. Registration to sit for the exam is not required. The scantron and calculator will be provided; please bring a pencil. The exam will be administered by the MTSU Department of Accounting and a photo ID must be presented at the time of the exam. Exam dates are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, December 3, 2015</td>
<td>12:00 – 1:00 PM</td>
<td>BAS S341</td>
</tr>
<tr>
<td>Monday, December 7, 2015</td>
<td>6:00 – 7:00 PM</td>
<td>BAS S316</td>
</tr>
<tr>
<td>Wednesday, January 6, 2016</td>
<td>8:00 – 9:00 AM</td>
<td>BAS S341</td>
</tr>
<tr>
<td>Tuesday, January 19, 2016</td>
<td>8:00 – 9:00 AM</td>
<td>BAS S334</td>
</tr>
<tr>
<td>Tuesday, January 19, 2016</td>
<td>6:00 – 7:00 PM</td>
<td>BAS S334</td>
</tr>
</tbody>
</table>

The exam tests financial accounting topics from traditional Principles of Accounting courses. Managerial accounting topics will not be covered on the exam. A topical index is available on the Department of Accounting website at:

A student who is required to complete ALEKS® – Financial Accounting (Accounting Cycle/Corporation) to meet the entrance requirement, because a score of 70 percent or higher was not achieved on the Intermediate Readiness Exam, will be provided an access code for ALEKS® upon request. ALEKS® is an interactive online learning system that assesses a student’s beginning knowledge level and then offers instruction, based on the assessment, to bring the student to the appropriate knowledge level. The time requirement to complete the online module ranges from approximately five hours to 45 hours. ALEKS® - Financial Accounting (Accounting Cycle/Corporation) must be completed by 7:00 p.m. on Friday, January 22, 2016, to meet the entrance requirement for Spring 2016 semester.

A student who does not successfully complete the entrance requirement by 7:00 p.m. on Friday, January 22, 2016, will be given the option of withdrawing from the course for the semester or remaining in Intermediate I for the duration of the semester and receiving a semester grade of F or FA (determined by the student’s attendance history in Intermediate I during Spring 2016 semester). In the event that a student chooses to remain enrolled in Intermediate I after failing to meet the entrance requirement by the deadline of 7:00 p.m. on Friday, January 22, 2016, no assignments or tests will be graded from that point forward. Completion of the entrance requirement for enrollment in Intermediate Accounting I during Spring 2016 semester will be valid through the next term of enrollment, but not later than Fall 2016 semester.

Please contact Rebecca Foote with any questions you have regarding the Intermediate I entrance requirement. Her contact information is listed below.

Rebecca Foote, M.S., CPA
Accounting Instructional Coordinator
Email: Rebecca.Foote@mtsu.edu
Phone: 615-494-8923

Stephen B. Salter, Ph.D.
Chair, Department of Accounting
Jennings A. Jones College of Business
Email: Stephen.Salter@mtsu.edu
Phone: 615-898-2345