

# **Fisher School of Accounting**

**2007-2008**

## **Student Handbook**

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## USING THE STUDENT HANDBOOK

The purpose of this handbook is to provide a compact, comprehensive source of information about the Fisher School of Accounting and its degree programs. It is intended to help prospective students familiarize themselves with the School and to aid the progress of students currently in accounting degree programs. The handbook is not the sole source of information on the Fisher School of Accounting. In particular, we remind you that students are responsible for understanding and complying with the policies described within the University of Florida catalog. The University and School policies described within the catalog and this handbook are strictly adhered to by the Fisher School of Accounting.

When using this handbook **be sure to use the version of the handbook that applies to your catalog year**. This is important to consider because some policies and procedures change from one academic year to the next. However, the policies and procedures that apply to you do not change and are based upon your unique catalog year. Generally, for undergraduate students, your catalog year is the academic year that you were first admitted to an academic institution within the Florida State University System. For community college transfers from most Florida community colleges this would be the academic year you were admitted to community college. For all other undergraduates, your catalog is the academic year you matriculated to the University of Florida. For graduate students, your catalog year is the academic year you first became a graduate student at the University of Florida. If you are not sure what your catalog year is, please see your advisor.

This handbook is intended to aid, but not replace, the counseling provided within the School. It is not designed to cover unusual circumstances. In planning your specific program of studies and for answers to questions not covered by the handbook, we encourage you to seek the help of the undergraduate or graduate advisors. All counseling is provided on an appointment basis. Appointments can be arranged through the School's receptionist [(352) 273-0200]. To the extent possible, please try to make appointments during the "quieter" times of the term, so that our faculty and staff can give you the time and attention that you need.

We hope that this handbook will be a useful supplement to our counseling in guiding you through your degree program. The faculty and staff sincerely wish that the time you spend as part of the Fisher School of Accounting will be both enriching and enjoyable. This handbook can help in achieving those goals--please read it carefully.

## **MISSION OF THE FISHER SCHOOL OF ACCOUNTING**

### **OUR MISSION:**

As a professional school in a major public research university, the Fisher School of Accounting (FSOA) is committed to scholarly research, teaching, and service to advance knowledge and prepare future leaders for business, professional, and academic careers.

### **SHARED PURPOSES:**

The FSOA serves business and accounting professionals and educators through innovative and high-quality teaching and research with a focus on providing the education necessary for successful careers in leadership positions. The School promotes the understanding and practice of accounting and business through its research, teaching and service.

### **SHARED VALUES:**

The mission is supported by the shared values listed below. We value a commitment to:

- The achievement of continuous improvement.
- High-quality, innovative and relevant research.
- High-quality, innovative and relevant professional and doctoral education.
- Utilization of the unique skills, talents and contributions of individual faculty and staff members.
- The sentiments and advice of the faculty are important to faculty governance.
- Academic excellence in the actions undertaken to fulfill our mission.
- An environment of collegiality and mutual respect.
- Active participation and support by our alumni and friends for our programs.
- Outreach to the business and professional community.

### **MEASURES OF SUCCESS:**

- Consistently ranked among the top ten public university accounting programs.
- Consistently ranked in the top half among the accounting programs of a select set of benchmark schools.
- Accounting research at Florida is competitive with that produced by our set of benchmark schools.
- Recognized for the high quality and diversity of our students, faculty and staff.
- Faculty and staff continuously work to improve teaching quality and develop new courses and programs.
- Faculty are sought out to serve on editorial boards of major academic research and professional journals and fill key professional leadership positions.
- Faculty work to continuously grow their intellectual capital.
- Highly-satisfied stakeholders.
- External support and fundraising levels continue to improve.

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# **THE UNIVERSITY OF FLORIDA**

## **History**

The University of Florida, the largest and oldest public university in the state, is a residential, land-grant institution. Its beginnings can be traced to the takeover of the private Kingsbury Academy in Ocala by the state-funded East Florida Seminary in 1853. The Seminary was moved to Gainesville following the Civil War. It was consolidated with the state's land-grant Florida Agricultural College, then in Lake City, to become the University of Florida in Gainesville in 1906, with an enrollment of 102.

Until 1947, the University was a men's college and one of only three state colleges. Others were Florida State College for Women (now Florida State University) and Florida A&M University, both of which are located in Tallahassee. Since 1947, when the student body numbered 8,177 men and 601 women, the University's enrollment has grown to more than 45,000. This comprehensive, graduate research University has a broad range of undergraduate, graduate, and interdisciplinary teaching, research, and service programs.

In 1985, the University of Florida was admitted to the Association of American Universities (AAU), the most prestigious organization in higher education. Headquartered in Washington, D.C., the AAU is composed of North America's finest higher education institutions, 54 of them in the U.S. and 2 in Canada. Those universities judged to be pre-eminent in graduate and professional education and research are invited to membership in the AAU and must receive a three-fourth's vote of the body, which includes Harvard, Yale, Princeton, Stanford, MIT, Berkeley, Michigan, Southern California, and Columbia, among others. UF now joins its sister institutions - Duke, North Carolina, Rice, Texas, Tulane, and Vanderbilt - as the outstanding universities in the South.

## **Programs**

The University of Florida includes the following colleges or schools: accounting, agricultural & life sciences, architecture, arts & art history, building construction, business administration, dentistry, design construction & planning, education, engineering, fine arts, forest resources and conservation, health and human performance, public health & health professions, journalism and communications, law, liberal arts and sciences, medicine, music, nursing, pharmacy, teaching and learning, and veterinary medicine. Graduate programs are available to students at the master level and at the doctoral level.

## **FISHER SCHOOL OF ACCOUNTING**

### **History**

Accounting has been one of the basic academic programs at the University of Florida for more than 70 years. In 1977, the School of Accounting was established by the Board of Regents as a separate school within the College of Business, and was endowed in 1985 through the generosity of Frederick Fisher. The Fisher School is committed to scholarly research, teaching, and service to advance knowledge and prepare future leaders for business, professional, and academic careers. As evidence of the Fisher School's success in achieving its goals, the School's degree programs are ranked highly by various academic and professional surveys.

The quality of the Fisher School of Accounting students is exceptional. Eighty-five percent of University of Florida students score above the national mean on standard entrance exams taken by college-bound students, and the students who subsequently enter the Fisher School are particularly outstanding. On average, students admitted to the graduate accounting program score well above the 70th percentile on the Graduate Management Aptitude Test (GMAT).

The School's faculty members have earned Ph.D. degrees from the nation's leading universities. The faculty is committed to excellence in teaching, research, and service. In addition to publishing the School's own research journal, the faculty actively contribute to the accounting profession by maintaining editorial positions for major accounting journals, participating in professional organizations at the national and state levels, and providing services to major corporations and public accounting firms.

## **Programs**

The School offers the Bachelor of Science in Accounting (B.S.Ac.) and Master of Accounting (M.Acc.) degrees and coordinates the accounting concentration for the Ph.D. in Business Administration program. A program of joint studies leading to the joint awarding of the Juris Doctorate and M.Acc. Degrees (J.D./M.Acc.) is also offered by the Fisher School of Accounting and the Levin College of Law.

All Fisher School of Accounting programs are fully accredited by the American Assembly of Collegiate Schools of Business (AACSB). The School was one of the first in the country to meet the accreditation requirements for all of its accounting programs under the new AACSB standards. UF's undergraduate and graduate programs in accounting and business were re-accredited by the AACSB at their annual meeting in April 1998.

## THE FACULTY

<p><b>Professor:</b></p> <p>Bipin B. Ajinkya, Ph.D. University of Minnesota</p> <p>Joel Demski, Ph.D. University of Chicago Fisher Eminent Scholar</p> <p>W. Robert Knechel, Ph.D. UNC at Chapel Hill Ernst &amp; Young Professor</p> <p>John L. Kramer, Ph.D. University of Michigan Arthur Andersen Professor</p> <p>Gary A. McGill, Ph.D. Texas Tech University Director, Associate Dean PricewaterhouseCoopers Professor</p> <p>Hadley P. Schaefer, Ph.D. University of Michigan</p> <p>Doug Snowball, Ph.D. University of Washington J. Michael Cook/Deloitte. Professor</p> <p><b>Associate Professor:</b></p> <p>Stephen K. Asare, Ph.D. University of Arizona KPMG Term Professor</p> <p>Jesse V. Boyles, Ph.D. University of Florida</p> <p>Sandra S. Kramer, Ph.D. University of Texas at Austin</p> <p><b>Assistant Professor:</b></p> <p>Vicki Dickinson, Ph.D. University of Wisconsin-Madison</p>	<p>Haijin Lin, Ph.D. Carnegie Mellon Grant Thornton Term Faculty Fellow</p> <p>Surjit Tinaikar, Ph.D. University of Toronto</p> <p>Jennifer W. Tucker, Ph.D. New York University Luciano Prida Sr. Term Professor</p> <p><b>Master Lecturer:</b></p> <p>Deborah Garvin, J.D. UNC at Chapel Hill</p> <p><b>Lecturer:</b></p> <p>Dominique DeSantiago, M.Acc. University of Florida Associate Director</p> <p>Charles L. McDonald, Ph.D. Michigan State University</p> <p><b>Affiliate Faculty:</b></p> <p>David Sappington, Ph.D. Princeton University Eminent Scholar in Economics</p> <p><b>Honorary Faculty:</b></p> <p>J. Michael Cook, BSBA University of Florida</p> <p>Frederick E. Fisher, BSBA. Doctor of Humane Letters (Honorary degree) University of Florida</p> <p>Alfred C. Warrington IV, BSBA University of Florida</p>
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# **THE UNDERGRADUATE (B.S.Ac.) PROGRAM**

The Bachelor of Science degree in Accounting (BSAc) is a four year program that provides an excellent foundation in accounting and business. Its conceptual focus is designed to prepare students for success in a constantly evolving business environment and to also prepare students for graduate studies. Students enrolled in the BSAc Program are eligible to submit an application for early admission to graduate school via our combined 3/2 Program.

Some students enter the Fisher School of Accounting with the intention of limiting their accounting studies at the University of Florida to undergraduate coursework. These students often view the BSAc degree as providing valuable preparation for post-graduate studies in areas other than accounting (e.g., law) or may intend to complete graduate accounting studies at another institution.

Students are cautioned that completion of the B.S.Ac. degree alone will not satisfy the eligibility requirements to sit for the Uniform Certified Public Accountant Exam or to practice as a CPA in the State of Florida. Students aspiring to a career in professional accounting should plan on seeking admission to the 3/2 Program. For information regarding eligibility to sit for the CPA exam for all 50 states, visit <http://www.nasba.org/nasbaweb.nsf/nasbahome>.

## **ADMISSION REQUIREMENTS FOR THE B.S.Ac. Program**

### **Submitting an Undergraduate Application**

The Fisher School of Accounting applies the same admission standards to students who are currently enrolled at the University of Florida (natives) and those students seeking entry to the Fisher School of Accounting from another academic institution (transfers).

1. Native students who selected accounting as their Universal Tracking major upon admission to the University of Florida, and continue to have an “AC” classification, will automatically be classified as Junior and Senior accounting students providing:
  - a.) they are in good academic standing; and
  - b.) they remain “on track” (refer to the Freshman and Sophomore Guide for minimum requirements).
2. All other native students apply to the Fisher School by filling out an application to change their undergraduate classification through the Fisher School of Accounting office located in 210 Gerson Hall. This reclassification form can be downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>.
3. Transfer students apply through the University’s Admissions Office. Online applications are available on the University of Florida’s web site at <http://www.admissions.ufl.edu/start.html>.

## Undergraduate B.S.Ac. Program

4. Foreign students who are not exempt under university guidelines must complete the TOEFL (Test of English as a Foreign Language). The minimum required score depends upon the version of the exam that is completed.

Exam Format	Total	Sect. 1 (Listening)	Sect. 2 (Writing)	Sect. 3 (Reading)	
Computer-based	230	25	22	21	
Paper-based	570	60	55	55	
Exam Format	Total	Sect. 1 (Reading)	Sect. 2 (Listening)	Sect. 3 (Speaking)	Sect. 4 (Writing)
Internet-based	67	20	26	23	17

### Undergraduate Applicant Pool

1. The Fisher School uses an applicant pool to select candidates for admission. All applications that meet the minimum standards are placed into a pool from which the most qualified are selected for admission each term. Because of this process, most admission decisions are not made until well after the application deadline has passed.
2. A faculty committee is responsible for admission decisions. Because of limited capacity, it is unlikely that all students who meet the minimum standards for inclusion into the applicant pool will be admitted. For this reason—in addition to the minimum standards for entry to the applicant pool—many other factors such as performance in any accounting courses completed prior to admission and the overall quality of the student’s academic records are considered.

### Minimum Standards for Entry to the Applicant Pool

The minimum standards that must be met before a student will be **considered** for admission into the Fisher School are the following:

1. Completion of, or in the process of completing, at least 60 semester hours of coursework at an accredited institution.
  - a. In the case of a transfer student from a community college within the State of Florida, an Associate of Arts degree (A.A.) is required prior to enrollment in the Fisher School of Accounting.
2. Completion of six preprofessional courses (19 semester hours described at 2(c), 2(d), and 2(e) below).
  - a. Exams (other than AP credit) are not accepted toward meeting preprofessional course requirements.
  - b. A student will be considered for **conditional** admission with four preprofessional courses **completed at the time of application**.
    - i. Introduction to Financial Accounting (ACG 2021C) and Survey of Calculus 1 (MAC 2233) must be two of the courses included in these hours.
    - ii. Final admission is granted once all preprofessional courses are completed and the student can establish that all minimum admission requirements continue to be met. Students who are conditionally admitted and do not meet all minimum admission requirements after completing outstanding deficiencies will be removed from the program.

## Undergraduate B.S.Ac. Program

- c. ACG 2021C Introduction to Financial Accounting, or its equivalent, must be completed at the time of application with a minimum grade of "B".
  - i. Students are allowed a maximum of **two** attempts (including drops and withdrawals) to earn the minimum "B" grade.
  - ii. If a series of courses is taken which upon completion is equivalent to ACG 2021C, then a minimum grade of "B" must be achieved in **each** course.
- d. MAC 2233 Survey of Calculus 1, or its equivalent must be successfully completed at the time of application.
- e. The remaining four preprofessional courses follow:
  - i. ECO 2013 Principles of Macroeconomics, or its equivalent.
  - ii. ECO 2023 Principles of Microeconomics, or its equivalent.
  - iii. CGS 2531 Introduction to Computer Software, or its equivalent.
  - iv. STA 2023 Introduction to Statistics 1, or its equivalent.
- f. A 3.0 minimum preprofessional grade point average is required of all applicants. In computing this grade point average, the following guidelines apply:
  - i. Grade forgiveness is not considered when computing the grade point average, and except for items 2(f)(i)(1) and 2(f)(i)(2) below, the grade point average is computed on all attempts of preprofessional coursework.
    - 1. In the case in which an applicant is repeating a course after having earned a grade of "C" or higher, the repeat grade will not be averaged into the preprofessional grade point average computation (unless the repeated grade is lower than the initial grade).
    - 2. When the applicant completes two or more different courses (and each course fulfills the same preprofessional requirement), then the course used to compute the preprofessional grade point average shall only include the first course completed. E.g., if a student completes MAC 2311 with a "C" grade and then later completes MAC 2233 receiving an "A" grade, only the grade earned in MAC 2311 will be used to compute the student's preprofessional grade point average.
- g. An overall grade point average that meets minimum standards. The current minimum grade point average that is required for **consideration** is a 3.0 cumulative GPA, calculated on **all attempts** of all college-level course work.
  - i. Courses deemed vocational or technical in nature are not factored into the GPA computation.
  - ii. Where a student has attended the University of Florida and another institution, the GPA calculation will be based only on the University of Florida course work.

## **Undergraduate B.S.Ac. Program**

- iii. In the case in which an applicant is repeating a course after having earned a grade of "C" or higher, the repeat grade will not be averaged into the grade point average computation (unless the repeated grade is lower than the initial grade).
  - iv. Grade forgiveness is not considered when computing the grade point average.
3. Transfer students who were not admissible to the Fisher School upon admission to other degree programs at the University of Florida may apply for reclassification to the Fisher School by meeting all of the following criteria:
  - a. Successfully complete all course requirements through tracking term 5.
  - b. Maintain a 3.0 UF grade point average.
  - c. Complete ACG 3481 and ACG 3482C with a minimum grade of "C".
  - d. Earned a minimum 3.0 preprofessional grade point average as described earlier in item paragraph 2(f) herein.
  - e. Must be able to graduate with no more than 138 semester credit hours.
4. In the case of native students who have junior/senior level accounting courses in process at the time of application, the junior/senior level accounting course in process must be successfully completed in order to gain admission to the undergraduate program.
5. Native students who were previously classified as "AC" students, have subsequently changed majors, and are now seeking readmission to the accounting program will only be considered for readmission if they are "on track" for the accounting program (computed from the point of original admission to the accounting program).

### **Policies Relating to Undergraduate (B.S.Ac.) Admissions**

1. Meeting the minimum standards as stated above is required for entry to the applicant pool; it does not guarantee admission into the Fisher School. Admission is selective.
2. Admission requirements into the Fisher School are always subject to change. Please check the Fisher School office (Gerson 210) for the current standards.
3. Admission to the University of Florida does not guarantee admission to the Fisher School. If a transfer student declares accounting as his/her major but is accepted under the 3LS classification, or any other classification, the student has not been accepted to the Fisher School of Accounting. Subsequent admission to the School will be based on the admission standards described herein.
4. Admission to the Fisher School does not constitute admission to the 3/2 program. This requires a separate application to the Graduate School.
5. Transfer students are advised that core courses required of the B.S.Ac. degree such as Business Law, Principles of Marketing, Principles of Management, and Business Finance must be taken as a junior/senior student at the University of Florida. This means that students having taken these courses elsewhere will have to take another course in that subject area.

## Undergraduate B.S.Ac. Program

6. The Office of the Registrar determines the transferability of credit earned by course work at other institutions. Credits for courses that are designated as vocational or technical courses, were repeats of previous courses taken, or were from non-accredited institutions will not be transferred for degree credit. In the case of course work taken at community and junior colleges, a maximum of 60 semester hours may be transferred. More than 60 semester hours may be transferred in the case of students entering from other accredited colleges and universities.

### **POLICIES AND PROCEDURES RELATING TO NEWLY ADMITTED UNDERGRADUATE STUDENTS**

#### **Subscribe to the FSOA Mail List:**

The primary means by which the school will communicate announcements, events, changes in course offering, or other important information is via e-mail. Students who are admitted to the School should log onto <http://www.cba.ufl.edu/fsoa/myfsoa> and subscribe to the FSOA mail list to ensure that they receive notices from the School in a timely manner. Weekly announcements are distributed only by email. Back issues will be maintained for a short period on the School's website.

#### **Majors, Minors, and Dual Degrees:**

Students may choose to minor in programs offered by the colleges other than the Warrington College of Business. Students may not double major or enter any dual degree program (except for the 3/2 M.Acc. or the JD/M.Acc).

#### **Part-Time Students**

The Fisher School of Accounting is similar to a lock-step program. Students who cannot take the suggested course loads listed on page 14 need to seek academic advising. Delays in progress towards graduation may be encountered due to the lack of course availability and prerequisite deficiencies.

#### **Computer Requirement**

All University of Florida students are expected to own a computer. You must have a notebook computer to begin your junior year. A list of both **minimum** and **recommended** computer standards for UF students can be found at <http://www.cba.ufl.edu/dmbtc/students/computerrequirements.asp>.

#### **Student Academic Support System (SASS)**

It is the student's responsibility to be aware of their academic requirements. Students are encouraged to log onto <http://www.isis.ufl.edu> each semester to view their degree audit. This audit lists all degree requirements for their particular program and indicates whether the student has met each requirement. Students should pay close attention to these audits and should, at a minimum, seek assistance from the appropriate advisor in the term prior to the semester in which they plan to graduate if they have any questions about their SASS audit. Failure to do so may delay graduation.

#### **Academic Advising**

The undergraduate advisors are available for counseling on an appointment basis at the School's administrative office (GER 210). All students are advised to seek guidance well in advance of registration periods.

## Undergraduate B.S.Ac. Program

### Accounting and Business Core Courses from Other Institutions

1. Once a student has been admitted into the Fisher School of Accounting, the student may not take any additional accounting or business core coursework at any other institution.
2. Students who have taken junior/senior level courses at accredited universities prior to entering the Fisher School should submit junior/senior level course substitution forms to the School in order to establish the equivalency to UF requirements. Substitutions for required junior/senior level courses require approval of the School and of the UF department offering the required course. Note: Only **one** 3000-4000 level business course (upon approval) may fulfill required business core course work.
3. Accounting courses taken at other institutions are not substitutable for the junior/senior level accounting courses required for the B.S.Ac. degree.

### Submitting a Course Substitution Form

Students transferring into the Fisher School from other institutions may be asked to complete substitution forms for all of their preprofessional requirements and junior/senior level core coursework. These forms may be obtained from the Fisher School of Accounting office (GER 210) or downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>. **Failure to do so may result in the student being dropped from a subsequent course.** The substitution process is as follows:

#### Complete the course substitution form.

1. Attach a photo-copy of the course description and a course syllabus from the transferring institution.
2. Attach a photo-copy of the accreditation statement from the school where you took the class—usually found in the front of the catalog. (Not necessary for nationally known schools or a ‘State’ University).
3. Submit this form when completed, with attachments, to the Fisher School of Accounting office.

### Florida A.A. Degree

Only students who enter the School with an Associate of Arts degree from a Florida community or junior college within the State University System are considered to have automatically met all general education requirements. All other students must meet the University of Florida’s general education requirements for the student’s catalog year. This handbook does not address specific general education requirements. Please refer to the University of Florida undergraduate catalog ([www.registrar.ufl.edu/catalog](http://www.registrar.ufl.edu/catalog)) for guidance.

## **Undergraduate B.S.Ac. Program**

### **Petition to Waive School Policies**

Any request to waive the policies of the School requires submission of a petition form to the Associate Director. The forms may be obtained from the school office (GER 210) or may be downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>. Until a School decision is made, students should not operate under any presumption that the petition will be approved. If a student wishes to appeal the decision of the Associate Director, he or she should request that the denied petition be submitted to the Petitions Committee.

Students should be aware of the importance of submitting documentary evidence to support petitions, and that events or circumstances beyond the student's control are necessary for the waiver of a School policy. Petitions on matters outside the School's jurisdiction are considered by the University's Petitions Committee which operates through the Dean of Students Office (202 Peabody Hall).

## **UNDERGRADUATE REGISTRATION**

### **Registration**

Students register for courses through the ISIS portal located at <http://www.isis.ufl.edu>. ISIS provides students with information regarding the registration process, the University Schedule of Courses, the academic calendar, and class meeting times. Students are forewarned to exercise caution in registering for modular courses. To facilitate the modular format, ISIS will not prevent students from enrolling in two, or more, courses that meet at the same time. Students are responsible for ensuring that course conflicts do not exist. Because electronic platform courses (the undergraduate business core) may be viewed online, these courses may conflict with other courses.

### **Module Courses**

Modular courses are courses that meet for one half of the semester. The fall semester is divided into two modules with module one meeting the first half of the semester and module two meeting the second half of the term. Similarly, the spring semester is divided into module three and module four. For the B.S.Ac. program ACG3481 and ACG3482C follow the module format. The University Schedule of Courses does not provide information about when module courses are offered. This information can be viewed by visiting MyFSOA at <http://www.cba.ufl.edu/fsoa/myfsoa>.

### **Minimum and Maximum Loads**

1. Fifteen hours is considered an average course load. Students electing to carry 12 semester hours will have to attend summer sessions (subject to availability) to remain on track towards a timely graduation.
2. The maximum load per term is 18 credits. Students may exceed this maximum only with the permission of the Associate Director.

## Undergraduate B.S.Ac. Program

### Registration at Other Institutions or for Correspondence Courses

1. Courses may not be taken by correspondence.
2. Required courses (in critical tracking, accounting, business, and supporting fields for Master of Accounting program) may not be taken outside of the University of Florida. No exceptions to this policy are permitted.
3. Elective and general education courses may be taken outside of the University of Florida only if:
  - a.) The student will have more than 30 hours left to graduate from the Fisher School upon completion of such courses, and
  - b.) advanced approval is obtained from the Associate Director.

### Registration Priorities for New Accounting Students

To make progress toward the B.S.Ac. degree in a timely fashion, applicants should make every effort to complete all freshman and sophomore requirements. Note that all critical tracking courses listed on page 13 are pre-requisites for upper-division courses, and not having all 22 credit hours completed upon admission will significantly delay progress towards graduation.

Freshman and Sophomore deficiencies (with respect to general education, critical tracking courses and electives) must be made up. The credit associated with making up these courses generally does not count toward meeting the 60 hours of Junior/Senior credit required for the B.S.Ac. degree.

Registration priorities for new accounting students should be:

1. Completion of critical tracking course deficiencies.
2. Registration for any remaining general education requirements.
  - a.) This handbook does not address specific general education requirements.
  - b.) Please refer to the University of Florida undergraduate catalog ([www.registrar.ufl.edu/catalog](http://www.registrar.ufl.edu/catalog)) for guidance in this area.
3. Registration for Junior/Senior accounting and business core coursework.

Note: general education, critical tracking, accounting and business courses may not be taken using the S/U option.

### Registration for Supervised Accounting Internship: ACG 4941

Students are encouraged to complete an accounting internship. The School has developed a list of best practices (page 60) that students should read before they interview for an internship. To be meaningful, it is recommended that the internship be taken after having completed Tax and Auditing. Although internships are encouraged, not all students need to register for Internship credit. It is recommended that students meet with an advisor to assess whether the credit hours are needed.

Students may register for a minimum of two to a maximum of four credits of accounting internship. The Internship course may be repeated for a cumulative total of five credit hours.

At a minimum, students must meet the following criteria to be eligible to register for accounting internship credit:

1. Successfully completed ACG 4133C and ACG 4352C.

## **Undergraduate B.S.Ac. Program**

2. Complete the enrollment form and have it signed by the internship coordinator. This form can be downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>.
3. **Prior** to starting the internship, bring the completed form to 210 GER for approval from the internship coordinator.

Please note: Registration in this class **must** be done during advanced or regular registration in order to avoid late registration fees.

### **Registration for Undergraduate Electives**

1. A minimum of 11 credit hours of undergraduate electives must be at the 3000 or above course level.
2. Students are cautioned that a minimum of 60 semester credit hours must be taken outside the Fisher School of Accounting and the Warrington College of Business. This requirement will be met if all of the student's freshman/sophomore level electives are taken outside the College or the School. If this is not the case, the student must be selective in his/her choice of junior/senior level electives in order to fulfill this requirement.
3. Only six credits in physical education and six credits of military science may be used for junior/senior level electives.
4. No accounting course (except ACG 4941) can count toward B.S.Ac. elective graduation requirements.
5. Except for M.Acc. preparatory coursework, undergraduate electives may be taken using the S/U grade option.

### **Undergraduate Students Registering for Graduate Courses**

With the exception of TAX 5005 (Federal Income Tax) and ACG 5637 (Auditing 1), the Fisher School requires that students be admitted to the graduate program (M.Acc. program) before they can enroll in graduate accounting courses. With an approved petition, undergraduate students, law school students, and graduate students in other academic units who meet or exceed the minimum graduate admission standards for the Master of Accounting program and have completed all prerequisites may enroll in these courses (subject to seating availability).

### **Drop/Add Period During the First Week of Classes**

The University calendar specifies the length and specific timing of the drop/add period for each term. This period provides an opportunity for students to modify their schedule during the first few days of the semester. Every effort should be made to complete registration well in advance of drop/add. Students who were unable to register for an accounting course required to remain on track because of circumstances beyond his/her control should go to 210 GER for assistance. Students simply seeking to change the section of a course they already have must use ISIS to adjust his/her schedule.

## Undergraduate B.S.Ac. Program

### B.S.Ac. CURRICULUM

*General Education		36*
Preprofessional and Critical Tracking Courses:		
ACG 2021C	Intro. To Financial Accounting	4
*CGS 2531	Problem Solving Using Computer Software	3
*ECO 2013	Principles of Macroeconomics	3
*ECO 2023	Principles of Microeconomics	3
*MAC 2233	Survey of Calculus 1	3
*STA 2023	Intro. To Statistics 1	<u>3</u>
		19
Critical Tracking Course:		
*MAC 2234	Survey of Calculus 2	3
Freshman & Sophomore Electives:		
		<u>2-14*</u>
Total Freshman & Sophomore Coursework		60
Accounting Core Course Requirements:		
ACG 3481	Accounting Info. and Business Processes 1	3
ACG 3482C	Accounting Info. and Business Processes 2	4
ACG 4133C	Financial Accounting	4
ACG 4352C	Cost and Managerial Accounting	4
TAX 5005	Federal Income Tax	3
ACG 5637	Auditing 1	<u>3</u>
		21
Business Core Course Requirements:		
MAN 3025	Principles of Management	4
MAR 3023	Principles of Marketing	4
ECP 3703	Managerial Economics	4
QMB 3250	Statistics for Business Decisions	4
FIN 3403	Business Finance	4
MAN 4504	Operations/Supply Chain Management	4
BUL 4310	Legal Environment of Business	<u>4</u>
		28
Junior & Senior Electives ( <i>course level</i> $\geq$ 3000)		<u>11</u>
Total B.S.Ac. Hours		<u>120</u>

\* Some preprofessional courses fulfill general education requirements. When this is the case, the number of freshman/sophomore level electives required will correspondingly increase.

## Undergraduate B.S.Ac. Program

### B.S.Ac. SUGGESTED COURSE SEQUENCING

**CAUTION! STUDENTS INTERESTED IN THE 3/2 PROGRAM *MUST* FOLLOW THE COURSE SEQUENCING FOR THE 3/2 PROGRAM.**

	Credit Hours	
FRESHMAN/SOPHOMORE COURSE WORK	60 <sup>1</sup>	
<b>Year 3:</b>		
Semester 5: FALL		<b>PREREQUISITES</b>
ACG 3481 Accounting Info. and Business Processes I	3	ACG 2021C "B"
ACG 3482C Accounting Info. and Business Processes II	4	ACG 3481 "C"
FIN 3403 Business Finance	4	ACG 2021C "D"
QMB 3250 Statistics for Business Decisions	4	STA 2023 "D"
	<u>15</u>	
Semester 6: SPRING		
ACG 4133C Financial Accounting	4	ACG 3482C "C" FIN 3403 "D"
ECP 3703 Managerial Economics	4	MAC 2233 "D" ECO 2023 "D"
MAN 3025 Principles of Management	4	ECO 2023 "D", Sophomore Standing
Elective ≥ 3000 Level	<u>3</u>	
	15	
<b>Year 4:</b>		
Semester 7: FALL		
ACG 4352C Cost and Managerial Accounting	4	ACG 3482C "C" QMB 3250 "D" MAC 2234 "D" ECP 3703 co-req
TAX 5005 Federal Income Tax	3	ACG 3482C "C" AC Standing
MAR 3023 Principles of Marketing	4	ECO 2023 "D" or ECO 2013 "D" Sophomore Standing
Elective ≥ 3000 Level	<u>4</u>	
	15	
Semester 8: SPRING		
ACG 5637 Auditing I	3	ACG 4352C & ACG 4133C "C" AC Standing
MAN 4504 Operations/Supply Chain Management	4	MAC 2233 "D" STA 2023 "D"
BUL 4310 Legal Environment of Business	4	
Elective ≥ 3000 Level	<u>4</u>	
	<u>15</u>	
	120	

**Notes:**

1. Course sequencing assumes all freshman and sophomore requirements have been met.
2. All undergraduate business and accounting courses are available in both the Fall and the Spring semesters. Summer offerings are subject to budgetary constraints.

## Undergraduate B.S.Ac. Program

# UNDERGRADUATE COURSE DESCRIPTIONS

### ACCOUNTING COURSES:

#### **ACG 2021C Introduction to Financial Accounting.**

*Credits: 4; Prereq: Sophomore Standing.*

Conceptual introduction to financial accounting. Emphasis is placed on wealth and income measurement, and the preparation and interpretation of conventional financial statements.

#### **ACG 3481 Accounting Information and Business Processes 1.**

*Credits: 3; Prereq: "B" grade or better in ACG 2021C; MAC 2234*

First of a two-course sequence that examines the generation, dissemination and utilization of accounting information in a business organization. The course is structured around the business processes of such organization. Coverage extends over topics in traditional areas of financial accounting, management accounting and systems.

#### **ACG 3482C Accounting Information and Business Processes 2.**

*Credits: 4; Prereq: "C" grade or better in ACG 3481.*

Second of a two-course sequence that examines the generation, dissemination and utilization of accounting information in a business organization. The course is structured around the business processes of such organization. Coverage extends over topics in traditional areas of financial accounting, management accounting and systems.

#### **ACG 4133C Financial Accounting.**

*Credits: 4; Prereq: "C" grade or better in ACG 3482C; FIN 3403.*

Extends coverage of accounting for assets, equity, and liabilities beyond that covered in ACG 3481 and ACG 3482C. Topics also include revenue recognition, income taxes, accounting changes, statement of cash flows, and earnings per share.

#### **ACG 4352C Cost and Managerial Accounting.**

*Credits: 4; Prereq: ACG 3482C with a minimum grade of "C", QMB 3250; Co-requisite: ECP 3703.*

Extends cost and managerial coverage beyond that covered in ACG 3481 and ACG 3482C. Topics include activity based costing and management, budgeting, flexible budgets, standard costing, inventory management, transfer pricing, performance evaluations and decision-making.

#### **ACG 4941 Supervised Accounting Internship.**

*Credits: 2 to 4; S/U Grade Only. Prereq: permission of accounting internship coordinator.*

Applied work in professional accounting. Requires several papers and reports. Advance approval is required.

#### **ACG 4970 Honors Thesis.**

*Credits: 1; S/U Grade Only. Prereq: minimum 3.6 overall and a minimum 3.6 accounting GPA is needed to earn the magna cum laude distinction. Minimum 3.8 overall and a minimum 3.8 accounting GPA is needed to earn the summa cum laude distinction.*

The thesis must be submitted to the Fisher School no later than the published deadline and includes an abstract.

#### **ACG 5637 Auditing 1.**

*Credits: 3; Prereq: minimum grade of "C" in both ACG 4133C and ACG 4352C and AC standing.*

Introduction to auditing and assurance services. Decision making process research and auditing standards and procedures with an emphasis upon ethics, legal liability, internal control, audit evidence, testing and an introduction to statistical sampling and EDP auditing.

#### **TAX 4930 Special Topics in Taxation.**

*Credits: 1 to 4; can be repeated with change in content up to 6 credits. Prereq: permission of school.*

Course provides an opportunity for in-depth study of topics not offered in other courses and of topics of special current significance.

#### **TAX 5005 Federal Income Tax.**

*Credits: 3; Prereq: minimum grade of "C" in ACG 3482C and AC standing.*

Concepts and application for all types of taxpayers. Influence of taxation on economic decisions, basic statutory provisions relevant to determining taxable gross income, allowable deductions, tax computations, recognition or nonrecognition of gains or losses on property transactions, and characterization of gains and losses.

## **Undergraduate B.S.Ac. Program**

### **UNDERGRADUATE DROP POLICIES**

Students are allowed (2) drops in their first sixty (60) credit hours completed at UF. These drops lapse if not used during the semester in which the student completes 60 semester hours. Thereafter, students are allowed (2) more drops beginning the term after the first 60 hours completed.

1. The two-drop policy applies to all drops taken at the University of Florida regardless of whether the student was in the Fisher School of Accounting at the time of the drop.
2. The policy is intended to cover legitimate causes. They are not free drops and students should exercise judgment in using the drop allowance.
3. All drops become part of the student's official record with the School and will be recorded on the student's official transcript ("W").
4. Withdrawal from all courses in any term (Fall, Spring or Summer) will count as one drop for the purpose of applying the two-drop policy.
5. All other drop requests must be acted upon by the Associate Director as advised by the Petitions Committee. The Committee will be very strict in considering such requests and will not approve drops for reasons that are not beyond the student's control.
6. When enrollment becomes a constraint, students who drop accounting courses will have the lowest priority for enrolling in the same course in following semesters (whether or not they successfully register for the course during advanced registration).

#### **Submitting a Drop Request Prior to the Published Deadline**

1. Pick up a drop form and a Schedule Change Form from the Fisher School. The drop form may also be downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>.
2. Complete the drop form and obtain the signature of the course instructor.
3. Return the signed forms to the Fisher School for its approval and signature.
4. Submit the Schedule Change Form to the Office of the Registrar (222 Criser Hall). It is the responsibility of the student, not the Fisher School, to submit the Schedule Change Form to the Office of the Registrar.

#### **Drop Requests After the Published Deadline**

After the last day to drop by College petition (as published each semester in the Schedule of Courses) all petitions must be presented to the University of Florida Committee on Student Petitions. These petitions should be presented to the Office of the Registrar (222 Criser Hall) for referral to that Committee.

## Undergraduate B.S.Ac. Program

### UNSATISFACTORY PERFORMANCE

Students who do not make satisfactory academic progress will be dropped from the accounting program. In addition to University regulations concerning unsatisfactory performance, the School will exclude students from the accounting program for each of the following reasons:

1. The student earns two grades below “C” in accounting courses numbered 3000 and above regardless of whether the student was in the Fisher School of Accounting at the time they earned those grades.
2. The student’s cumulative grade point average on all coursework completed at the University of Florida grade point average falls below 2.0 and remains there after **one** subsequent term of enrollment.
3. The student’s cumulative junior/senior grade point average falls below 2.0 and remains there after **one** subsequent term of enrollment.
4. The student’s accounting grade point average, calculated on **all attempts** of required accounting courses numbered 3000 and above, falls below 2.0 and remains there after **one** subsequent term of enrollment.
5. The student withdraws from the University three times after admission into the Fisher School of Accounting.
6. The student fails to complete a required junior/senior level accounting course for **two consecutive semesters** of enrollment.
7. For purposes of all of the above policies, the following rules apply to the definition of a term:
  - a.) Any term for which a student registers for courses at the University of Florida counts as a term of enrollment, even if the student subsequently withdraws from the term (after the drop/add period).
  - b.) Summer registration is viewed as registration for one term, (e.g., whether a student registers for Summer A alone, or registers for Summer A and Summer B and C, the student is considered to have registered for one term).
8. Refer to the University undergraduate catalog ([www.registrar.ufl.edu/catalog](http://www.registrar.ufl.edu/catalog)) for a discussion on grade point average computations.

### GRADUATION

#### Application for Graduation

For undergraduate students nearing the time to earn their B.S.Ac. degree from the Fisher School, the following procedures apply:

1. Each student should plan to see an advisor in the semester prior to the term of planned graduation to confirm that all degree requirements will be met pending the successful completion of the remaining plan of study. Graduation checks can not be done during the week of drop/add.
2. It is the student’s responsibility to apply for graduation at Criser Hall. The deadline for submitting applications is published in the Office of the University Registrar’s academic calendar (<http://www.registrar.ufl.edu>). Failure to submit a timely application may prevent graduation.

## Undergraduate B.S.Ac. Program

### Minimum Requirements for Degree Certification

To graduate with a B.S.Ac. degree, a student must:

1. Have satisfactorily completed 120 semester hours of the prescribed coursework (see B.S.Ac. Curriculum on page 13). In addition:
  - a.) The student's last 30 hours of coursework must have been completed in residence at the University of Florida.
  - b.) The waiving of any required course does not reduce the hours required for graduation.
  - c.) Credit hours will not be given for repeated courses.
  - d.) A minimum of sixty credit hours of course work must be at the 3000 level or above course level.
  - e.) A minimum of sixty credit hours must be completed outside the Warrington College of Business and the Fisher School of Accounting.
2. Have a minimum 2.0 GPA on all University of Florida coursework.
3. Have a minimum 2.0 GPA on all junior/senior level University of Florida coursework (all courses taken after the student reaches 60 semester credit hours).
4. Have a minimum 2.0 GPA on all attempts of all required accounting courses numbered 3000 and above.
  - a.) The student must have completed a minimum of 16 semester credit hours of junior/senior level accounting courses at the Fisher School of Accounting.
5. For purposes of computing the GPAs referred to above the following apply:
  - a.) If a course is repeated after an initial grade of "C" (or better) (e.g., to achieve the "B" requirement for ACG 2021C), the repeat grade and hours will not be computed in the University of Florida grade point average.
  - b.) Except for (a) above, all attempts of all courses are included in the computation. This means that a repeated course is included as many times as grades for it were recorded.
6. Refer to the University's undergraduate catalog ([www.registrar.ufl.edu/catalog](http://www.registrar.ufl.edu/catalog)) for a general discussion on grade point average computations.

## Undergraduate B.S.Ac. Program

### HONORS AND HIGH HONORS

#### Graduating with Honors

Outstanding performance is recognized by the designation of *cum laude*, *magna cum laude* and *summa cum laude*. The requirements for such honors are as follows:

- *Cum laude* – Minimum 3.2 GPA in all attempts of major course work. In addition, the student must earn a minimum 3.2 GPA in all attempts of junior/senior level course work.
- *Magna cum laude* – Minimum 3.6 GPA in all attempts of major course work. In addition, the student must earn a minimum 3.6 GPA in all attempts of junior/senior level course work.
- *Summa cum laude* – Minimum 3.8 GPA in all attempts of major coursework. In addition, the student must earn a minimum 3.8 GPA in all attempts of junior/senior level course work.
- Only course work taken at UF will be included in these computations. Major course work shall include the six required accounting courses. Junior/senior level course work shall include all course work in excess of 60 semester hours.

To receive *magna cum laude* or *summa cum laude* recognition, the student must register for and complete ACG 4970, Honors Thesis, under the supervision of the Fisher School. The thesis must be accompanied by an abstract. These are available at the Fisher School of Accounting. Post-baccalaureate students are not eligible to receive honors recognition.

## **THE 3/2 PROGRAM**

### **B.S.Ac. AND M.Acc. DEGREES AWARDED CONCURRENTLY**

The 3/2 Program is the Fisher School of Accounting's premier professional program. It is an integrated, five-year, 150-hour program which leads to the joint awarding of a Bachelor of Science in Accounting (B.S.Ac.) degree and a Master of Accounting (M.Acc.) degree. Students in this program are able to design an individualized plan of study including courses in the areas of financial accounting, auditing, taxation, and cost and managerial accounting.

This program is designed for the students who desire a professional accounting career. Completion of this program will fulfill the State of Florida's requirements to take the Uniform Certified Public Accountant Examination and practicing as a CPA in Florida. Please note that the State of Florida requires that all requirements for taking the exam in Florida be completed prior to the application deadline for the exam. Therefore a student in the 3/2 program cannot apply to take the CPA exam in Florida until he/she has graduated from the 3/2 program. Call the Florida Board of Accountancy at (352) 333-2500 or visit their web site at <http://www.state.fl.us/dbpr/cpa/index.shtml> if you have any questions regarding your eligibility to take the CPA Exam in Florida. For information regarding eligibility to sit for the CPA examination for all 50 states, visit <http://www.nasba.org/nasbaweb.nsf/lp>.

Since students in the 3/2 program have a graduate classification, students receiving undergraduate scholarships or Pell grants typically lose eligibility for their funding. Students encountering this problem should consult with an academic advisor and consider entering the M.Acc. program after earning their B.S.Ac. degree.

### **ADMISSION REQUIREMENTS FOR THE 3/2 (M.Acc./B.S.Ac.) PROGRAM**

#### **Submitting an Application**

Students seeking admission to the 3/2 Program submit a graduate application through the University of Florida's Admissions Office. Graduate applications should be completed during the student's second semester of their junior year. Prospective graduate students should plan on taking the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) during this time. Graduate applications will not be processed without a test score. Online applications and required forms are available through the FSOA web site at <http://www.cba.ufl.edu/fsoa>.

#### **Minimum Standards for Entry to the 3/2 Program Applicant Pool**

The minimum standards that must be met before a student will be considered for admission into the 3/2 (M.Acc.) Program are the following:

1. Completion of, or in the process of completing, at least 80 semester hours of coursework.
2. GPA of at least 3.0 calculated on all courses taken after the student reaches 60 credit hours.
3. The timing of the student's application must meet one of the following patterns:

### 3/2 (B.S.Ac./M.Acc.) Program

<b>3/2 PROGRAM Timing of Application</b>		
<b>Completed</b>	<b>In process in the semester prior to admission</b>	<b>Application for admission for the following semester accepted?</b>
ACG 3481 ACG 3482C	ACG 4133C ACG 4352C	YES (recommended)
ACG 3481 ACG 3482C ACG 4352C	ACG 4133C	YES (acceptable)
ACG 3481 ACG 3482C ACG 4133C	ACG 4352C	YES (acceptable)
ACG 3481 ACG 3482C ACG 4133C ACG 4352C	NONE	YES (not recommended)
ACG 3481 ACG 3482C ACG 4133C	ACG 4352C TAX 5005	YES (not recommended)
ACG 3481 ACG 3482C ACG 4352C	ACG 4133C TAX 5005	YES (not recommended)
ACG 3481 ACG 3482C	ACG 4133C ACG 4352C TAX 5005	YES (definitely not recommended!)
Any other possible combination not listed		NO

4. A minimum GPA of 2.8 in all accounting courses completed at UF ( $\geq 3000$  level) in semesters prior to graduate admission. Once a student has earned a “C” grade in these courses, repeats of the same course will not be computed in the students accounting GPA if the repeat grade is higher than a “D”.
5. A total score (for verbal and quantitative sections) of 500 or more on the GMAT exam or 1100 or more on the GRE exam.

#### **Policies Relating to 3/2 Program Admission**

The above represent minimum standards for eligibility. Meeting the minimum standards does not guarantee admission into the 3/2 M.Acc. program. Admission is selective.

## **3/2 (B.S.Ac./M.Acc.) Program**

### **POLICIES AND PROCEDURES RELATING TO NEWLY ADMITTED 3/2 PROGRAM GRADUATE STUDENTS**

#### **Subscribe to the FSOA Mail List:**

The primary means by which the School will communicate announcements, events, changes in course offering, or other important information is via e-mail. Students who are admitted to the School should log onto <http://www.cba.ufl.edu/fsoa/myfsoa> and subscribe to the FSOA mail list to ensure that they receive notices from the School in a timely manner. Weekly announcements are distributed only by email. Back issues will be maintained for a short period on the School's website.

#### **Majors, Minors, and Dual Degrees:**

Students may choose to minor in programs offered by the colleges other than the Warrington College of Business (with the exception of the graduate minor in Decision Information Science). Students may not double major or enter any dual undergraduate degree program.

Graduate accounting students are encouraged to complete a graduate minor in Decision Information Sciences. The graduate DIS minor is jointly offered by the Fisher School of Accounting and the department of Decision and Information Sciences. The minor requires the selection of specific graduate auditing courses and the completion of ten credits of coursework in Information Sciences. Four of these hours fulfill the approved elective requirement of the M.Acc program. With proper planning, the minor in DIS and the M.Acc. degree can be earned within the 150 credit hours required. For additional details visit <http://www.cba.ufl.edu/fsoa/myfsoa>.

#### **Grade Point Average Computation**

Once admitted to the 3/2 Program the student's GPA is based only on those courses completed as a graduate student.

#### **Computer Requirement**

All University of Florida students are expected to own a computer. **Minimum** and **recommended** computer standards can be found at <http://www.cba.ufl.edu/dmbtc/students/computerrequirements.asp>.

#### **Student Academic Support System (SASS)**

It is the student's responsibility to be aware of their academic requirements. Students are encouraged to log onto <http://www.isis.ufl.edu> each semester to view their degree audit. This audit lists all degree requirements for their particular program and indicates whether the student has met each requirement. Students should pay close attention to these audits and should, at a minimum, seek assistance from the appropriate advisor in the term prior to the semester in which they plan to graduate if they have any questions about their SASS audit. Failure to do so may delay graduation.

## **3/2 (M.Acc./B.S.Ac.) Program**

### **Academic Advising**

The Associate Director is available for counseling on an appointment basis at the School's administrative office (GER 210). All students are advised to seek guidance well in advance of registration periods.

### **Accounting and Business Core Courses from Other Institutions**

1. Once a student has been admitted into the Fisher School of Accounting, he/she may not take any additional accounting or business core coursework at other institutions.
2. Accounting courses taken at other institutions are not substitutable for the junior/senior level or graduate accounting courses required for the B.S.Ac. and M.Acc. degrees.

### **Mailboxes**

All Master of Accounting students have a mailbox located inside the Student Commons Room (GER 114A). It is the student's responsibility to check the mailbox at least once a week for correspondence from the Fisher School of Accounting.

### **Petition to Waive School Policies**

Any request to waive the policies of the School requires submission of a petition form to the Associate Director. The forms may be obtained from the school office (GER 210) or may be downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>. Until a School decision is made, students should not operate under any presumption that the petition will be approved. If a student wishes to appeal the decision of the Associate Director, he or she should request that the denied petition be submitted to the Petitions Committee.

Students should be aware of the importance of submitting documentary evidence to support petitions and that events or circumstances beyond the student's control are generally necessary for the waiver of a School policy. Petitions on matters outside the School's jurisdiction are considered by the University's Petitions Committee which operates through the Dean of Students Office (202 Peabody Hall).

## **GRADUATE REGISTRATION**

### **Registration**

Students register for courses through the ISIS portal located at <http://www.isis.ufl.edu>. ISIS provides students with information regarding the registration process, the University Schedule of Courses, the academic calendar, and class meeting times. Students are forewarned to exercise caution in registering for modular courses. To facilitate the modular format, ISIS will not prevent students from enrolling in two, or more, courses that meet at the same time. Students are responsible for ensuring that course conflicts do not exist. Because electronic platform courses (the undergraduate business core) may be viewed online, these courses may conflict with other courses.

## 3/2 (M.Acc./B.S.Ac.) Program

### Module Courses

Modular courses are courses that meet for one half of the semester. The fall semester is divided into two modules with module one meeting the first half of the semester and module two meeting the second half of the term. Similarly, the spring semester is divided into module three and module four. All courses in the graduate program (except ACG5637, TAX5005, and ENC5236) follow the modular format. The University Schedule of Courses does not provide information about when module courses are offered. This information can be viewed by visiting MyFSOA at <http://www.cba.ufl.edu/fsoa/myfsoa>.

### Minimum and Maximum Loads

1. Twelve hours is considered an average course load.
2. The maximum load per term is fifteen credits. Students may exceed this maximum only with the permission of the Associate Director.

### Registration for Independent Study

This course is restricted to graduate students who are currently meeting all GPA requirements for graduation, and who have obtained approval for registration from both the supervising faculty member and the Associate Director. **It is not available to graduate students attempting to restore GPA deficits.**

### Registration at Other Institutions or for Correspondence Courses

1. Courses may not be taken by correspondence.
2. Required courses (in accounting and supporting fields) may not be taken outside of the University of Florida. No exceptions to this policy are permitted.
3. Registration for any other courses requires the approval of the Associate Director.

### S/U Grade Option

Courses taken for M.Acc. degree credit may not be taken using the S/U grade option.

### Registration for Supervised Accounting Internship ACG 4941

Students are encouraged to complete an accounting internship. The School has developed a list of best practices (page 60) that students should read before they interview for an internship. To be meaningful, it is recommended that the internship be taken after having completed Tax and Auditing. Although internships are encouraged, not all students need to register for Internship credit. It is recommended that students meet with an advisor to assess whether the credit hours are needed.

Students may register for two to four credits of accounting internship. The Internship course may be repeated for a cumulative total of five credit hours.

### **3/2 (M.Acc./B.S.Ac.) Program**

At a minimum, students must meet the following criteria to be eligible to register for accounting internship credit:

1. Completed ACG 4133C and ACG 4352C.
2. Complete the enrollment form and have it approved by the internship coordinator. This form can be downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>.
3. **Prior** to starting the internship, bring the completed form to 210 GER for registration.

Please note: Registration in this class **must** be done during advanced or regular registration in order to avoid late registration fees.

#### **Approved Elective**

The 3/2 program requires the completion of 4 credits of approved elective modules. The electives are designed to enhance the student's graduate plan of study by allowing him/her to further explore an academic area of interest relating to his/her career goals. Each semester, the school will post on its website a list of graduate courses that are available for the forthcoming semester that will satisfy the approved elective requirements. For courses not listed, students may submit a petition to the Fisher School requesting its approval. The petition should clearly state how the proposed course will enhance the student's program of graduate studies.

All of the following procedures apply when selecting an approved elective:

1. The elective must be taken as a 7AC (graduate classification).
2. The course must be at least a 5000 level course.
3. The course may not be an introductory course (i.e., it must have a junior/senior level prerequisite from the same discipline which the student has successfully completed).
4. The course may not be an accounting course.
5. The course may not, in substance, be duplicative of a course the student has already completed.

#### **The Finance Requirement**

Students are required to complete a minimum two credit graduate approved finance module. Courses that satisfy this requirement are published with the listing of approved electives on the School's website. The finance requirement is separate from the approved elective requirement; however, upon completing the finance requirement, if a student completes additional graduate finance modules, these may be used to help fulfill the approved elective requirement.

#### **Drop/Add Period During the First Week of Classes**

The University calendar specifies the length and specific timing of the drop/add period for each term. This period provides an opportunity for students to modify their schedule during the first few days of the semester. Every effort should be made to complete registration well in advance of drop/add. Students who were unable to register for an accounting course required to remain on track because of circumstances beyond his/her control should go to 210 GER for assistance. Students simply seeking to change the section of a course they already have must use ISIS to adjust his/her schedule.

**3/2 PROGRAM CURRICULUM  
(B.S.Ac. and M.Acc. Degrees Awarded Concurrently)**

Freshman & Sophomore Requirements		60
Undergraduate Accounting Course Requirements:		
ACG 3481	Accounting Information & Business Processes 1	3
ACG 3482C	Accounting Information & Business Processes 2	4
ACG 4133C	Financial Accounting	4
ACG 4352C	Cost and Managerial Accounting	4
TAX 5005	Federal Income Taxation	3
ACG 5637	Auditing 1	<u>3</u> 21
Undergraduate Business Course Requirements:		
MAN 3025	Principles of Management	4
MAR 3023	Principles of Marketing	4
ECP 3703	Managerial Economics	4
QMB 3250	Statistics for Business Decisions	4
FIN 3403	Business Finance	4
MAN 4504	Operations/Supply Chain Management	4
BUL 4310	Legal Environment of Business	<u>4</u> 28
Junior-Senior Electives		4
Communications Course Requirements:		
ORI 2000	Oral Interpretation of Literature (or SPC2600, AEE3030C)	<u>3</u> 56
Graduate Business Core Course Requirements:		
MAN 6724	Strategic Management	2
MAN 5246	Organizational Behavior	2
BUL 5832	Commercial Law for Accountants	2
FIN xxxx	Graduate Approved Finance Module	2
ENC 5236	Advanced Business Writing for Accounting	<u>4</u> 12
Required Graduate Accounting:		
ACG 5226	Mergers and Acquisitions & Consolidated Statements	2
ACG 5815	Accounting Institutions & Professional Literature	2
TAX 5065	Tax Professional Research	<u>2</u> 6
Plus six from the Following Courses:		
ACG 5505	Financial Rep. for Govt. & Not-for-Profit Organizations	2
ACG 6136	Accounting Concepts and Financial Reports	2
ACG 6207	Accounting Issues in Financial Risk Management	2
ACG 6255	International Accounting Issues	2
ACG 6387	Strategic Costing	2
ACG 6635	Issues in Audit Practice	2
ACG 6657	Auditing and Corporate Governance	2
ACG 6695	Computer Assurance and Control	2
ACG 6888	Foundations of Measurement	2
TAX 6015	Taxation of Business Entities I	2
TAX 6016	Taxation of Business Entities II	2
TAX 6017	Taxation of Business Entities III	2
TAX 6526	Advanced International Taxation	2
TAX 6726	Executive Tax Planning	2
TAX 6877	Multijurisdictional Taxation	<u>2</u> 12
Approved Electives:		<u>4</u> 34
<b>TOTAL 3/2 PROGRAM HOURS</b>		<b><u>150</u></b>

## 3/2 PROGRAM SUGGESTED COURSE SEQUENCING YEARS 3, 4 AND 5

		Credi t Hours	
FRESHMAN/SOPHOMORE COURSE WORK		60	
<b>Year 3:</b>			
Semester 5: FALL			<b>PREREQUISITES</b>
ACG 3481	Accounting Info. and Business Processes I	3	ACG 2021C "B"
ACG 3482C	Accounting Info. and Business Processes II	4	ACG 3481 "C"
FIN 3403	Business Finance	4	ACG 2021C "D"
QMB 3250	Statistics for Business Decisions	<u>4</u>	STA 2023 "D"
		15	
Semester 6: SPRING			
ACG 4133C	Financial Accounting	4	ACG 3482C "C" FIN 3403 "D"
ACG 4352C	Cost and Managerial Accounting	4	ACG 3482C "C" QMB 3250 "D" MAC 2234 "D" ECP 3703 co-req
ECP 3703	Managerial Economics	4	MAC 2233 "D" ECO 2023 "D"
ORI 2000	Oral Inter. of Lit. (or SPC2600/AEE3030C)	<u>3</u>	
		15	
(complete GMAT and apply for fall admission to 3/2)			
Semester 7: SUMMER			
Electives		4	
MAN 3025	Principles of Management	<u>4</u>	ECO 2023 "D" Sophomore Standing
		8	
<b>Year 4:</b>			
Semester 8: FALL			
ACG 5637	Auditing I	3	ACG 4352C & ACG 4133C "C" AC Standing
TAX 5005	Federal Income Tax	3	ACG 3482C "C" AC Standing
MAR 3023	Principles of Marketing	4	ECO 2023 "D" or ECO 2013 "D", Sophomore Standing
BUL 4310	Legal Environment of Business	<u>4</u>	
		14	
Semester 9: SPRING			
ACG 5226	Mergers and Acquis. and Consolid. Statem.	2	ACG 4133C "C" 7AC Standing
ACG 5815	Accounting Inst. and Profess. Literature	2	ACG4133C "C" ACG 5637 "C" 7AC Standing
TAX 5065	Tax Professional Research	2	TAX 5005 "C" 7AC Standing
MAN 4504	Operations/Supply Chain Management	4	MAC 2233 "D" STA 2023 "D"
ENC 5236	Advanced Business Writing for Accounting	<u>4</u>	Two completed English courses
		14	
<b>Year 5:</b>			
Semester 10: FALL			
ACG or TAX 6XXX		2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX		2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX		2	Depends on course selection, 7AC Standing
BUL 5832	Commercial Law for Accountants	2	BUL 4310 "D" 7AC Standing
MAN 5246	Organizational Behavior	2	MAN 3025 "D" 7AC Standing
6000 Level Approved Elective		<u>2</u>	View Approved Electives on page 25
		12	
Semester 11: SPRING			
ACG or TAX 6XXX		2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX		2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX		2	Depends on course selection, 7AC Standing
FIN XXXX		2	Depends on course selection, 7AC Standing
MAN 6724	Strategic Management	2	Completion of Business Core, 7AC Standing
6000 Level Approved Elective		<u>2</u>	View Approved Electives on page 25
		<u>12</u>	
Total 3/2 Program Hours		150	

## 3/2 (B.S.Ac./M.Acc.) Program

### GRADUATE CURRICULUM COURSE DESCRIPTIONS

#### GRADUATE ACCOUNTING CORE:

##### **ACG 5226 Mergers and Acquisitions and Consolidated Statements.**

*Credits: 2; Prereq: ACG 4133C. 7AC standing.*

Reporting of business combinations, equity method of accounting for investments in stocks, and issues concerning consolidated financial statements.

##### **ACG 5505 Financial Reporting for Governmental and Not-for-Profit Organizations.**

*Credits: 2; Prereq: ACG 4133C; 7AC standing.*

Reporting by state and local governmental organizations and not-for-profit entities.

##### **ACG 5637 Auditing I.**

*Credits: 3; Prereq: "C" grade or better in ACG 4133C and in ACG 4352C. 'AC' standing*

Introduction to auditing and assurance services. Decision-making process, research, and auditing standards and procedures, with emphasis on ethics, legal liability, internal control, audit evidence, testing, and introduction to statistical sampling and EDP auditing.

##### **ACG 5815 Accounting Institutions and Professional Literature.**

*Credits: 2; Prereq: ACG 4133C, ACG 5637; 7AC standing.*

Private and public sector accounting institutions and their respective professional literature. Research techniques for addressing accounting issues emphasized through case assignments.

##### **ACG 6136 Accounting Concepts and Financial Reporting.**

*Credits: 2; Prereq: ACG 5815; 7AC standing.*

Theoretical frameworks essential to explore structure, features, and limitations of accounting and financial reporting.

##### **ACG 6207 Accounting Issues in Financial Risk Management.**

*Credits: 2; Prereq: ACG 5815, ACG 5226; 7AC standing.*

Overview of risk management, financial instruments used in risk management, and related accounting issues and practices.

##### **ACG 6255 International Accounting Issues.**

*Credits: 2; Prereq: ACG 5815, ACG 5226; 7AC standing.*

Overview of international accounting and financial reporting practices in foreign jurisdictions and comparisons of financial reporting requirements between United States and selected foreign countries.

##### **ACG 6387 Strategic Costing.**

*Credits: 2; Prereq: ACG 5075 or ACG 4352C; Graduate standing.*

Strategic view of design and use of an organization's internal accounting system.

##### **ACG 6635 Issues in Audit Practice.**

*Credits: 2; Prereq: ACG 5815, ACG 5226; 7AC standing.*

In-depth discussion of fundamental concepts underlying audit practice, including introduction to current topics in auditing, advanced audit methods, and trends in auditing practice.

##### **ACG 6657 Auditing and Corporate Governance.**

*Credits: 2; Prereq: ACG 5226, ACG 5815; 7AC standing.*

Concepts of corporate governance including regulation and practice. Overview of corporate governance mechanisms and introduction to economic foundation for auditing; linkages among governance, risk management and assurance; and essential attributes of auditing such as independence.

##### **ACG 6695 Computer Assurance and Control.**

*Credits: 2; Prereq: ACG 5637; 7AC standing.*

Concepts of risk, control, and assurance in environments with advanced information technology. Technology based audit tools and techniques.

## 3/2 (B.S.Ac./M.Acc.) Program

### **ACG 6888 Foundations of Measurement.**

*Credits: 2; Prereq: graduate standing.*

Foundations of measurement: whether measure exists, uniqueness properties if it does exist, and implementation issues. Measures of income, of value, of preference, and of risk.

### **ACG 6905 Individual Work in Accounting.**

*Credits: 1-4; max: 7; Prereq: approval of graduate coordinator.*

Reading and research in areas of accounting.

### **ACG 6935 Special Topics in Accounting.**

*Credits: 1-4; max: 8; Prereq: consent of associate director.*

### **ACG 6940 Supervised Teaching.**

*Credits: 1-5; max: 5; S/U.*

### **TAX 5005 Introduction to Federal Income Taxation.**

*Credits: 3; Prereq: "C" grade or better in ACG 3482C. 'AC' standing*

Concepts and applications for all types of taxpayers. Influence of taxation on economic decisions, basic statutory provisions relevant to determining taxable gross income, allowable deductions, tax computations, recognition or nonrecognition of gains and losses on property transactions, and characterization of gains and losses.

### **TAX 5065 Tax Professional Research.**

*Credits: 2; Prereq: TAX 5005; 7AC standing.*

Use of professional tax literature and technology for problem solving. Case-based to provide experience in dealing with unstructured situations encountered in professional tax practice. Both problem identification and resolution emphasized.

### **TAX 6015 Taxation of Business Entities I.**

*Credits: 2; Prereq: TAX 5065; 7AC standing.*

First of three-course sequence examining taxation of corporations, S corporations, partnerships, and other business entities. In addition to basic taxation of business entities, tax planning and comparisons of taxation across entity forms emphasized.

### **TAX 6016 Taxation of Business Entities II.**

*Credits: 2; Prereq: TAX 6015; 7AC standing.*

Continuation of TAX 6015.

### **TAX 6017 Taxation of Business Entities III.**

*Credits: 2; Prereq: TAX 6016; 7AC standing.*

Continuation of TAX 6016.

### **TAX 6526 Advanced International Taxation.**

*Credits: 2; Prereq: TAX 5065; 7AC standing.*

Expansion of introduction to international tax, addressing more complex concepts encountered by U.S. multinationals operating abroad. U.S. taxation of foreign persons with U.S. activities included.

### **TAX 6726 Executive Tax Planning.**

*Credits: 2; Prereq: TAX 5065; 7AC standing.*

Unique economic and tax planning scenarios faced by highly compensated executives throughout their working lives and as they face retirement and death.

### **TAX 6877 Multijurisdictional Taxation.**

*Credits: 2; Prereq: TAX 5065; 7AC standing.*

Tax issues involved when business enterprises operate in multiple taxing jurisdictions. Principles of both multi-state and international income taxation (and their overlap).

## **3/2 (M.Acc./B.S.Ac.) Program**

### **3/2 PROGRAM DROP POLICIES**

Students in the 3/2 program will be allowed two drops once enrolled in the 3/2 program. The number of drops available is reduced to one if a student has taken two drops after having completed 60 semester credit hours at the University of Florida (prior to entering the 3/2 program).

1. The policy is intended to cover legitimate causes. They are not free drops and students should exercise judgment in using the drop allowance.
2. All drops become part of the student's official record with the School and will be recorded on the student's official transcript ("W").
3. Withdrawal in any term (Fall, Spring or Summer) is counted as one drop for the purpose of applying the two-drop policy.
4. All other drop requests must be acted upon by the Associate Director as advised by the Petitions Committee. The Committee will be very strict in considering such requests and will not approve drops for reasons that are not beyond the student's control.
5. When enrollment becomes a constraint, students who drop accounting courses will have the lowest priority for enrolling in the same course in following semesters (whether or not they successfully register for the course during advanced registration).

#### **Submitting a Drop Request Prior to the Published Deadline**

1. Pick up a drop form and a Schedule Change Form from the Fisher School. The drop form may also be downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>.
2. Complete the drop form and obtain the signature of the course instructor.
3. Return the signed forms to the Fisher School for its approval and signature.
4. Pick up the Schedule Change Form and take it to the Graduate School for its approval (106 Grinter Hall).
5. Submit the Schedule Change Form to the Office of the Registrar (222 Criser Hall). It is the responsibility of the student, not the Fisher School, to submit the Schedule Change Form to the Office of the Registrar.

#### **Drop Requests After the Published Deadline**

After the last day to drop by College petition (as published each semester in the Schedule of Courses) all drop/add petitions must be presented to the University of Florida Committee on Student Petitions. Such petitions should be presented to the Office of the Registrar (222 Criser Hall) for referral to that Committee.

## 3/2 (M.Acc./B.S.Ac.) Program

### UNSATISFACTORY PERFORMANCE

Students who do not make satisfactory academic progress will be excluded from the graduate accounting program. In addition to Graduate School policies concerning unsatisfactory performance, the School will exclude students from the accounting program for each of the following reasons:

1. The student earns two grades below “B” in accounting courses numbered 5000 and above regardless of whether the student was in the Fisher School of Accounting at the time they earned those grades.
2. The student’s accounting grade point average, calculated on **all attempts** of all accounting courses (taken as a graduate student), falls below 3.0 and remains there after **one** subsequent term of enrollment.
3. The student’s graduate accounting grade point average, calculated on **all** attempts of all required graduate accounting courses numbered 5000 and above (taken as a graduate student), falls below 3.0 and remains there after **one** subsequent term of enrollment.
4. The student’s graduate grade point average (for all graduate courses taken as a graduate student) falls below a 3.0 and remains there after **one** subsequent term of enrollment.
5. The student’s cumulative grade point average (for all courses taken as a graduate student) falls below 3.0 and then remains there after **one** subsequent term of enrollment.
6. The student withdraws from the University three times after admission into the Fisher School of Accounting.
7. The student fails to complete a required accounting course for **two consecutive semesters** of enrollment.
8. For purposes of all of the above policies, the following rules apply to the definition of a term:
  - a.) Any term for which a student registers for courses at the University of Florida counts as a term of enrollment, even if the student subsequently withdraws from the term (after the drop/add period).
  - b.) Summer registration is viewed as registration for one term, (e.g., whether a student registers for Summer A alone, or registers for Summer A and Summer B and C, the student is considered to have registered for one term).
9. Refer to the University undergraduate catalog ([www.registrar.ufl.edu/catalog](http://www.registrar.ufl.edu/catalog)) for a discussion on grade point average computations.

### GRADUATION

#### Application for Graduation

1. Each student should plan to see an advisor in the term prior to the semester of planned graduation to confirm that all degree requirements will be met pending the successful completion of the remaining plan of study. Graduation checks can not be done during the week of drop/add.

### 3/2 (M.Acc./B.S.Ac.) Program

2. It is the student's responsibility to apply for graduation at Criser Hall. The deadline for submitting applications is published in the Office of the University Registrar's academic calendar (<http://www.registrar.ufl.edu>). Failure to submit a timely application may prevent graduation.
3. Students must register for at least three credits (of acceptable coursework for a graduate student) in the term in which the degree will be awarded. Finishing an incomplete grade from a prior term does not by itself satisfy this requirement.

#### Minimum Requirements for Degree Certification

To graduate with a B.S.Ac. and M.Acc. degrees, a student must:

1. Have satisfactorily completed 150 semester hours of the prescribed coursework (see 3/2 Program Curriculum on page 26). The following minimum hours must have been met while classified as a graduate student (7AC) in order to be awarded the M.Acc. degree.
  - a.) A minimum of 34 total semester hours of coursework
    1. Junior/senior level accounting courses do not count in these hours.
    2. Freshman/sophomore courses do not count in these hours.
    3. Courses in which the student earned a grade less than "C" do not count in these hours.
  - b.) A minimum of 28 hours of graduate level coursework.
  - c.) A minimum of 18 hours of graduate level accounting coursework.
2. In addition, the student must maintain a 3.0 GPA calculated for each of the following:
  - a.) All courses completed as a graduate student.
  - b.) All graduate courses (numbered 5000 and above) completed as a graduate student.
  - c.) All accounting courses (numbered 3000 and above) completed as a graduate student.
  - d.) All graduate accounting courses (numbered 5000 and above) completed as a graduate student.
3. For purposes of computing the GPAs referred to above the following apply:
  - a.) If a course is repeated after an initial grade of "C" or better (for courses below 5000 level) or "B" or better (for courses above 4000 level) was earned in the course then the repeat grade and hours will not be included in the University of Florida grade point average.
  - b.) Except for (a) above, all attempts of all courses are included in the computation. This means that a repeated course is included as many times as grades for it were recorded.

## 3/2 (M.Acc./B.S.Ac.) Program

### HONORS AND HIGH HONORS

#### Graduating with Honors

Outstanding performance for the Bachelor of Science degree is recognized by the designation of *cum laude*, *magna cum laude* and *summa cum laude*. The requirements for such honors are as follows:

- *Cum laude* – Minimum 3.2 GPA in all attempts of major course work. In addition, the student must earn a minimum 3.2 GPA in all attempts of junior/senior level course work.
- *Magna cum laude* – Minimum 3.6 GPA in all attempts of major course work. In addition, the student must earn a minimum 3.6 GPA in all attempts of junior/senior level course work.
- *Summa cum laude* – Minimum 3.8 GPA in all attempts of major coursework. In addition, the student must earn a minimum 3.8 GPA in all attempts of junior/senior level course work.
- Only course work taken at UF will be included in these computations. Major course work shall include the six required accounting courses. Junior/senior level course work shall include all course work in excess of 60 semester hours.

To receive *magna cum laude* or *summa cum laude* recognition, the student must submit a thesis. The thesis must be accompanied by an abstract. The thesis requirement may be fulfilled by submitting a paper completed in a graduate level accounting course.

## **THE M.Acc. PROGRAM (AFTER COMPLETION OF THE B.S.Ac.)**

The M.Acc. program (after completion of the B.S.Ac.) is designed primarily for students who have completed their undergraduate work at another institution and now want to attend the Fisher School of Accounting for their graduate work. University of Florida students who want to earn their M.Acc. degree should plan on entering the 3/2 program. Students interested in the J.D./M.Acc. joint degree program should see page 46.

### **ADMISSION REQUIREMENTS FOR THE M.Acc. PROGRAM**

#### **Submitting an Application**

Graduate applications are filed through the University of Florida's Admissions Office. An application package (including required recommendation forms) is available at the Fisher School of Accounting. Online applications and required forms are available through the FSOA web site at <http://www.cba.ufl.edu/fsoa>.

#### **Minimum Standards for Entry to the M.Acc. Program Applicant Pool**

The minimum standards which must be met before a student will be considered for admission into the graduate program are the following:

1. GPA of at least 3.0 calculated on all junior/senior level coursework (courses taken after the student reaches 60 hours).
2. A GPA of at least 3.0 for all accounting courses numbered 3000 and above
  - a.) Students without a undergraduate degree in accounting must have, at a minimum, completed the equivalent of ACG 3481, ACG 3482C, ACG4133C, and ACG4352C to be considered for admission (if admitted, the student will still have to satisfy all unmet preparatory course requirements listed on page 40 prior to earning the M.Acc. degree).
  - b.) Once a student has earned a "C" grade in any accounting course, repeat attempts for the same course will not be computed in the student's accounting GPA, if the repeat grade is higher than a "C".
3. A total score (for verbal and quantitative sections) of 550 or more on the GMAT exam or 1200 or more on the GRE exam.
4. Foreign students who are not exempt under university guidelines must complete the TOEFL (Test of English as a Foreign Language). The minimum required score depends upon the version of the exam that is completed.

<b>Exam Format</b>	<b>Total</b>	<b>Sect. 1 (Listening)</b>	<b>Sec. 2 (Writing)</b>	<b>Sec. 3 (Reading)</b>	
Computer-based	230	25	22	21	
Paper-based	570	60	55	55	
<b>Exam Format</b>	<b>Total</b>	<b>Sect. 1 (Reading)</b>	<b>Sec. 2 (Listening)</b>	<b>Sec. 3 (Speaking)</b>	<b>Sec. 4 (Writing)</b>
Internet-based	67	20	26	23	17

5. Submit 3 letters of recommendation attesting to the applicant's likelihood of success in graduate studies.

## M.Acc. Program

### Policies Relating to M.Acc. Program Admissions

The above represent minimum standards for eligibility. Meeting the minimum standards does not guarantee admission to the M.Acc. program. Admission is selective. The student's total record, including past academic performance, will be considered. Special admissions will only be considered where a student has a genuinely outstanding admissions test score or undergraduate record, or has other unique qualifications that are considered to offset a minor deficiency in **one** of the eligibility standards.

## POLICIES AND PROCEDURES RELATING TO NEWLY ADMITTED M.Acc. PROGRAM GRADUATE STUDENTS

### Subscribe to the FSOA Mail List:

The primary means by which the school will communicate announcements, events, changes in course offering, or other important information is via e-mail. Students who are admitted to the School should log onto [www.cba.ufl.edu/foa/myfoa](http://www.cba.ufl.edu/foa/myfoa) and subscribe to the FSOA mail list to ensure that they receive notices from the School in a timely manner. Weekly announcements are distributed only by email. Back issues will be maintained for a short period on the school's website.

### Computer Requirement

All University of Florida students are expected to own a computer. **Minimum and recommended** computer standards can be found at <http://www.cba.ufl.edu/dmbtc/students/computerrequirements.asp>.

### Preparatory Coursework

Because each institution has its own undergraduate degree requirements, it is usually the case that some preparatory courses required by the Fisher School of Accounting have not been met. Frequently, the deficiencies are in accounting and communications courses. These courses, and any other unmet preparatory courses for the M.Acc. program, must be completed prior to being awarded a Master of Accounting degree. In certain instances, these courses are prerequisites for M.Acc. course requirements and can lengthen the time to graduation. Preparatory courses may be taken at other institutions prior to enrollment at the University of Florida. However, students must complete a course substitution form establishing that the course taken is equivalent to the required Fisher School preparatory course. For a complete list of preparatory courses, refer to page 40.

### Submitting a Course Substitution Form

Students transferring into the Fisher School from other institutions will need to complete substitution forms for all preparatory requirements not accepted by the Associate Director. These forms may be obtained from the Fisher School of Accounting office (GER 210) or downloaded at <http://www.cba.ufl.edu/foa/myfoa/forms.asp>. **Failure to do so may result in the student being dropped from a subsequent course.** The substitution process is as follows:

#### Complete the blue course substitution form.

1. Attach a photo-copy of the course description and a course syllabus from the transferring institution.
2. Attach a photo-copy of the accreditation statement from the school where you took the class—usually found in the front of the catalog. (Not necessary for nationally known schools or a 'State' University).
3. Submit this form when completed, with attachments, to the Fisher School of Accounting front desk.

## M.Acc. Program

### Student Academic Support System (SASS)

It is the student's responsibility to be aware of their academic requirements. Students are encouraged to log onto <http://www.isis.ufl.edu> each semester to view their degree audit. This audit lists all degree requirements for their particular program and indicates whether or not the student has met each requirement. Students should pay close attention to these audits and should, at a minimum, seek assistance from the appropriate advisor in the term prior to the semester in which they plan to graduate if they have any questions about their SASS audit. Failure to do so may delay graduation.

### Academic Advising

Students transferring to the M.Acc. program from other institutions should make an appointment to meet with the Associate Director in order to complete a M.Acc. preparatory checklist and establish the acceptability of the student's preparatory coursework. For a copy of this list, see page 40. The Associate Director is also available for counseling on an appointment basis at the School's administrative office (GER 210). All students are advised to seek guidance well in advance of registration periods.

### Transferred Credit

Only in very limited circumstances may credits taken elsewhere be counted towards the 34 hour M.Acc. requirement, and in no case may more than two courses be transferred. **These courses will not count towards fulfilling the student's graduate accounting core or graduate accounting elective requirements.** In order to have credits transfer:

1. The transferred credits must be in graduate-level coursework.
2. The student must have had a 3.0 GPA at the time of completion.
3. The student must have received a grade of "B" or better in each course.
4. The credit hours earned must have been in addition to the student's total undergraduate hour degree requirement.
5. The acceptance of the transferred credit is subject to Graduate School approval.

### Business Core Degree Requirements Taken At Other Institutions Prior to Admission

If a student has an approved substitution for a M.Acc. required business or communications course (such as BUL 5832 or MAN 5246), then the student need not repeat the course at the Fisher School. However, if the associated credits did not transfer under the guidelines stated previously, then the student must replace the credit hours in order to meet the 34 hour degree requirement.

The following guidelines apply to the selection of a replacement course:

1. The student must first replace the hours with any unmet preparatory graduate accounting coursework.
2. The student may next replace the hours with any unmet preparatory business or communication course level 3000 or above.
3. Any remaining unmet hours may be fulfilled by any course which meets the definition of an approved elective. See page 39.

## **M.Acc. Program**

### **Courses from Other Institutions after Admission**

Once a student has been admitted into the Fisher School of Accounting, the student may not take any additional accounting or business core coursework at other institutions.

### **Mailboxes**

All Master of Accounting students have a mailbox located inside the Student Commons Room (GER 114A). It is the student's responsibility to check their mailbox at least once a week for correspondence from the Fisher School of Accounting.

### **Graduate Minors and Concurrent Graduate Degrees**

Graduate students may complete graduate minors or be enrolled in concurrent graduate degree programs. For additional information visit the Graduate School catalog at <http://gradschool.rgp.ufl.edu/students/catalog.html>.

Graduate accounting students are encouraged to complete a graduate minor in Decision Information Sciences. The graduate DIS minor is jointly offered by the Fisher School of Accounting and the department of Decision and Information Sciences. The minor requires the selection of specific graduate auditing courses and the completion of ten credits of coursework in Information Sciences. Four of these hours fulfill the approved elective requirement of the M.Acc program. With proper planning, the minor in DIS and the M.Acc. degree can be earned in as few as forty credit hours. For additional details, visit <http://www.cba.ufl.edu/foa/myfoa>.

### **Petition to Waive School Policies**

Any request to waive the policies of the School requires submission of a petition form to the Associate Director. The forms may be obtained from the school office (GER 210) or may be downloaded at <http://www.cba.ufl.edu/foa/myfoa/forms.asp>. Until a School decision is made, students should not operate under any presumption that the petition will be approved. If a student wishes to appeal the decision of the Associate Director, he or she should request that the denied petition be submitted to the Petitions Committee.

Students should be aware of the importance of submitting documentary evidence to support petitions, and that events or circumstances beyond the student's control are generally necessary for the waiver of a School policy. Petitions on matters outside the School's jurisdiction are considered by the University's Petitions Committee which operates through the Dean of Students Office (202 Peabody Hall).

## M.Acc. Program

# GRADUATE REGISTRATION

### Registration

Students register for courses through the ISIS portal located at <http://www.isis.ufl.edu>. ISIS provides students with information regarding the registration process, the University Schedule of Courses, the academic calendar, and class meeting times. Students are forewarned to exercise caution in registering for modular courses. To facilitate the modular format, ISIS will not prevent students from enrolling in two, or more, courses that meet at the same time. Students are responsible for ensuring that course conflicts do not exist. Because electronic platform courses (the undergraduate business core) may be viewed by a variety of media options, these courses may conflict with other courses.

### Module Courses

Modular courses are courses that meet for one half of the semester. The fall semester is divided into two modules with module one meeting the first half of the semester and module two meeting the second half of the term. Similarly, the spring semester is divided into module three and module four. All courses in the graduate program (except ACG5637, TAX5005, and ENC5236) follow the modular format. The University Schedule of Courses does not provide information about which module courses are offered. This information can be viewed by visiting MyFSOA at <http://www.cba.ufl.edu/fsoa/myfsoa>.

### Minimum and Maximum Loads

1. Twelve hours is considered an average course load.
2. The maximum load per term is fifteen credits. Students may exceed this maximum only with the permission of the Associate Director.

### Registration for Independent Study

This course is restricted to graduate students who are currently meeting all GPA requirements for graduation, and who have obtained approval for registration from both the supervising faculty member and the Associate Director. **It is not available to graduate students attempting to restore GPA deficits.**

### Registration at Other Institutions or for Correspondence Courses

1. Courses may not be taken by correspondence.
2. Required courses (in accounting and supporting fields) may not be taken outside of the University of Florida. No exceptions to this policy are permitted.
3. Registration for any other courses requires the approval of the Associate Director.

## **M.Acc. Program**

### **S/U Grade Option**

Courses taken for M.Acc. degree credit may not be taken using the S/U grade option.

### **Approved Elective**

The M.Acc. program requires the completion of 4 credits of approved elective modules. The electives are designed to enhance the student's graduate plan of study by allowing him/her to further explore an academic area of interest relating to his/her career goals. Each semester, the school will post on its website a list of graduate courses that are available for the forthcoming semester that will satisfy the approved elective requirements. For courses not listed, students may submit a petition to the Fisher School requesting its approval. The petition should clearly state how the proposed course will enhance the student's program of graduate studies.

All of the following procedures apply when selecting an approved elective:

1. The elective must be taken as a 7AC (graduate classification).
2. The course must be at least a 5000 level course.
3. The course may not be an introductory course (i.e., it must have a junior/senior level prerequisite from the same discipline which the student has successfully completed).
4. The course may not be an accounting course.
5. The course may not, in substance, be duplicative of a course the student has already completed.

### **The Finance Requirement**

Students are required to complete a minimum two credit graduate approved finance module. Courses that satisfy this requirement are published with the listing of approved electives on the School's website. The finance requirement is separate from the approved elective requirement; however, upon completing the finance requirement, if a student completes additional graduate finance modules, these may be used to help fulfill the approved elective requirement.

### **Drop/Add Period During the First Week of Classes**

The University calendar specifies the length and specific timing of the drop/add period for each term. This period provides an opportunity for students to modify their schedule during the first few days of the semester. Every effort should be made to complete registration well in advance of drop/add. Students who were unable to register for an accounting course required to remain on track because of circumstances beyond his/her control should go to 210 GER for assistance. Students simply seeking to change the section of a course they already have must use ISIS to adjust his/her schedule.

## **M.Acc. Program**

### **Preparatory Courses Required for the M.Acc. Program**

1. Students who have earned a Bachelor's degree, or academic credit, from institutions other than the Fisher School of Accounting must complete the following preparatory courses prior to starting M.Acc. coursework.
2. Students must meet with the graduate advisor to establish that courses taken at other institutions meet the requirements of the Fisher School. Courses deemed not to be equivalent must be satisfactorily completed at the Fisher School. With limited exceptions, these courses do not count towards the 34-semester-hour requirement for the M.Acc. degree.
3. Note that courses taken as part of professional certificate programs, continuing professional education, or on a noncredit basis do not fulfill preparatory course requirements.

### **2005 Preparatory Course Checklist for the M.Acc. Degree Program**

- \_\_\_ ACG 2021C - Intro to Financial Accounting
- \_\_\_ MAC 2233 - Survey of Calculus 1
- \_\_\_ MAC 2234 - Survey of Calculus 2
- \_\_\_ ECO 2013 - Principles of Macroeconomics
- \_\_\_ ECO 2023 - Principles of Microeconomics
- \_\_\_ CGS 2531 – Problem Solving Using Computer Software
- \_\_\_ ACG 3481 - Accounting Information & Business Processes 1
- \_\_\_ ACG 3482C - Accounting Information & Business Processes 2
- \_\_\_ ACG 4133C - Financial Accounting
- \_\_\_ ACG 4352C - Cost and Managerial Accounting
- \_\_\_ TAX 5005 - Federal Income Taxation
- \_\_\_ ACG 5637 - Auditing 1
- \_\_\_ MAR 3023 - Principles of Marketing
- \_\_\_ QMB 3250 – Statistics for Business Decisions
- \_\_\_ FIN 3403 - Business Finance
- \_\_\_ MAN 4504 – Operations/Supply Chain Management
- \_\_\_ BUL 4310 - Legal Environment of Business
- \_\_\_ SPC 2600 - Public Speaking (or ORI2000, AEE3030C)

## **M.Acc. Program**

## CURRICULUM

The following assumes successful completion of all preparatory coursework.

**Required Accounting Coursework:**

ACG 5226 Mergers and Acquisitions & Consolidated Statements	2	
ACG 5815 Accounting Institutions & Professional Literature	2	
TAX 5065 Tax Professional Research	<u>2</u>	
		6

**and 12 hours to be selected from the following:**

ACG 5505 Financial Rep. for Govt. & Not-for-Profit Organizations	2	
ACG 6136 Accounting Concepts and Financial Reports	2	
ACG 6207 Accounting Issues in Financial Risk Management	2	
ACG 6255 International Accounting Issues	2	
ACG 6387 Strategic Costing	2	
ACG 6635 Issues in Audit Practice	2	
ACG 6657 Auditing and Corporate Governance	2	
ACG 6695 Computer Assurance and Control	2	
ACG 6888 Foundations of Measurement	2	
TAX 6015 Taxation of Business Entities I	2	
TAX 6016 Taxation of Business Entities II	2	
TAX 6017 Taxation of Business Entities III	2	
TAX 6526 Advanced International Taxation	2	
TAX 6726 Executive Tax Planning	2	
TAX 6877 Multijurisdictional Taxation	<u>2</u>	
		<u>12</u>
		18

**and Required Business Core Coursework:**

MAN 5246 Organizational Behavior	2	
MAN 6724 Strategic Management	2	
BUL 5832 Commercial Law for Accountants	2	
FIN xxxx Graduate Approved Finance Module	2	
ENC 5236 Advanced Business Writing for Accounting	<u>4</u>	
		12

**and Required Approved Electives** 4

**Total** 34

# Master of Accounting (M.Acc.) Program

## SUGGESTED COURSE SEQUENCING

The following assumes successful completion of all preparatory coursework.

Semester 1: SUMMER	Credit Hours	PREREQUISITES
ACG 5226 Mergers and Acquis. and Consolid. Statem.	2	ACG 4133C "C" 7AC Standing
ACG 5815 Accounting Inst. and Profess. Literature	2	ACG4133C "C" ACG 5637 "C" 7AC Standing
TAX 5065 Tax Professional Research	2	TAX 5005 "C" 7AC Standing
ENC 5236 Advanced Business Writing for Accounting	<u>4</u>	Two completed English courses
	10	
Semester 2: FALL		
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
BUL 5832 Commercial Law for Accountants	2	BUL 4310 "D" 7AC Standing
MAN 5246 Organizational Behavior	2	MAN 3025 "D" 7AC Standing
6000 Level Approved Elective*	<u>2</u>	*Approved Electives
	12	
Semester 3: SPRING		
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
FIN XXXX	2	Depends on course selection, 7AC Standing
MAN 6724 Strategic Management	2	Completion of Business Core, 7AC Standing
6000 Level Approved Elective*	<u>2</u>	*Approved Electives
	12	
	<u>34</u>	

### Notes:

1. The course sequencing above assumes the student has successfully completed all preparatory coursework.
2. Summer offerings are always dependent upon the availability of funding from the Florida legislature. Courses traditionally offered in the Summer are also offered in either the Fall or Spring semester.
3. Summer course offerings are scheduled at the discretion of the department offering the course and may be scheduled in terms "A", "B" or "C".

\*Alternative courses are available, see page 39.

## M.Acc. Program

### GRADUATE DROP POLICIES

As a graduate student, one course may be dropped with the understanding that:

1. The policy is intended to cover legitimate causes. It is not a free drop and students should exercise judgment in using the drop allowance.
2. The drop becomes part of the student's official record with the School and will be recorded on the student's official transcript ("W").
3. Withdrawal in any term (Fall, Spring or Summer) will be counted as a drop for the purpose of applying the one-drop policy.
4. All other drop requests must be acted upon by the Associate Director as advised by the Petitions Committee. The Committee will be very strict in considering such requests and will not approve drops for reasons that are not beyond the student's control.
5. When enrollment becomes a constraint, students who drop accounting courses will have the lowest priority for enrolling in the same course in following semesters (whether or not they successfully register for the course during advanced registration).

#### Submitting a Drop Request Prior to the Published Deadline

1. Pick up a drop form and a Schedule Change Form from the Fisher School. The drop form may also be downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>.
2. Complete the drop form and obtain the signature of the course instructor.
3. Return the signed forms to the Fisher School for its approval and signature.
4. Pick up the Schedule Change Form and take it to the Graduate School for its approval (106 Grinter Hall).
5. Submit the Schedule Change Form to the Office of the Registrar (222 Criser Hall). It is the responsibility of the student, not the Fisher School, to submit the Schedule Change Form to the Office of the Registrar.

#### Drop Requests After the Published Deadline

After the last day to drop by College petition (as published each semester in the Schedule of Courses) all drop/add petitions must be presented to the University of Florida Committee on Student Petitions. Such petitions should be presented to the Office of the Registrar (222 Criser Hall) for referral to that Committee.

## M.Acc. Program

### UNSATISFACTORY PERFORMANCE

Students who do not make satisfactory academic progress will be excluded from the graduate accounting program. In addition to Graduate School policies concerning unsatisfactory performance, the School will exclude students from the accounting program for each of the following reasons:

1. The student earns two grades below “B” in accounting courses numbered 5000 and above regardless of whether the student was in the Fisher School of Accounting at the time they earned those grades.
2. The student’s accounting grade point average, calculated on **all attempts** of all accounting courses (taken as a graduate student), falls below 3.0 and remains there after **one** subsequent term of enrollment.
3. The student’s graduate accounting grade point average, calculated on **all attempts** of all required graduate accounting courses numbered 5000 and above (taken as a graduate student), falls below 3.0 and remains there after **one** subsequent term of enrollment.
4. The student’s graduate grade point average (for all graduate courses taken as a graduate student) falls below a 3.0 and remains there after **one** subsequent term of enrollment.
5. The student’s cumulative grade point average (for all courses taken as a graduate student) falls below 3.0 and then remains there after **one** subsequent term of enrollment.
6. The student withdraws from the University three times after admission into the Fisher School of Accounting.
7. The student fails to complete a required accounting course for **two consecutive semesters** of enrollment.
8. For purposes of all of the above policies, the following rules apply to the definition of a term:
  - a.) Any term for which a student registers for courses at the University of Florida counts as a term of enrollment, even if the student subsequently withdraws from the term (after the drop/add period).
  - b.) Summer registration is viewed as registration for one term, (e.g., whether a student registers for Summer A alone, or registers for Summer A and Summer B and C, the student is considered to have registered for one term).
9. Refer to the University undergraduate catalog ([www.registrar.ufl.edu/catalog.html](http://www.registrar.ufl.edu/catalog.html)) for a discussion on grade point average computations.

**M.Acc. Program**  
**GRADUATION**

**Application for Graduation**

1. Each student should plan to see an advisor in the term prior to the semester the student plans to graduate to confirm that all degree requirements will be met pending the successful completion of the remaining plan of study. Graduation checks can not be done during the week of drop/add.
2. It is the student's responsibility to apply for graduation at Criser Hall. The deadline for submitting applications is published in the Schedule of Courses. Failure to submit a timely application may prevent graduation.
3. Students must register for at least three credits (of acceptable coursework for a graduate student) in the term in which the degree will be awarded. Finishing an incomplete grade from a prior term does not by itself satisfy this requirement.

**Minimum Requirements for Degree Certification**

To graduate with a M.Acc. degree, a student must:

1. Have satisfactorily completed all preparatory courses and the 34 semester hours of the prescribed coursework (see pages 40 and 41). As a graduate student (7AC) a student must have the following minimum hours in order to be awarded their M.Acc. degree.
  - a.) A minimum of 34 total semester hours of coursework
    1. Junior/senior level accounting courses do not count in these hours.
    2. Freshman/sophomore level courses do not count in these hours.
    3. Courses in which the student earned a grade less than "C" do not count in these hours.
  - b.) A minimum of 28 hours of graduate level coursework.
  - c.) A minimum of 18 hours of graduate level accounting coursework.
2. In addition, the student must maintain a 3.0 GPA calculated for each of the following:
  - a.) All courses completed as a graduate student.
  - b.) All graduate courses (numbered 5000 and above) completed as a graduate student.
  - c.) All accounting courses (numbered 3000 and above) completed as a graduate student.
  - d.) All graduate accounting courses (numbered 5000 and above) completed as a graduate student.
3. For purposes of computing the GPAs referred to above the following apply:
  - a.) If a course is repeated after an initial grade of "C" or better (for courses below 5000 level) or "B" or better (for courses above 4000 level) was earned in the course, then the repeat grade and hours will not be included in the University of Florida grade point average.
  - b.) Except for (a) above, all attempts of all courses are included in the computation. This means that a repeated course is included as many times as grades for it were recorded.

# **JURIS DOCTOR/MASTER OF ACCOUNTING (J.D./M.Acc.) JOINT PROGRAM**

The joint degree program culminates in the joint awarding of the Juris Doctor (J.D.) and the Master of Accounting (M.Acc.) degrees. The joint degree program is designed for students who have an undergraduate degree in accounting and are interested in advanced studies in both accounting and law. The joint degree program is open to students who have completed the equivalent of a major in accounting at the undergraduate level.

The purpose of the program is to enable students to obtain both degrees in the most efficient manner possible. The joint degree program requires 20 fewer credits than would be required if the two degrees were earned separately. A student must satisfy the curriculum requirements for each degree. However, because certain courses may be used in partial satisfaction of the requirements of both degrees, the total hours required under the joint program is less than those that would be required if the programs were pursued separately.

## **The M.Acc. Component**

In addition to the completion of all preparatory coursework, the Fisher School of Accounting requires completion of 34 semester hours of coursework in order to receive a M.Acc. degree. Under the joint degree program, the Fisher School of Accounting will allow a **maximum of ten credits** of appropriate law courses to be applied towards the M.Acc. degree and will allow some communications course requirements to be met within the J.D. program. **Application of the ten credits and satisfaction of the communications requirements are contingent on successful completion of the J.D. program.** This means that a student who is admitted to the joint degree program but does not complete the J.D. requirements must complete the **separate** M.Acc. degree requirements including preparatory course work in order to earn that degree.

## **The J.D. Component**

Reciprocally, the Levin College of Law will permit a **maximum of ten credits** taken in the Fisher School of Accounting to be applied toward the J.D. degree. Two of these Fisher School of Accounting courses will be treated as the two graduate courses ordinarily allowed to be taken outside of the Levin College of Law for credit towards law school graduation. All accounting courses accepted must be offered at the graduate level (i.e., must be numbered 5000 or higher). The area requirements may be fulfilled only through law courses and no Fisher School of Accounting courses can be utilized for such purpose.

## **Submitting a J.D./M.Acc. Application**

Graduate applications are filed through the University of Florida's Admissions Office. An application package (including required recommendation forms), is available at the Fisher School of Accounting. Online applications and required forms are available through the FSOA web site at <http://www.cba.ufl.edu/fsoa>.

## J.D./M.Acc. Program

### ADMISSION REQUIREMENTS FOR THE J.D./M.Acc. PROGRAM

Candidates for the program must meet the entrance requirements and follow the entrance procedures for the Levin College of Law (J.D.) and Fisher School of Accounting (M.Acc.). Applications should specify, for both units, that the student is applying for the joint program. Applicants must be accepted concurrently by both the Levin College of Law and Fisher School of Accounting.

Beginning students in the Levin College of Law are accepted only in August and January. All applicants for admission to the College of Law must hold (prior to beginning classes) a baccalaureate degree from a qualified institution and a satisfactory score on the Law School Admission Test (LSAT). The minimum acceptable score on the LSAT required for admission varies with the total grade point average achieved by the applicant on all college work attempted by the applicant prior to the receipt of the bachelor's degree. For further information, visit their website at <http://www.law.ufl.edu/>.

#### Minimum Standards for Entry to the J.D./M.Acc. Program Applicant Pool

The minimum standards which must be met before a student will be **considered** for admission into the Fisher School graduate program are the following:

1. An undergraduate GPA of at least 3.0 calculated on all junior/senior level coursework (courses taken after the student reaches 60 hours.)
2. A GPA of at least 3.0 for all accounting courses numbered 3000 and above.
2. A total score (for verbal and quantitative sections) of 550 or more on the GMAT exam or 1200 or more on the GRE exam.
3. Foreign students who are not exempt under university guidelines must complete the TOEFL (Test of English as a Foreign Language). The minimum required score depends upon the version of the exam that is completed.

Exam Format	Total	Sect. 1 (Listening)	Sec. 2 (Writing)	Sec. 3 (Reading)	
Computer-based	230	25	22	21	
Paper-based	570	60	55	55	
Exam Format	Total	Sect. 1 (Reading)	Sec. 2 (Listening)	Sec. 3 (Speaking)	Sec. 4 (Writing)
Internet-based	67	20	26	23	17

#### Policies Relating to J.D./M.Acc. Program Admissions

1. The above represent minimum standards for eligibility. Meeting the minimum standards does not guarantee admission to the M.Acc. program. Admission is selective. The student's total record including past academic performance will be considered. Special admissions will only be considered where a student has a genuinely outstanding admissions score or undergraduate record, or has other unique qualifications, that are considered to offset a minor deficiency in **one** of the eligibility standards.

## J.D./M.Acc. Program

2. Any student who participates in the joint degree program must have been accepted **concurrently** in both disciplines and must begin coursework in **both** disciplines no later than the beginning of the fourth academic term after commencement of study. Students admitted to the Levin College of Law but electing to spend their first year in the Fisher School of Accounting may enter the Levin College of Law thereafter without once again qualifying for admission as long as they are in good academic standing in the Graduate School and in the Fisher School of Accounting.
3. Students admitted to the M.Acc. degree program who elect to spend their first year in the College of Law may enter the Fisher School of Accounting thereafter provided they remain in good standing in the Levin College of Law and their study begins no later than the beginning of the fourth academic term after commencement of study in the Levin College of Law.
4. A student may take courses concurrently in both the Levin College of Law and the Fisher School of Accounting except that the first two terms of law school (Fall-Spring, or Spring-Summer) and the first term of Fisher School of Accounting coursework must be taken as whole units.
5. Joint degree candidates who begin law studies in the Fall must complete the Fall and Spring semester first-year required courses, and complete the remaining five credits in the immediately following Summer term or Fall semester. Those who begin law studies in the Spring semester must complete the Spring and Summer required courses, and complete the nine credits required in the following Fall (the final two credits of the required first-year curriculum are to be completed in the following Spring).
6. Students in the joint degree program will be subject to the standards of satisfactory performance required for continuation in **each** of the degree programs.
7. Fisher School of Accounting courses which are to be applied toward the J.D. degree must carry a grade of “B” or better and will not be counted in the Levin College of Law grade point average. Levin College of Law courses which are to be applied toward the M.Acc. degree must carry a grade of “C” or better and will not be counted in the Fisher School of Accounting grade point average.
8. Students enrolled in the joint program must be registered for a minimum of three hours in the Graduate School during the term in which they graduate. The three hours of registration must be in Graduate School courses, i.e., law school courses will not satisfy this requirement.

## J.D./M.Acc. Program

### **POLICIES AND PROCEDURES RELATING TO NEWLY ADMITTED J.D./M.Acc. PROGRAM GRADUATE STUDENTS**

#### **Subscribe to the FSOA Mail List:**

The primary means by which the school will communicate announcements, events, changes in course offering, or other important information is via e-mail. Students who are admitted to the School should log onto [www.cba.ufl.edu/fsoa/myfsoa](http://www.cba.ufl.edu/fsoa/myfsoa) and subscribe to the FSOA mail list to ensure that they receive notices from the School in a timely manner. Weekly announcements are distributed only by email. Back issues will be maintained for a short period on the School's website.

#### **Computer Requirement**

All University of Florida students are expected to own a computer. **Minimum** and **recommended** computer standards can be found at <http://www.cba.ufl.edu/dmbtc/students/computerrequirements.asp>.

#### **Preparatory Coursework**

Because each institution has its own undergraduate degree requirements, it is usually the case that some preparatory courses required by the Fisher School of Accounting have not been met. Frequently, the deficiencies are in accounting and communications courses. These courses, and any other unmet preparatory courses for the J.D./M.Acc. program, must be completed prior to being awarded a Master of Accounting degree. In certain instances, these courses are prerequisites for J.D./M.Acc. course requirements and can lengthen the time to graduation. Preparatory courses may be taken at other institutions prior to enrollment at the University of Florida. However, students must complete a course substitution form establishing that the course taken is equivalent to the required Fisher School preparatory course. For a complete list of preparatory courses, refer to page 54.

#### **Academic Advising**

Students transferring to the J.D./M.Acc. program from other institutions should make an appointment to meet with the Associate Director in order to complete a J.D./M.Acc. preparatory checklist and establish the acceptability of the student's preparatory coursework. The Associate Director is also available for counseling on an appointment basis at the School's administrative office (GER 210). All students are advised to seek guidance well in advance of registration periods.

## J.D./M.Acc. Program

### Submitting a Course Substitution Form

Students transferring into the Fisher School from other institutions will need to complete substitution forms for all preparatory requirements not accepted by the Associate Director. These forms may be obtained from the Fisher School of Accounting office (GER 210) or downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>. **Failure to do so may result in the student being dropped from a subsequent course.** The substitution process is as follows:

#### Complete the course substitution form.

1. Attach a photo-copy of the course description and a course syllabus from the transferring institution.
2. Attach a photo-copy of the accreditation statement from the school where you took the class—usually found in the front of the catalog. (Not necessary for nationally known schools or a ‘State’ University).
3. Submit this form when completed, with attachments, to the Fisher School of Accounting front desk.

### Transferred Credit

Only in very limited circumstances may credits taken elsewhere be counted towards the 34 hour M.Acc. requirement, and in no case may more than two courses be transferred. **These courses will not count towards fulfilling the student’s graduate accounting core or graduate accounting elective requirements. In order to have credits transfer:**

1. The transferred credits must be in graduate level coursework.
2. The student must have had a 3.0 GPA at the time of completion.
3. The student must have received a grade of “B” or better in each course.
4. The credit hours earned must have been in addition to the minimum hours required to receive their undergraduate degree.
5. The acceptance of the transferred credit is subject to Graduate School approval.

### Business Core Degree Requirements Taken At Other Institutions Prior to Admission

If a student has an approved substitution for a M.Acc. required business or communications course, then the student need not repeat the course at the Fisher School. However, if the associated credits did not transfer under the guidelines stated above, then the student must still replace the credit hours in order to meet degree requirements.

The following guidelines apply to the selection of a replacement course:

1. The student must first replace the hours with any unmet preparatory business or communication course level 3000 or above.
2. Any remaining unmet hours may be fulfilled by any course which meets the definition of an approved elective. See page 25.

## **J.D./M.Acc. Program**

### **Courses from Other Institutions after Admission**

Once a student has been admitted into the Fisher School of Accounting, he/she may not take any additional accounting or business core coursework at other institutions.

### **Petition to Waive School Policies**

Any request to waive the policies of the School requires submission of a petition form to the Associate Director. The forms may be obtained from the school office (GER 210) or may be downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>. Until a School decision is made, students should not operate under any presumption that the petition will be approved. If a student wishes to appeal the decision of the Associate Director, he or she should request that the denied petition be submitted to the Petitions Committee.

Students should be aware of the importance of submitting documentary evidence to support petitions, and that events or circumstances beyond the student's control are generally necessary for the waiver of a School policy. Petitions on matters outside the School's jurisdiction are considered by the University's Petitions Committee which operates through the Dean of Students Office (202 Peabody Hall).

## **GRADUATE REGISTRATION**

### **Registration**

Students register for courses through the ISIS portal located at <http://www.isis.ufl.edu>. ISIS provides students with information regarding the registration process, the University Schedule of Courses, the academic calendar, and class meeting times. Students are forewarned to exercise caution in registering for modular courses. To facilitate the modular format, ISIS will not prevent students from enrolling in two, or more, courses that meet at the same time. Students are responsible for ensuring that course conflicts do not exist. Because electronic platform courses (the undergraduate business core) may be viewed online, these courses may conflict with other courses.

### **Module Courses**

Modular courses are courses that meet for one half of the semester. The fall semester is divided into two modules with module one meeting the first half of the semester and module two meeting the second half of the term. Similarly, the spring semester is divided into module three and module four. All courses in the graduate program (except ACG5637, TAX5005, and ENC5236) follow the modular format. The University Schedule of Courses does not provide information about which module courses are offered. This information can be viewed by visiting MyFSOA at <http://www.cba.ufl.edu/fsoa/myfsoa>.

### **Minimum and Maximum Loads**

1. Twelve hours is considered an average course load.
2. The maximum load per term is fifteen credits. Students may exceed this maximum only with the advance permission of the Associate Director.

## **J.D./M.Acc. Program**

### **Registration for Independent Study**

This course is restricted to graduate students who are currently meeting all GPA requirements for graduation, and who have obtained approval for registration from both the supervising faculty member and the Associate Director. **It is not available to graduate students attempting to restore GPA deficits.**

### **Registration at Other Institutions or for Correspondence Courses**

1. Courses may not be taken by correspondence.
2. Required courses (in accounting and supporting fields) may not be taken outside of the University of Florida. No exceptions to this policy are permitted.
3. Registration for any other courses requires the approval of the Associate Director.

### **S/U Grade Option**

Courses taken for M.Acc. degree credit may not be taken using the S/U grade option.

### **The Finance Requirement**

Students are required to complete a minimum two credit graduate approved finance module. Courses that satisfy this requirement are published with the listing of approved electives on the School's website.

### **Communications Requirement**

Students in the J.D./M.Acc. joint program must meet the communications requirement for their M.Acc. degree but may use law school courses towards the fulfillment of this requirement. The communications requirements for the M.Acc. degree will be considered met by successful completion of:

- a.) Two credits of first year law coursework in appellate advocacy and research and writing
- b.) A minimum of three credits of law seminars

### **Drop/Add Period During the First Week of Classes**

The University calendar specifies the length and specific timing of the drop/add period for each term. This period provides an opportunity for students to modify their schedule during the first few days of the semester. Note that there is a different drop/add period for Modular Courses. This information can be viewed by visiting <http://www.cba.ufl.edu/fsoa/myfsoa>. Every effort should be made to complete registration well in advance of drop/add. Students who were unable to register for an accounting course required to remain on track because of circumstances beyond his/her control should go to 210 GER for assistance. Students simply seeking to change the section of a course they already have must use ISIS to adjust his/her schedule.

## **J.D./M.Acc. Program**

### **Course Descriptions**

For a description of preparatory courses, refer to the undergraduate catalog. For a description of graduate degree requirements, refer to the graduate catalog.

### **Preparatory Courses Required for the J.D./M.Acc. Program**

1. Students who have earned a Bachelor's degree, or academic credit, from institutions other than the Fisher School of Accounting must complete the following preparatory courses prior to starting J.D./M.Acc. coursework.
2. Students must meet with the graduate advisor to establish that courses taken at other institutions meet the requirements of the Fisher School. Courses deemed not to be equivalent must be satisfactorily completed at the Fisher School. With limited exceptions, these courses do not count towards the 34-semester-hour requirement for the J.D./M.Acc. degree.
3. Note that courses taken as part of professional certificate programs, continuing professional education, or on a noncredit basis do not fulfill preparatory course requirements.

## **J.D./M.Acc. PROGRAM**

### **Preparatory Course Checklist**

- \_\_\_ ACG 2021C - Intro to Financial Accounting
- \_\_\_ MAC 2233 - Survey of Calculus 1
- \_\_\_ MAC 2234 - Survey of Calculus 2
- \_\_\_ ECO 2013 - Principles of Macroeconomics
- \_\_\_ ECO 2023 - Principles of Microeconomics
- \_\_\_ CGS 2531 – Problem Solving Using Computer Software
- \_\_\_ ACG 3481 - Accounting Information & Business Processes 1
- \_\_\_ ACG 3482C - Accounting Information & Business Processes 2
- \_\_\_ ACG 4133C - Financial Accounting
- \_\_\_ ACG 4352C - Cost and Managerial Accounting
- \_\_\_ TAX 5005 - Federal Income Taxation
- \_\_\_ ACG 5637 - Auditing 1
- \_\_\_ MAR 3023 - Principles of Marketing
- \_\_\_ QMB 3250 – Statistics for Business Decisions
- \_\_\_ FIN 3403 - Business Finance
- \_\_\_ MAN 4504 – Operations/Supply Chain Management
- \_\_\_ SPC 2600 - Public Speaking (or ORI2000, AEE3030C)

**J.D./M.Acc. Program**

**M.ACC. CURRICULUM  
WITHIN THE J.D./M.ACC. JOINT PROGRAM**

The following assumes successful completion of all preparatory coursework.

**Required Accounting Coursework:**

ACG 5226	Mergers and Acquisitions & Consolidated Statements	2
ACG 5815	Accounting Institutions & Professional Literature	<u>2</u>
		4

**and 14 hours to be selected from the following:**

ACG 5505	Financial Rep. for Govt. & Not-for-Profit Organizations	2
ACG 6136	Accounting Concepts and Financial Reports	2
ACG 6207	Accounting Issues in Financial Risk Management	2
ACG 6255	International Accounting Issues	2
ACG 6387	Strategic Costing	2
ACG 6635	Issues in Audit Practice	2
ACG 6657	Auditing and Corporate Governance	2
ACG 6695	Computer Assurance and Control	2
ACG 6888	Foundations of Measurement	2
TAX 5065	Tax Professional Research	2
TAX 6015	Taxation of Business Entities I	2
TAX 6016	Taxation of Business Entities II	2
TAX 6017	Taxation of Business Entities III	2
TAX 6526	Advanced International Taxation	2
TAX 6726	Executive Tax Planning	2
TAX 6877	Multijurisdictional Taxation	<u>2</u>
		<u>14</u>
		18

**and any combination of the courses below totaling 6 hours:**

FIN xxxx	Graduate Approved Finance Module(s)	2-4
MAN 5246	Organizational Behavior	2
MAN 6724	Strategic Management	<u>2</u>
		6

**and Law School Courses:**

LAW 5000	Contracts I	2
	Commerical Law Courses	<u>8</u>

10

<b>Total</b>	<u>34</u>
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**Notes:**

1. The 34 hours described above assumes completion of all preparatory coursework.
2. Students enrolled in the joint program must be registered for a minimum of three hours in the graduate school during the term they graduate. The three hours of registration must be in graduate school courses, i.e., law school courses will not satisfy this requirement.

# SUGGESTED COURSE SEQUENCING J.D./M.Acc. PROGRAM

## MASTER OF ACCOUNTING COMPONENT

Semester 1: SUMMER	Credit Hours	PREREQUISITES
ACG 5226 Mergers and Acquis. and Consolid. Statem.	2	ACG 4133C "C" 7AC Standing
ACG 5815 Accounting Inst. and Profess. Literature	<u>2</u>	ACG4133C "C" ACG 5637 "C" 7AC Standing
	4	
Semester 2: FALL		
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
MAN 5246 Organizational Behavior	<u>2</u>	MAN 3025 "D" 7AC Standing
	10	
Semester 3: SPRING		
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
ACG or TAX 6XXX	2	Depends on course selection, 7AC Standing
FIN XXXX	<u>2</u>	Depends on course selection, 7AC Standing
	8	
Law School Component of the J.D./M.Acc.		
Last Semester		
MAN 6724 Strategic Management	<u>2</u>	Completion of Business Core, 7AC Standing
Total M.Acc. Component Hours	<u>24</u>	

### Notes:

1. The course sequencing above assumes the student has successfully completed all preparatory coursework.
2. Summer offerings are always dependent upon the availability of funding from the Florida legislature. Courses traditionally offered in the Summer are also offered in either the Fall or Spring semester.
3. Summer course offerings are scheduled at the discretion of the department offering the course and may be scheduled in terms "A", "B" or "C".

## **J.D./M.Acc. Program**

### **GRADUATE DROP POLICY**

As a graduate student, one course may be dropped with the understanding that:

1. The policy is intended to cover legitimate causes. It is not a free drop and students should exercise judgment in using the drop allowance.
2. The drop becomes part of the student's official record with the School and will be recorded on the student's official transcript ("W").
3. Withdrawal in any term (Fall, Spring or Summer) is counted as the student's drop for the purpose of applying the one-drop policy.
4. All other drop requests must be acted upon by the Associate Director as advised by the Petitions Committee. The Committee will be very strict in considering such requests and will not approve drops for reasons that are not beyond the student's control.
5. When enrollment becomes a constraint, students who drop accounting courses will have the lowest priority for enrolling in the same course in following semesters (whether or not they successfully register for the course during advanced registration).

#### **Submitting a Drop Request Prior to the Published Deadline**

1. Pick up a drop form and a Schedule Change Form from the Fisher School. The drop form may also be downloaded at <http://www.cba.ufl.edu/fsoa/myfsoa/forms.asp>.
2. Complete the drop form and obtain the signature of the course instructor.
3. Return the signed forms to the Fisher School for its approval and signature.
4. Pick up the Schedule Change Form and take it to the Graduate School for its approval (106 Grinter Hall).
5. Submit the Schedule Change Form to the Office of the Registrar (222 Criser Hall). It is the responsibility of the student, not the Fisher School, to submit the Schedule Change Form to the Office of the Registrar.

#### **Drop Requests After the Published Deadline**

After the last day to drop by College petition (as published each semester in the Schedule of Courses) all drop/add petitions must be presented to the University of Florida Committee on Student Petitions. Such petitions should be presented to the Office of the Registrar (222 Criser Hall) for referral to that Committee.

## J.D./M.Acc. Program

### UNSATISFACTORY PERFORMANCE

Students who do not make satisfactory academic progress will be excluded from the graduate accounting program. In addition to Graduate School policies concerning unsatisfactory performance, the School will exclude students from the accounting program for each of the following reasons:

1. The student earns two grades below “B” in accounting courses numbered 5000 and above regardless of whether the student was in the Fisher School of Accounting at the time they earned those grades.
2. The student’s accounting grade point average, calculated on **all attempts** of all accounting courses (taken as a graduate student), falls below 3.0 and remains there after **one** subsequent term of enrollment.
3. The student’s cumulative grade point average (for all required courses other than Law School courses taken as a graduate student) falls below 3.0 and then remains there after **one** subsequent term of enrollment.
4. The student’s graduate grade point average (for all graduate courses taken as a graduate student) falls below a 3.0 and remains there after **one** subsequent term of enrollment.
5. The student’s graduate accounting grade point average (for all accounting courses numbered 5000 and above and taken as a graduate student) falls below 3.0 and then remains there after **one** subsequent term of enrollment.
6. The student withdraws from the University three times after admission into the Fisher School of Accounting.
7. The student fails to complete a required accounting course for **two consecutive semesters** of enrollment.
8. For purposes of all of the above policies, the following rules apply to the definition of a term:
  - a.) Any term for which a student registers for courses at the University of Florida counts as a term of enrollment, even if the student subsequently withdraws from the term (after the drop/add period).
  - b.) Summer registration is viewed as registration for one term, (e.g., whether a student registers for Summer A alone, or registers for Summer A and Summer B and C, the student is considered to have registered for one term).
9. Refer to the University undergraduate catalog ([www.registrar.ufl.edu/catalog](http://www.registrar.ufl.edu/catalog)) for a discussion on grade point average computations.

### GRADUATION

#### Application for Graduation

1. Each student should plan to see an advisor in a term prior to the semester the student plans to graduate to confirm that all degree requirements will be met pending the successful completion of the remaining plan of study. Graduation checks can not be done during the week of drop/add.

## J.D./M.Acc. Program

2. It is the student's responsibility to apply for graduation at Criser Hall. The deadline for submitting applications is published in the Schedule of Courses. Failure to submit a timely application may prevent graduation.
3. Students enrolled in the joint program must be registered for a minimum of three hours in the Graduate School during the term in which they graduate. The three hours of registration must be in Graduate School courses: i.e., law school courses will not satisfy this requirement. Finishing an incomplete grade from a prior term does not satisfy this requirement.

### Minimum Requirements for Degree Certification

To graduate with a M.Acc. degree, a student must:

1. Have satisfactorily completed all preparatory coursework and the 34 semester hours of the prescribed coursework (see JD/M.Acc. program curriculum on page 55). The student must have completed the following minimum hours as a graduate student (7AC) in order to be awarded their M.Acc. degree.
  - a.) A minimum of 34 total semester hours of coursework
    1. Junior/senior level accounting courses do not count in these hours.
    2. Freshman/sophomore level courses do not count in these hours.
    3. Courses in which the student earned a grade less than "C" do not count in these hours.
  - b.) A minimum of 24 hours of graduate level coursework.
  - c.) A minimum of 18 hours of graduate level accounting.
2. Completed all degree requirements to receive the JD degree.
3. In addition, the student must maintain a 3.0 GPA calculated on each of the following:
  - a.) All courses completed as a graduate student.
  - b.) All graduate courses (numbered 5000 and above) completed as a graduate student.
  - c.) All accounting courses (numbered 3000 and above) completed as a graduate student.
  - d.) All graduate accounting courses (numbered 5000 and above) completed as a graduate student.
4. For purposes of computing the GPAs referred to above the following apply:
  - a.) If a course is repeated after an initial grade of "C" or better (for courses below 5000 level) and "B" or better (for courses above 4000 level) was earned in the course, then the repeat grade and hours will not be included in the University of Florida grade point average.
  - b.) Except for (a) above, all attempts of all courses are included in the computation. This means that a repeated course is included as many times as grades for it were recorded.

# STUDENT SUPPORT SERVICES AND ORGANIZATIONS

## CAREER DEVELOPMENT AND JOB PLACEMENT

**Career Resource Center** (<http://www.crc.ufl.edu>)

The Career Resource Center (CRC), located on the first floor of the J. Wayne Reitz Union, offers comprehensive career services including individual and group counseling and testing, an extensive career library, a wide variety of “career workshops” that teach essential job search skills, career-related work experience opportunities, and on-campus recruiting activities. Each academic year the CRC hosts more than 600 employers who conduct on-campus interviews. However, to secure such an interview, the student must register and become part of the Center’s student database. This is done through the Gator CareerLink on-line recruiting system. The Center also sponsors Career Showcase in the Fall and Spring semesters, plus several specialized career days throughout the year to bring employers to campus to talk to students about full-time, co-op/internship, and part-time opportunities. For students interested in gaining career related work experience prior to graduation, the CRC provides Cooperative Education and Internship opportunities.

### **Best Practices Regarding Internship and Offering of Employment**

Students often find the process of interviewing with companies for internships or permanent employment frustrating and confusing. In an effort to provide students guidance, the Fisher School of Accounting (FSOA) faculty, the FSOA Advisory Council, and employers developed the following set of best practices. Students who are interested in interviewing with these firms should familiarize themselves with the Best Practices.

**Best Practice 1:** Students should begin to build relationships with members of the profession, and prospective employers, well before graduation.

Employer sponsored Summer Leadership Programs (SLPs) are an excellent way to build relationships with accounting firms. The programs are typically two to three day retreats where students focus on learning about the culture of the profession including: team building, networking, professionalism, etiquette, and client service.

SLPs are available to students who have completed Business Processes 1 and 2 (ACG3481 and ACG3482C). Recruiting for SLPs takes place during the spring Career Showcase and typically involves a full campus interview. Offers to attend SLPs may not be extended until the day after spring Career Showcase ends, and the offer should not expire before April 15. Participation in SLPs will not result in the offer of an internship or permanent employment. However, because those who attend SLPs have established a relationship with a firm, the interview process for a future internship or permanent employment with that firm may be shortened or eliminated.

**Best Practice 2:** Students should be encouraged to complete an accounting internship.

The internship experience provides a student with the opportunity to apply the accounting concepts he/she has studied in the classroom. It develops practical skills that will be required of entry-level professionals that are not academic in nature and would otherwise consume valuable class time (e.g., what is the appropriate tax form to use? How are audit work papers prepared?). Finally, an internship exposes the student to the culture of the profession and reinforces the importance of communication and interpersonal skills.

**Best Practice 3:** Students should complete a single accounting internship.

As a state-supported and taxpayer-subsidized school, we are encouraged to graduate students in a timely fashion. Due to limited course availability, multiple accounting internships can delay a student's graduation. Internships are short and the tasks assigned to interns are basic. Therefore, multiple accounting internships do little to enhance the student's skills beyond those skills developed during the student's first internship experience. As a result, there is no noticeable increase in overall performance in the classroom for those students who complete multiple internships.

**Best Practice 4:** Students should not complete an accounting internship prior to having completed the first tax and auditing courses (TAX5005 and ACG5637).

The academic value derived from an accounting internship is a function of applying existing knowledge during his/her accounting internship. The most meaningful internship experience occurs after the student has completed his/her first tax and first auditing courses (generally during the Fall semester of the senior year). At that point, the student has the requisite knowledge to be a productive member of the firm. Therefore, the second semester of the senior year (spring semester) becomes the optimal time to complete an internship. Due to a high level of work during the first quarter of the calendar year, spring internships in public accounting and industry give the student a true representation of the typical workload experienced in the accounting profession. Summer internships are also an option. Accounting internships before this point typically relegate students to clerical roles that do little to add value upon the student's return to the classroom setting and may cause frustration because the student is ill suited to complete the tasks he/she is assigned.

**Best Practice 5:** The best time for a student to actively recruit for an accounting internship is during the fall of the student's senior year.

For either spring or summer internships, recruiting efforts should be concentrated during the fall semester while the student is enrolled in tax and auditing. Offers for internships may not be extended until the end of fall Career Showcase, and the offer should not expire before December 1. For those limited number of students who recruit for an internship during spring Career Showcase (e.g., completed tax and audit fall but did not receive an internship offer), offers for internships may not be extended until the day after spring Career Showcase ends, and the offer should not expire before April 15.

Because recruiting efforts on campus take place during school hours, students may need to miss some classes, but prospective employers should provide alternative accommodations for interviews or visits that conflict with exams. It is in the student's best interest that the amount of class time missed because of recruiting be minimized.

**Best Practice 6:** When offers of permanent employment should be extended by employers, or expected by the student, depends upon the student's goals and whether or not he/she has completed an accounting internship.

- a. For the student who has completed an accounting internship during the spring or summer semester of his/her senior year, an offer of permanent employment is best made immediately upon the completion of the internship.

- b. For the student who will not be completing an accounting internship, an offer of permanent employment is best made no earlier than one year prior to the student's expected graduation date.

Following this practice sends a clear signal to the student about his/her prospects for permanent employment, and allows those not receiving offers ample time to continue their search. Because of the historic high student attrition rates of top-tier accounting programs, extending offers of permanent employment prior to the recommended dates run a significant risk by investing firm resources in a student who may not successfully complete the accounting program. These timelines provide reasonable assurance that employers have made an offer to a student who has completed sufficient academic coursework to be able to successfully complete the duties required of an entry-level staff accountant.

**Best Practice 7:** Firms recruiting accounting students in our accounting program should encourage them to complete their fifth-year of accounting education on the University of Florida campus.

Most students on internship are enrolled in our combined 3/2 program. Students in this program receive concurrently a Bachelor of Science degree in Accounting and a Master of Accounting degree upon successful completion of the 150 hour program of study. With most jurisdictions now requiring 150 credit hours to be eligible to practice as a CPA, this program is a very efficient way to meet all requirements.

Firms under pressure to staff vacant positions sometimes suggest exiting from the 3/2 program at the point of having earned the Bachelor of Science degree. The student is then encouraged to take their remaining 30 credit hours needed to sit for the CPA examination in the evening while working on a full-time basis. This plan delays the student's time frame to sit for the CPA examination. In addition, the undergraduate component of the Fisher School's degree program is integrated with the graduate plan of study and tends to be conceptual. Students who follow this path often find that other academic programs (typically without the same national reputation and academic stature) will require the student to retake undergraduate accounting courses already completed at the Fisher School of Accounting in order to be eligible for admission to their fifth year program. Such decisions typically extend the time and resources that need to be expended in order to be eligible to sit for the CPA examination.

**Best Practice 8:** Firms recruiting accounting students should staff their recruiting activities with representatives who come from diverse backgrounds.

The University of Florida and the Fisher School of Accounting are committed to diversity in its faculty, staff, and student population. Firms recruiting accounting students should make every effort to ensure its representatives include ethnic and cultural diversity.

Wherever possible, students should be encouraged by employers to add breadth and diversity to their academic experience by engaging in study abroad programs, completing academic minors in languages, and completing other culturally-rich courses offered by the College of Liberal Arts and Sciences.

**Best Practice 9:** Firms recruiting accounting students should staff their recruiting activities with representatives who are familiar with the School's best practices guidelines.

Because of the national recruiting effort that is focused on the accounting students in our

program, large firms typically staff their recruiting events with representatives from human resources, partners, managers, staff, and possibly students who have completed an accounting internship with the firm. By its very nature such a group will have a vastly different degree of recruiting experience. Compounding the problem is that the representatives usually come from a variety of locations, and they may not be familiar with their own firm's recruiting practices, let alone the School's recommended best practices. This tends to be particularly true for lower-level staff and student interns who do not have sufficient experience to provide sound career advice yet may be perceived by the student being recruited as speaking "for the firm" rather than merely conveying their personal experience.

**Best Practice 10:** Firms recruiting accounting students should encourage students to be involved in activities that develop: professionalism, communications skills, and interpersonal skills.

Firms that sell services depend upon effective communications and group-related activities for their success. Participation in student organizations such as Beta Alpha Psi, the Fisher School of Accounting Council, and other university and community organizations help develop these skills and demonstrate a commitment to service. Without input from the firms, students frequently do not realize the importance of engaging in these activities.

## STUDENT ORGANIZATIONS

Two accounting student organizations -- Beta Alpha Psi and the Fisher School of Accounting Council, offer unique opportunities for Fisher School of Accounting students to develop leadership and communication skills.

In addition, students are encouraged to participate in the professional business fraternities of Alpha Kappa Psi, Delta Sigma Pi, and Phi Chi Theta and the Minority Business Society. Beta Gamma Sigma is a national honorary society that fills the place in education for business that Phi Beta Kappa holds in the field of classical education. For information on Beta Gamma Sigma and the professional business fraternities, contact the Undergraduate Programs Office in the Warrington College of Business.

### **Beta Alpha Psi**

This honorary accounting fraternity has 115 chapters nationally. The Upsilon Chapter of the University of Florida was the 18th chapter to be founded (in 1938). Beta Alpha Psi accepts applications for memberships every semester. Membership requirements include high ethical standards and a minimum grade point average. Scholastic requirements in Beta Alpha Psi include:

#### Undergraduate:

1. Completion of at least 7 hours of junior/senior level (i.e., 3000 level or above) accounting courses at the University of Florida with a cumulative 3.2 average in these courses.
2. A 3.0 cumulative average for all work completed in junior/senior level courses at the University of Florida.

#### Graduate:

For purposes of Beta Alpha Psi membership, a graduate student is defined as a student who has completed at least one 5000 level or higher accounting course.

1. A 3.1 cumulative average in accounting courses (i.e., 3000 level or above) completed at the University of Florida.
2. A 3.0 cumulative average for all work completed in junior/senior level courses at the University of Florida.

An active professional program is conducted by Beta Alpha Psi each year including guest speakers, panel discussions, field trips, and other activities designed to promote professional awareness. Beta Alpha Psi co-sponsors the University of Florida/Florida Institute of CPAs Graduate Accounting Conference which attracts annually more than 200 accounting practitioners, and also co-sponsors the School's Spring awards banquet.

### **Fisher School of Accounting Council**

The Fisher School of Accounting Council (FSOAC), is part of the campus-wide Board of College Councils. Student Government funds the FSOAC via the Board of College Councils through the student activity fees. The Council serves as a liaison between the accounting students and faculty. At the beginning of the Fall and Spring semesters, each junior/senior level accounting class selects a student to represent them at FSOAC meetings and functions. All students accepted to the Fisher School of Accounting are eligible to be non-voting members of the Council, and after attendance at three consecutive meetings, are eligible for voting status. Students on the Council can participate on a number of committees of their interest. Officers of the FSOAC are elected by the voting members of the Council at the end of each semester and serve the following semester.

The Council participates in many activities throughout the year including the School's Spring awards banquet. The Council also presents professional programs to accounting students, often in cooperation with Beta Alpha Psi. These programs expose students to accounting in public, private, industrial and governmental practices.

### **Student Senate**

The Fisher School of Accounting elects one senator to the UF Student Senate. The Student Senate meets weekly to handle various student concerns and business matters, including the distribution of student activity fees to campus organizations. The FSOA senator has many opportunities to be involved in other student government activities.

## **FISHER SCHOOL OF ACCOUNTING AWARDS**

The Fisher School of Accounting administers a number of awards and scholarships each year. The awards generally are designated for students who are entering or have entered the Master of Accounting program: most commonly, recipients are in the senior year of their undergraduate studies. In late Fall, and again in the early part of the Spring term, announcements about financial awards are made in the junior/senior level accounting classes.

### **Application Procedures**

Students are directed to the Fisher School of Accounting website to download and complete an application form to be considered for these awards. The deadline date for submission of these applications is generally around mid-January. A faculty committee uses the application forms to select the fellowship recipients.

### **Awards Administered by the School**

The number, amount and source of awards from contributors varies each year. Academic performance is emphasized in selecting recipients, with consideration also being given to service activities. Some contributors specify particular criteria (e.g., county of residence) for their awards. Generally, 20-40 awards are given, in amounts ranging from \$1,000 to \$3,000 (but most commonly \$2,000). The contributors are international, national and regional CPA firms, corporations, the Florida Institute of CPAs, the Federation of Schools of Accounting, private foundations and individuals. The recipients are announced during the Spring term at the awards banquet sponsored by the Fisher School of Accounting Council and Beta Alpha Psi.

### **Nominations for External Awards**

A faculty committee selects the School's nominees for a variety of externally administered awards. These include the various leadership and service awards and competitive awards by organizations such as the Florida Institute of CPAs.