**ACTG 4420, Accounting Internship**

**Frequently Asked Questions**

**How do I earn course credit for my accounting internship?**

* Details on our Internship for Credit program can be found [here](https://accounting.mtsu.edu/internship-for-credit/).
* As noted on the webpage, the Internship course counts as a 3-hour business elective in your accounting program, not as an upper division accounting elective.
* If you are in need of a business elective and would like permission to enroll in this course, begin the process by returning a completed [Candidate Data Sheet](https://www.mtsu.edu/accounting/docs/Internship_Candidate_Data_Sheet.pdf) to your Internship Coordinator (contact information is provided on the webpage, which can be accessed through the link above).

**I have a Hope scholarship. If I take fall or spring semester off to pursue an internship, how will my scholarship be affected?**

* To maintain HOPE eligibility, you must be enrolled in at least one class every fall and spring. If you enroll in the Internship course to satisfy a business elective requirement, you meet this requirement, and your HOPE eligibility is not impacted.
* In order to receive HOPE funds for the semester, though, you would need to be enrolled in at least 6 [CPoS](https://www.mtsu.edu/cpos/) hours.
* If you are not enrolled in the internship course or any other course applicable to your program of study, your HOPE scholarship is at risk. However, you can file a TELS Lottery Appeal to request a leave of absence from your studies. Access to this form can be found [here](https://www.mtsu.edu/financial-aid/forms.php). Contact your Internship Coordinator for documentation to help support your appeal.

***We strongly recommend requesting a leave of absence BEFORE you take leave from fall or spring enrollment to ensure your circumstances qualify for exception and there is no negative impact to your financial aid.***

* *You may not be eligible for the above exception if you have been awarded HOPE on a provisional track. If this is the case, or you are unsure of your provisional status, please contact MTSU’s Lottery Coordinator, Melanie Collins (*[*Melanie.Collins@mtsu.edu*](mailto:Melanie.Collins@mtsu.edu)*).*

**I have a Presidential or other MTSU scholarship.** **If I take fall or spring semester off to pursue an internship, how will my scholarship be affected?**

* To maintain eligibility for Transfer Promise and Freshmen scholarships like the Presidential scholarship, you must be enrolled in at least 12 [CPoS](https://www.mtsu.edu/cpos/) eligible hours every fall and spring.
* If you are not enrolled in these minimum hours, you can file an Institutional Scholarship Appeal to request an exception to this full-time enrollment requirement. Access to this form can be found [here](https://www.mtsu.edu/financial-aid/forms.php). Contact your Internship Coordinator for documentation to help support your appeal.

***We strongly recommend requesting a leave of absence BEFORE you take leave from fall or spring enrollment to ensure your circumstances qualify for exception and there is no negative impact to your financial aid.***

**I have a Department of Accounting scholarship.** **If I take fall or spring semester off to pursue an internship, how will my scholarship be affected?**

* Each scholarship awarded by the Department of Accounting is unique and may have different requirements for addressing a student’s leave of absence. Please contact the Department of Accounting with a specific question and include the name of scholarship(s) you have been awarded.