

Prospective student inquires about Professional Accountancy degree

Student completes the UG admission for DBS.PAC

Communication is triggered for the student .

Student application is reviewed for admission.

Determine the student's location at the time of initial enrollment in Professional Block. If no location is given when inquiring then send an email.

Determine the student's location (time of initial enrollment). Are licensure requirements MET in the State in which the student is located or where the student will seek employment? Admissions will put applications on pending if the program is not approved in the state.

Admissions will need to alert the State Auth Coordinator, who will look into State licensure requirements.

Depending on State approval requirements, the College Content Expert is to talk with student about the certification requirements needed for state certification. Use email for documentation.

Slate Email Please Provide Location Professional Accountancy Email

Are Licensure requirements MET in the State in which the student is located?

The student application is reviewed for admission and admitted to pre-program code (DSU Gen Adm Prof Account (BS) DBS.PAC.P.

Banner Congrats email is triggered for pre-program & entry into Professional Block. Copy housed in ImageNow

YES NO

Disclose whether the institution has Determined if licensure requirements are MET. State Authorization Coordinator uses Slate Communication via Request for Information (RIF). Slate Email OOE-General-CPA Undetermined Professional Accountancy (BS)

Student enrolls in courses and begins general education coursework for the degree.

SLPLP Student Location for Professional Licensure

Student meets milestones/entry to the professional block as determined by department/school.

Milestone - ACCT 310 Intermediate Accounting I

BIS Flowchart

The form is emailed to Stateauthorization@dsu.edu

The student meets with the BIS academic advisor to move to the Professional Block and starts the process for the PL Address Form to be submitted by the student. (Student Location for Professional Licensure Programs form - (SLPLP) The Student will enroll in ACCT 310, which will trigger Trojan Connect to send an PL Form email with the PL Form link.

The Academic Advisor needs to alert Dean, Content Expert, & State Auth Cor that the student is ready is to submit SLPLP form.

**Transition to Professional Block DBS.PAC**

**DOES DSU meet State Requirements?**  
**Student Location for Professional Licensure Programs form must be reviewed by the Content Expert and State Authorization Coordinator. A Cognos report or State Authorization email will contain the submitted form.**

For a program leading to a license or certification to be eligible for Title IV-the institution must satisfy state educational requirements.

1. Where the institution is located.
2. Where the student enrolled in distance education; on or after July 1, 2024, and is located at the initial time of enrollment.

OR

Where the student attests that they intend to seek employment.

The first semester of the professional block a F2F student cannot take an online class if the student is from a state we are not approved in. If they have to take an online class then the SLPLP form and the attestation will come into play.

YES

The Content Expert advisor reviews the submitted form to ensure the SLPLP form location is a State DSU meets the state certification requirements. The best practices that the Content Expert reaches out to the student about the licensure requirements for certification in the state listed.

NO

The Content Expert discusses certification requirements with the student and the student's plans for licensure/certification along with employment upon degree completion. Use email as one form of communication so DSU has documentation.

YES

The Content Expert alerts the State Authorization Coordinator that SLPLP form is okay and the student is ready to move on to the Professional Course Block. Content Expert sends names to the Registrar's office.

**If plans are to seek licensure/certification and/or employment in a state DSU does meet PLC requirements, the Content Expert will ask the student to complete the Student Attestation for Professional Licensure Programs form (SAPLP). The Content Expert will email the attestation link to the student with documentation of the conversation made between the Field Director and the student. It is important to cc StateAuthorization@dsu.edu in the attestation email sent to the student.**

If plans are to seek licensure/certification and/or employment in a state DSU does not meet PLC requirements, DSU will not be able to move the student to PLC program.

The Registrar's office processes the program change.

The Content Expert/Dean will need to review with the student possible majors to pursue at DSU, connect with the Career & Professional Development Office, and/or work with the Registrar's Office and Admissions if needed

Student proceeds with course registration in professional block courses.

The student must submit the SAPLP form before being able to register for courses.

**\*SAPLP Student Attestation for Professional Licensure**

The attestation form must be reviewed by the Content Expert and the State Authorization Coordinator. The student may not register unless these documents are approved. Cognos report or State Authorization email will be where the completed form can be found.

Once forms are submitted the forms will automatically be scanned to ImageNow.

The Content Advisor or department will compile the names of the students who will be moved to PL Program. The Registrar's office will process the change to Professional Block.

Student proceeds with course registration and progression through PLC program.

If a student is beyond the initial time of enrollment in the PLC program indicated through the registration process, the student will be located in a state outside of SD, PLC disclosures will be triggered to the student who may be in a state DSU does not meet educational requirements. Note, this does not hinder their ability to continue the program. DSU must contact a student within 14 days if we do have a change in meeting the state licensure requirements.

