



FLORIDA STATE UNIVERSITY  
COLLEGE OF BUSINESS  
*Graduate Programs Office*

**Master of Accounting  
Program Handbook  
2023-2024**

## TABLE OF CONTENTS

<b>DEAN'S OFFICE, DEPARTMENT, AND GRADUATE PROGRAMS CONTACT INFORMATION</b>	<b>1</b>
<i>Dean's Office – RBA 314</i>	
<i>Accounting Department Office – RBA 309</i>	
<i>Graduate Programs Office – RBB 336</i>	
<b>GENERAL POLICIES RELATED TO GRADUATE ACADEMIC CREDIT AT FSU</b>	<b>2</b>
<i>University Attendance Policy</i>	
<i>Academic Honor Policy</i>	
<i>Americans with Disabilities Act</i>	
<i>Transfer Credit</i>	
<i>Grade Appeals System</i>	
<i>Incomplete Grade Policy</i>	
<i>Recency of Work</i>	
<i>Minimum Course Grades for Graduate Credit</i>	
<b>GRADUATE ACADEMIC RETENTION</b>	<b>5</b>
<i>GPA Dismissal</i>	
<i>Review Process for GPA Dismissal</i>	
<i>Program Termination</i>	
<i>Review Process for Program Termination</i>	
<i>Faculty Academic Judgment</i>	
<b>MACC PROGRAM OVERVIEW</b>	<b>7</b>
<b>MAJOR COURSE REQUIREMENTS FOR MACC DEGREES</b>	<b>8</b>
<i>Assurance and Advisory Services Major</i>	
<i>Generalist Major</i>	
<i>Taxation Major</i>	
<b>COURSE DESCRIPTIONS</b>	<b>11</b>
<b>FINANCIAL ASSISTANCE</b>	<b>13</b>
<i>UFF-GAU</i>	

## CONTACT INFORMATION

### **Dean's Office – Rovetta A, 314**

**Michael Hartline, Dean and Charles A. Bruning Professor of Business Administration**  
850/644-4405, mhartline@business.fsu.edu

**Kathleen McCullough, Associate Dean for Academic Affairs and Kathryn Magee Kip Professor in Risk Management and Insurance**  
850/644-8358, kmccullough@business.fsu.edu

**Rick Morton, Associate Dean for Academic Operations and Wells Fargo Professor of Business Administration**  
850/644-9932, rmorton@business.fsu.edu

**Kim Hicks, Assistant Dean for Academic Programs**  
850/644-1046, khicks@business.fsu.edu

### **Department of Accounting – Rovetta A, 309**

**Allen Blay, Department Chair and EY Professor**  
850/644-9847, ablay@business.fsu.edu

**Holly Sudano, Program Director, Assistant Department Chair, and Senior Lecturer**  
850/644-6693, hsudano@business.fsu.edu

### **Graduate Programs Office, Rovetta B, 336**

**Elizabeth Kistner, Director of Graduate Programs**  
850/644-8294, ekistner@business.fsu.edu

**Jennifer Boyles, Academic Program Specialist**  
850/644-0132, jaboyles@business.fsu.edu

**Accounting Faculty Directory:** <https://business.fsu.edu/departments/accounting/directory>

## GRADUATE ACADEMIC CREDIT Policies and Procedures

### **University Attendance Policy:**

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

### **Academic Honor Policy:**

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.)

### **Americans with Disabilities Act:**

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course.

To receive academic accommodations, a student:

- (1) must register with and provide documentation to the Office of Accessibility Services (OAS);
- (2) must provide a letter from OAS to the instructor indicating the need for accommodation and what type; and,
- (3) should communicate with the instructor, as needed, to discuss recommended accommodations. A request for a meeting may be initiated by the student or the instructor.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided.

This handbook is available in alternative format upon request through OAS.

For more information about services available to FSU students with disabilities, contact the: Office of Accessibility Services; 874 Traditions Way; 108 Student Services Building; Florida State University; Tallahassee, FL 32306-4167; (850) 644-9566 (voice); (850) 644-8504 (TDD); [oas@fsu.edu](mailto:oas@fsu.edu); <https://dsst.fsu.edu/oas>.

### **Transfer Credit**

Transfer of courses not counted toward a previous degree from another AACSB accredited

graduate school is limited to six semester hours. Courses used for transfer credit must be equivalent to another course within the graduate program and approved by the faculty program director. All transfer credit must: 1) be recommended by the major department; 2) be evaluated as graduate work by the evaluation section of the Office of Admissions of Florida State University; and 3) have been completed with grades of 3.0 (“B”) or better.

Grades earned at another institution cannot be used to improve a grade point average or eliminate a quality point deficiency at Florida State University.

The University does not accept experiential learning, or award credit for experiential learning. Transfer credit based on experiential learning from another institution will not be accepted.

### **Grade Appeals System**

The purpose of the grade appeals system is to afford an opportunity for a student to appeal a final course grade under certain circumstances. Faculty judgment of students’ academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor’s own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner.

The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor’s syllabus at the beginning of the semester. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; these issues are reviewed by the Student Academic Relations Committee via the Office of Faculty Development and Advancement.

The entire policy is found in the Office of Faculty Development and Advancement’s website at <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/grade-appeals-system>.

### **Incomplete Grade Policy:**

“Incomplete” (“I”) grades should be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond the student’s control. Students in these circumstances must petition the instructor and should be prepared to present documentation that substantiates their case. “Incompletes” should not be granted in order to allow students to do extra coursework in an effort to increase their grades.

Even under these circumstances, the authority for determining whether to grant an “Incomplete” rests solely with the instructor. A Graduate Teaching Assistant must have approval from a supervising faculty member to grant an “Incomplete.”

In order to assign an “Incomplete,” an instructor is required to indicate on the grade roster the time frame for resolution of the grade and the default grade to be assigned if the student does not complete the remaining academic work. The default grade assigned should not be an extension

of the incomplete. Grades are awarded based on progress of work completed during a set semester/term and as such, a graduate student should not receive several semesters of incomplete grades for thesis, treatise and/or dissertation hours until completion of the defense. Some departments also require that an “Incomplete” be documented with an “Incomplete Grade Agreement.” It is the student’s responsibility to complete the remaining academic work within the agreed-upon time frame.

Under University policy, an “Incomplete” grade automatically reverts to the predetermined default grade at the end of the semester that has been specified by the faculty member as the time frame for resolution, unless one of two conditions is met:

1. Upon completion of the agreed-upon work, the instructor replaces the “I” with the final grade for the course.
2. The instructor submits a separate “Incomplete Extension of Time” form to the Evaluation and Posting Section of Admissions and Records before the end of the semester in which the “I” is set to expire.

In cases where no default grade or instructor-determined expiration semester exists, incomplete grades will expire to an IE at the end of the next term of enrollment unless the instructor submits a grade change form prior to the official grade posting deadline. No grade changes will be made to default grades or unresolved “I” grades after the degree has been granted.

### **Recency of Work**

The work for the master’s degree must be completed within seven years from the time the student first registers for graduate credit. Any graduate work transferred from another institution must have commenced not more than seven years prior to completion of the degree for the credits to be applicable to the master’s degree. If the master’s degree is not completed within seven years from the time the student first registers for graduate credit, and the program and/or Department Chair does not choose to approve an Extension of Time (EOT), then the student may no longer be enrolled in that program or at Florida State University.

### **Minimum Course Grades for Graduate Credit**

Credit for graduate courses will only be given for courses that are passed with a grade of C- or higher. Courses in which grades of D or F are earned will not count for graduate credit in business programs. In addition, please note that all courses required to fulfill program requirements must be taken for a grade and cannot be taken on a Satisfactory/Unsatisfactory basis unless the required course is only offered on a Satisfactory/Unsatisfactory grading basis (such as Internship and Professional Development courses.)

## GRADUATE ACADEMIC RETENTION

### GPA Dismissal

A graduate student whose cumulative GPA in the program falls below 3.0 at the end of a term will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative GPA is not attained by the end of the next term of enrollment, the student will be placed on academic dismissal.

While your university GPA is calculated based on all graduate work at the university, the College of Business calculates your average GPA separately for each program in which you are enrolled. Academic status in your College of Business degree program is based upon your program GPA, not your university overall graduate GPA.

Students on dismissal will not be permitted to register for graduate study. However, at the time of dismissal, the program director may petition the academic dean for consideration of special circumstances that will constitute justification for an exception to this regulation. Students who are subsequently reinstated for graduate enrollment are considered to be on “Dismissal Probation” and may have one term to increase their GPA to 3.0 or above. Under no circumstances will a student be allowed more than one additional term of probation after reinstatement.

### Review Process for GPA Dismissal

The review procedure will be initiated by the Associate Dean for Academic Affairs at the end of each semester. The action taken will be based on the extent of the deficiency:

1. **Dean’s Hold** – Once a student has been dismissed due to GPA deficiency, they will no longer be permitted to register for classes. In the event that the student is approved by the faculty director and Associate Dean for a one-time reinstatement, a Dean’s Hold will be placed upon their registration after the advisor has assisted them in enrolling for one last term (called the “dismissal probation term”).
2. **Dismissal Reinstatement Agreement** – Students who have been approved for a one-time reinstatement must sign the Dismissal Reinstatement Agreement that will be provided to them by their advisor. The form contains the courses the student will take in the subsequent term, as well as the grades that must be earned to remediate the GPA and be returned to good academic standing. **Students whose GPA is still below 3.0 after the dismissal probation term are permanently dismissed from the university.**

### Program Termination

Program terminations (dismissal for a reason other than GPA) are processed at the academic program/departmental level and may occur for a number of different reasons, including but not limited to:

- Inability to conduct research in a fashion appropriate with the accepted norms of a discipline,

- Inability to function within a team environment to the degree that it negatively affects the learning, practice and/or research of fellow graduate students,
- Demonstration of behavior that is not acceptable with the general community in which the student would be practicing should he or she graduate (typically clinical or school settings),
- Failure meeting one or more major milestone requirements.

### **Review Process for Program Termination**

**Step 1:** A graduate student is identified by his/her academic program/department as not making sufficient progress towards the degree, failing to complete the degree within the specified time-period, or whose academic performance is substandard, regardless of GPA.

**Step 2:** The graduate student meets with his/her major professor and/or program director to develop a remediation plan for the incomplete degree requirement or scholarly/behavioral objectives.

- The department will provide a written remediation plan or written academic “warning” to the student.
- The remediation plan/academic warning will be developed by the department/program for the individual student and documented accordingly.
- The academic dean, or appropriate designee, will also be notified of the situation, the deficiencies, and the remediation steps presented to the student.

**Step 3:** A written letter must be sent to the graduate student being dismissed which specifies the following information:

- The termination reasons,
- Benchmarks missed,
- The fact that an academic hold will be placed on registration and effective date/semester,
- Dismissal from the program constitutes dismissal from the University,
- Any limitations on future enrollment in courses offered by the department/college, should the student reapply to the university in a different program,
- Alternatives a student could request, e.g., graduating with a master’s instead of Ph.D. (assuming coursework and degree requirements are met),
- Timeline to complete specific coursework, if any,
- Notification of the right to appeal and information about how to do so, and
- A deadline for any appeal submittal.

### **Faculty Academic Judgment**

Successful completion of coursework constituting the student’s program of studies, comprehensive exam, master’s project, or thesis does not guarantee continuance in a master’s degree program or award of the master’s degree. Faculty judgment of the academic performance of the student is inherent in the educational process in determining whether the student should continue to be enrolled or be awarded the master’s degree, or whether admission into a higher-level degree program is warranted.



# MASTER OF ACCOUNTING (MAcc) PROGRAM OVERVIEW

(Program requirements are subject to change)

**Equip yourself with the critical-thinking skills needed to excel.**

The Master of Accounting (MAcc) program at Florida State University's College of Business offers students high-quality and challenging instruction focused on a more thorough understanding of accounting functions in the workplace. As a Florida State MAcc student, you will build the quantitative, analytical and research skills every accountant needs to make sound business decisions. Our students graduate prepared to succeed.

The Master of Accounting program provides students with exposure to advanced theories and topics in the field of accounting. It offers an opportunity to pursue specialized interests and a broader knowledge of the accounting discipline in general. Completion of the program fulfills all educational requirements to sit for the CPA examination and be licensed in the state of Florida and most other jurisdictions. In the MAcc program, students select a particular focus area from the three program options:

**Assurance and Advisory Services**  
**Accounting - Generalist**  
**Taxation**

The programs are structured to be completed in one year. There is also a program for students who do not have an undergraduate degree in accounting which can be completed in two to three years. Foundation courses are taken during the first year or two followed by the major courses during the final year.

## **Foundation coursework (17 courses, 51 credit hours)**

- ACG 2021 – Introduction to Financial Accounting (3 hrs)
- ACG 2071 – Introduction to Managerial Accounting (3 hrs)
- ACG 5106 – Intermediate Accounting I (3 hrs)
- ACG 3111 – Financial Accounting and Reporting II (3 hrs)
- ACG 5346 – Cost Accounting (3 hrs)
- ACG 4401 – Accounting Information Systems (3 hrs)
- ACG 4632 – Auditing Theory and Application I (3 hrs)
- TAX 4001 – Federal Tax Accounting I (3 hrs)
- CGS 2518 – Spreadsheets for Business (3 hrs)
- ECO 2013 – Principles of Macroeconomics (3 hrs)
- ECO 2023 – Principles of Microeconomics (3 hrs)
- FIN 3403 – Financial Management of the Firm (3 hrs)
- GEB 3213 – Business Communications (3 hrs)
- ISM 3541 – Introduction to Business Analytics (3 hrs)
- MAC 2233 – Calculus for Business and Nonphysical Sciences (3 hrs)
- QMB 3200 – Quantitative Methods for Business Decisions (3 hrs)
- STA 2023 – Fundamentals of Business Statistics (3 hrs)

## **MAJOR COURSE REQUIREMENTS FOR MASTER OF ACCOUNTING DEGREES**

### **ASSURANCE AND ADVISORY SERVICES MAJOR**

#### **General Description**

The Assurance and Advisory Services major provides students with skills related to the practice and theory of auditing and related services. Students gain not only technical skills but expand on their interpersonal relationships from team exercises and projects. Emerging technologies are also emphasized in the coursework throughout the curriculum. Graduates of this program most often work as auditors or as advisory professionals for large international public accounting firms.

#### **Required Courses**

ACG 5135 – Financial Accounting Theory and Standard Setting (3 hrs)  
ACG 5175 – Financial Statement Analysis (3 hrs)  
ACG 5405 – Advanced Accounting Information Systems (3 hrs)  
ACG 5458 – Emerging Technologies in Accounting and Auditing (3 hrs)  
ACG 5635 – Auditing Theory and Application II (3 hrs)  
ACG 5685 – Forensic Accounting (3 hrs)  
ACG 5695 – Challenges in Professional Accounting (3 hrs)  
GEB 5086 – Professional Development (3 hrs)\*  
GEB 5944 – Graduate Internship (3 hrs) or elective (3 hrs)\*  
MAN 5716 – Business Conditions Analysis (3 hrs)\*

\* Students in the combined BS/MAcc pathway will take ACG 5216, TAX 5015, and BUL 5335 instead

**Total Requirements (30 hours)**

## **GENERALIST MAJOR**

### **General Description**

The Accounting - Generalist major allows students to expand their overall accounting knowledge without having to further specialize. The program provides exposure to various facets of accounting and prepares graduates for success in multiple areas of accounting.

### **Required Courses**

ACG 5135 – Financial Accounting Theory and Standard Setting (3 hrs)

ACG 5175 – Financial Statement Analysis (3 hrs)

ACG 5356 – Advanced Management Accounting (3 hrs)

ACG 5635 – Auditing Theory and Application II (3 hrs)

ACG 5695 – Challenges in Professional Accounting (3 hrs)

GEB 5086 – Professional Development (3 hrs)\*

GEB 5944 – Graduate Internship or elective (3 hrs)\*

MAN 5716 – Business Conditions Analysis (3 hrs)\*

TAX 5527 – Multijurisdictional Tax Issues (3 hrs)

\* Students in the combined BS/MAcc pathway will take ACG 5216, TAX 5015, and BUL 5335 instead

**Elective Course** – One accounting elective

**Total Requirements (30 hours)**

## TAXATION MAJOR

### **General Description**

The Taxation major provides students with meaningful opportunities to develop the technical, analytical and research skills necessary for a successful career in tax. The program emphasizes lessons in primary and secondary tax law sources to identify and investigate alternative tax treatments and solve complex tax issues and leads to a career with large international CPA firms as tax professionals.

### **Required Courses:**

ACG 5635 – Auditing Theory and Application II (3 hrs)

ACG 5685 – Forensic Accounting (3 hrs)

ACG 5695 – Challenges in Professional Accounting (3 hrs)

GEB 5086 – Professional Development (3 hrs)\*

GEB 5944 – Graduate Internship or elective (3 hrs)\*

MAN 5716 – Business Conditions Analysis (3 hrs)\*

TAX 5065 – Research in Federal Taxation (3 hrs)

TAX 5105 – Seminar in Corporate Income Taxation I (3 hrs)

TAX 5205 – Seminar in Pass-Through Entities and Fiduciaries (3 hrs)

TAX 5527 – Multijurisdictional Tax Issues

\* Students in the combined BS/MAcc pathway will take ACG 5216, TAX 5015, and BUL 5335 instead

**Total Requirements (30 hours)**

## COURSE DESCRIPTIONS

### **ACG 5135 Financial Accounting Theory and Standard Setting**

*Prerequisite: ACG 4201 / ACG 5216.* An introduction to the development of financial accounting theory; the relationship of accounting theory and research to standard setting; discussion of the current standard setting environment

### **ACG 5175 Financial Statement Analysis**

*Prerequisite: ACG 4201 / ACG 5216.* Understanding how to interpret information in financial statements and related documents and adjusting financial statement information for use as inputs into business valuation and credit analysis models.

### **ACG 5356 Advanced Management Accounting**

*Prerequisite: ACG 3341.* Use of accounting and statistical methods in planning and controlling economic activities.

### **ACG 5405 Advanced Accounting Information Systems**

*Prerequisite: ACG 4401.* Design and operation of accounting systems and relevance of data processing and statistical methods to the system of financial information and control.

### **ACG 5458 Emerging Technologies in Accounting and Auditing**

*Prerequisite: ACG 4401.* Knowledge and skills to account for and to audit firms that are using emerging technologies. Tools to identify and assess risks of insecure electronic commerce systems and to formulate security-conscious solutions.

### **ACG 5635 Auditing Theory and Application II**

*Prerequisite: ACG 4632.* Theory of auditing and development of audit programs, procedures for obtaining audit evidence, and auditor responsibility under Securities and Exchange Commission requirements.

### **ACG 5685. Forensic Accounting**

*Prerequisite: ACG 4632.* An in-depth exposure to the forensic accounting process and related audit topics, including identification of fraud risk factors and development of skills in detecting fraud.

### **ACG 5695 Challenges in Professional Accounting**

*Prerequisite: ACG 4632.* Case studies emphasizing elements of public practice, standards of professional conduct, fraud issues, systematic controls, auditing principles and standards, and communication of findings.

### **TAX 5065 Research in Federal Taxation**

*Prerequisite: TAX 4001.* A critical examination of the legal aspects of taxation and the development of federal tax law as a basis for planning business decisions.

**TAX 5105 Seminar in Corporate Income Taxation**

*Prerequisite: TAX 4001.* Develops comprehensive knowledge of corporate income taxation concepts, problems and authorities.

**TAX 5205 Pass-Through Entities and Fiduciaries**

*Prerequisite: TAX 4001.* Comprehensive coverage of the income taxation of pass-through entities including partnerships, LLCs, Subchapter S corporations, and business trusts.

**TAX 5527 Multijurisdictional Tax Issues**

*Prerequisite: TAX 4001.* This course provides an in-depth examination of multijurisdictional tax issues including U.S. federal income taxation of inbound and outbound transactions, state and local taxation, and multijurisdictional tax policy issues.

**Related Business Courses****GEB 5086 Professional Development**

This course familiarizes students with various aspects of successful career preparation and position acquisition, as well as crucial team participation skills and an understanding of workplace dynamics.

**GEB 5944 Graduate Internship**

This course offers students the ability to gain real-world experience in the accounting field through on-the-job practice. Students work under the direction of an approved industry professional, faculty advisor, and the internship director.

**MAN 5716 Business Conditions Analysis**

Problems of managing the firm in relation to the changing economic environment. Analysis of major business fluctuations and development of forecasting techniques.

## FINANCIAL ASSISTANCE

The College of Business awards several assistantships, fellowships, and scholarships to applicants with strong academic credentials. No duties are associated with the fellowships and scholarships other than the requirement to remain an enrolled student (no fewer than six credit hours) in good standing in the MAcc program. Assistantships are a combination of biweekly pay and semesterly in-state tuition waivers and require the student to work 10 hours per week as a graduate research or teaching assistant. Assignments are made as research assistants or teaching assistants according to the current needs of the Department of Accounting.

Financial awards for the Master of Accounting program are normally awarded before students begin the one-year program. Applicants interested in assistantships should respond in the affirmative on the application question that asks if financial assistance is requested. All such applicants will be reviewed for assistantships and offers will be made before the beginning of the first term.

Students interested in scholarships and fellowships should complete the **FSU College of Business Graduate Scholarship**, which opens annually on January 15<sup>th</sup> and runs until April 1<sup>st</sup>.

### **UFF-GAU**

The FSU UFF-GAU Collective Bargaining Agreement and subsequent Memoranda of Agreement set forth the terms and conditions that affect the employment of students who are supported on graduate assistantships. These documents can be found on the FSU Graduate School website: [http://gradschool.fsu.edu/content/download/299150/2094937/2015-2018FSU-BOT\\_GAU\\_CBA.pdf](http://gradschool.fsu.edu/content/download/299150/2094937/2015-2018FSU-BOT_GAU_CBA.pdf).