

Accountancy

Tentative

2009 Graduate Student Handbook

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UNIVERSITY *of* **ILLINOIS** *at* **SPRINGFIELD**

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I. INTRODUCTION

The main purpose of this handbook is to provide you with some essential information as you begin your graduate study in Accountancy. We strongly recommend that you read this handbook carefully, and also keep in touch with your academic adviser for any additional information or any changes that may occur to the requirements specified in this document.

Specifically, the ACC curriculum is designed: (1) to create a professionally oriented learning environment in which disciplinary competencies and professional ethics develop and grow, (2) to emphasize conceptual knowledge and the development of analytical and problem-solving skills, (3) to nurture a sense of personal, professional, and social responsibility, and (4) to serve as an information resource and a networking hub for students, alumni, employers, and professional organizations.

Modern technology has eliminated the most tedious aspects of accounting, and today accountants do more for their clients than check records and prepare tax returns. They are sought after as business consultants, and as such are required to be articulate, good writers, and good with people. The contemporary accountant is the genius behind all intelligent business decisions and frequently an executive's most trusted adviser. Without accounting, free enterprise cannot exist. Part of the strength of the American economy lies in its well-developed system of accounting. No business can function without local, national, or global transactions, and accountants will always be needed to scrutinize, evaluate and make recommendations. Contemporary accounting is no longer simple bookkeeping—it is more concerned with the use of financial information to help guide business policies at the highest levels. For those who are intrigued by business management and strategy, there is no more challenging profession. The lifetime rewards are deep and fulfilling.

The Department of Accountancy at UIS has an excellent track record for preparing men and women for careers in this demanding field. UIS graduates in Accountancy have an almost 100% job placement rate, and in some years UIS graduates have had some of the highest pass rates in the nation on the CPA exam. In recent years, fourteen Accountancy graduates have won the prestigious EXCEL Award, given to first-time CPA exam candidates. This is six times the national rate.

Our program offers graduate accountancy courses both during the day and in the evening at the Springfield campus. We do not offer graduate level courses at ICC, nor are they available online. Information about current and upcoming accountancy schedules is online at <http://www.uis.edu/accountancy/about/accschedules.html>.

The Accountancy Program is located on the fourth floor of University Hall (see <http://www.uis.edu/maps.html> for location information). The department's phone number is 217/206-6541, and the mailing address is:

Department of Accountancy, UHB 4093
University of Illinois at Springfield
One University Plaza
Springfield IL 62703-5407

We recommend that you check the accountancy website at www.uis.edu/accountancy for continually updated information about the program. The website can provide you with information about:

- Upcoming accountancy course schedules
- Honor societies
- Accountancy department and faculty news

II. ADMISSION TO THE PROGRAM

Admissions Deadlines.

Although there are no official admissions deadlines, students should submit their applications to the UIS Admissions Office at least 6-8 weeks before the start of their first semester. International students should start the process 3-4 months before their first semester in case there are paperwork or visa difficulties. New students are admitted every semester.

Admissions Status and Financial Aid.

The Financial Aid rules and regulations are very complex. If you need financial aid, you should make an appointment with a Financial Aid Officer to get all the necessary information. But there are several aspects of Financial Aid which you should know about:

First, foreign students are not eligible for US federal government financial aid. However, once they are at UIS, they can obtain student worker, graduate assistant, or GPSI positions.

Next, non-degree seeking students are not eligible for financial aid. You must declare a major to receive financial aid.

Finally, if you are conditionally admitted to the program, the Financial Aid Office usually gives you only *a twelve month period* to remain in conditional status (see the section on *Conditional/Full Admittance Status* below for an explanation of conditional status). At the end of twelve months, if you are not fully admitted to the program, you will lose your financial aid. The Accountancy Department does not ever under any circumstances fully admit a graduate student to the master's degree program until they have completed all the necessary prerequisites. If you are a graduate student who needs financial aid but who also needs to complete a large number of undergraduate prerequisites, make sure you understand exactly how much time you will have to complete your prerequisites.

REPEAT: In its forty year existence, the Accountancy program has *never once* fully admitted a student who has not completed the necessary prerequisites. If you are on financial aid, make sure you complete your prerequisite courses within the time frame you are allowed.

Application Forms.

You may obtain information about admission to the University of Illinois at Springfield from <http://www.uis.edu/admissions>. If you are a transfer student, you will need to contact each college or university that you attended and ask them to send a copy of your official transcript to:

Office of Admissions
University of Illinois at Springfield
One University Plaza MS UHB 1080
Springfield, Illinois 62703

Once your paperwork has been processed, the Admissions Office will then forward a copy of your notice of admissions and transcripts to the Department of Accountancy. When we receive this notice, one of the accountancy faculty will evaluate your transcripts to determine whether you need to complete any undergraduate prerequisites, or bring up your undergraduate GPA, before you are admitted to the

program. If you still need some undergraduate work, you will be conditionally admitted to the program. If all your prerequisites have been completed, you will be fully admitted.

Choosing Between a Second Bachelor's Degree and a Master's Degree in Accountancy.

Frequently students who already have one bachelor's degree wish to come to UIS to pursue a second bachelor's in Accountancy. As a general rule, our program thinks that students in this situation should pursue a master's degree instead, for the following reasons:

1. A bachelor's degree and a master's degree look better on your resume than two bachelor's degrees.
2. If you wish to pursue a second bachelor's, the rule is that you have to take a minimum of 30 hours of upper division courses at UIS. However, the practical reality is that you usually have to complete more than 30 hours for a second degree. First, if you have not taken any undergraduate accountancy courses, you would need to take all 21 hours of ACC core courses. Then you will need to take 13 hours of ECCE courses (these courses cannot transfer in--see *Section VIII DARS* below for more information about University Requirements). You would also need 21 hours of CBM core courses. If you have already taken some business core courses, you would possibly be able to transfer in three courses only (and you would need to follow the stringent regulations on transfer--see *Section IV Transfer of CBM Core Courses* in the Accountancy Undergraduate Student Handbook). All this means is that you might have to complete 48+ hours at UIS for a second bachelor's degree. The total number of hours required for the master's degree is 30. At the master's level, you do not have to take any ECCE courses (these are only required for an undergraduate degree). We allow transfer of all core undergraduate accountancy courses as long as the average GPA for these courses is 2.70. Depending on how many undergraduate courses you can transfer in, chances are that you could complete a master's degree for less than the 48+ hours it might take for a second bachelor's degree.

CLEP Examinations.

The College Level Examination Program (CLEP) allows students to obtain college credit for a limited number of courses. Further information about CLEP is at:

<http://www.collegeboard.com/student/testing/clep/about.html>. Our College allows students to CLEP out of the following foundation courses:

ACC 211 Introduction to Financial Accounting – need minimum score of 65

ECO 201 Introduction to Microeconomics – need minimum score of 60

ECO 202 Introduction to Macroeconomics – need minimum score of 60

CLEP scores will expire after six years of taking tests. Petitions will be considered for older CLEP scores where the student has been continuously enrolled in business education.

If you feel that you already know and understand the material which is taught in these courses, you can make arrangements to take a CLEP test. These tests are offered at the UIS Career Development Center <http://www.uis.edu/careerservices>. Their phone is 206-6508, email careerservices@uis.edu, and their location is in the Student Affairs Building, Room 50. The cost for each test is \$80.

Note: at the present time CLEP tests do *not* exist for ACC 212 Introduction to Managerial Accounting, ECO 213 Statistics, MAT 113 Business Calculus, or any of the CBM core courses (MGT 310, MIS 352, and BUS 302, 312, 322, and 331).

Concurrent Enrollment Undergraduate and Graduate Level Classes.

If you are in your last semester as an undergraduate student and if you wish to pursue a master's degree in accountancy, you are permitted to take graduate level courses as an undergraduate. However, these courses must not be used as part of your bachelor's degree. Once you are admitted to the master's program, you must do a petition requesting that these courses apply towards your master's degree. Also you need to make sure that you have completed the necessary prerequisites. For example, if you are taking ACC 464 Auditing during your last semester as an undergrad, you could not concurrently enroll in

ACC 524. But if you had already completed ACC 433 Managerial, you could enroll in ACC 508 Seminar in Managerial Accounting.

Conditional/Full Admissions Status.

The UIS Admissions Office classifies new students as receiving either *conditional* or *full* admittance, and these categories are indicated on the student's notice of admissions. Conditional students can do everything that fully admitted students can do, but do not receive a degree until they are fully admitted to the program. It is very important that you check to see if you have been conditionally or fully admitted to the program right at the beginning of your college career.

Graduate students are frequently not fully admitted until they complete certain undergraduate prerequisites. These prerequisite courses usually need to be completed before you enroll in 500-level accountancy courses. Master's degree students are also sometimes not fully admitted to the program if their undergraduate GPA in accountancy core courses is less than 2.70. Students in this situation must retake one or more undergraduate level accountancy courses in order to bring up their GPA. Please note that you cannot bring up your *undergraduate* GPA by taking *graduate* level courses. You will need to retake one or more *undergraduate* level accountancy courses in order to be fully admitted to the program.

Since there is no automatic process for a student's admissions status to change from conditional to full, graduate students need to inform the program secretary when they think it is time for them to be fully admitted to the program. The secretary will then process the necessary paperwork.

At the present time there is no way for students to electronically access their admissions status, but we hope to have this information online in the future.

Difference Between a Double Major and a Second Major.

At the graduate level, our University does not issue double majors. However, students are free to pursue more than one major if they like (for example, both an MBA and a master's in accountancy). You can take courses for both degrees at the same time, but you do not have to finish both at the same time—they are two different degrees and can be issued at the end of different semesters.

GRE and GMAT Not Necessary for Graduate Admittance.

Accountancy graduate students are not required to submit either a Graduate Management Aptitude Test (GMAT) score or a Graduate Record Exam (GRE) score.

International Student Holds.

If you are an international student, you will not be permitted to enroll until you are in compliance with immunization requirements (see <http://www.uis.edu/healthservices/immunization/immunization.htm> for further information). Also you will not be able to enroll until you attend the orientation session for international students. This orientation session is usually held on the Tuesday prior to the first day of the semester. See <http://www.uis.edu/internationalstudentservices/events/YourOrientation.html> for further information about international student orientation.

Letters of Reference Not Required for Admittance to the Program.

The accountancy program does not require letters of reference for admittance to the program. However, if you hope to qualify for a GPSI or graduate assistant (GA) position, you should send three letters of reference along with your admissions application. These letters will then be forwarded to your GPSI or GA applicant file. You must be either conditionally or fully admitted to the program and have your complete information on file in the GPSI or GA office by March 15 of each year if you wish to qualify for a GPSI or GA position starting in the subsequent fall semester. Further information about applying for these kinds of positions is at <http://cspl.uis.edu/graduateinternprograms> and <http://www.uis.edu/graduateassistantships>.

Minimum TOEFL Scores.

For graduate students whose native language is not English, a TOEFL score of not less than 550 (paper-based), 213 (computer-based), and 79 (Internet-based) fulfills the English proficiency requirement for admission.

Tuition Information.

Tuition information is at <http://www.uis.edu/registration/tuition/index.html>.

III. NEW CBM CURRICULUM STARTING FALL, 2009

The College of Business and Management will be switching from a four hour to a three hour curriculum starting Fall, 2009. This means that all CBM courses, including those of the Accountancy program, will become three hours courses. This section addresses the issues of students who started at UIS prior to Fall, 2009 but who will be graduating when the new curriculum takes effect.

Courses offered in Summer, 2009 will still be four hours. The tentative Fall, 2009 Accountancy schedule showing the new three hour curriculum is online at <http://www.uis.edu/accountancy/about/documents/acffa09.pdf>

You will see that while classes will still be starting at even number hours (8:00, 10:00, noon, and so on), they will end an hour earlier than current classes. Three hour evening classes will meet from 6:00 to 8:30 p.m.

At the graduate level, all Accountancy courses will become three hours, including ACC 583 Accountancy Capstone. Also students starting in Fall, 2009 or after will only need to complete 30 hours of graduate level credit for your master's degree. This means that if you wish to graduate with a master's in accountancy in Spring or Summer 2009 semester, you will need to complete at least 32 (or 33) hours for your degree. However, if you expect to graduate in Fall 2009 semester or after, you will only need to complete 30 hours.

If you are a current student who will graduate in Fall 2009 or after but who started when the graduate curriculum required 32 (or 33) hours, you can still graduate with only 30 hours if you do the following:

1. When you fill out your graduation contract, indicate that you will be graduating according to the terms of the 2009-10 catalog.
2. Prepare a petition with language similar to the following: "I started at UIS in Fall, 2006, but I would like to request that I graduate according to the terms of the 2009-10 UIS catalog. My DARS indicates that I have successfully fulfilled all the necessary requirements."

(When you run your DARS, you will need to do a Selected Program Audit based upon Fall 2009 instead of the Default Audit—see *Section VIII. DARS* below on how to do this. Also it will take time for the DARS people to put the new curriculum into the system, so you probably won't be able to run a Fall 2009 audit until the middle of 2009.)

Graduate students who find themselves one or two hours short of their degree will need to take an extra three hour course in order to complete the minimum of 30 hours necessary for the degree.

IV. TRANSFERRING COURSES TO UIS

The accountancy program will sometimes allow a limited number of graduate classes to transfer and be counted towards our master's degree—this is determined on a case by case basis. But any course which has been used towards the requirements for a degree at a different school cannot transfer to UIS and be counted towards a UIS degree. Also the University requires that you take at least 20 hours of graduate-level UIS classes to obtain a UIS degree.

UIS is one of three campuses in the University of Illinois System. Each campus is a distinct unit. If you are a UIUC or UIC student who wishes to attend UIS, you must apply to the Admissions Office to be formally admitted.

V. GUIDE TO UIS COMPUTER SYSTEMS

- 1. UIN Number.** Your UIN number is a nine digit number starting with a 6, located on the upper right hand corner of your Admissions Report, and it is displayed on your i-Card. You can also find your UIN at <http://www.icard.uillinois.edu>. You need this number for everything at UIS (except at the Library—here you use the 14 digit number on your i-Card). It is a good idea to *memorize your UIN number* since you will need to give it out many times before you graduate from UIS. Always include your UIN number in e-mails and phone messages.
- 2. Establish your NetID and Password.** You need to establish a NetID at <http://www.uis.edu/cts/netid>. This is also the site to go if you forget your NetID or Password. Click "here" on the 1st screen, fill in the form, and continue. When you see the page telling you what your NetID is, write it down before continuing to the password page. The easiest way to choose a password is by taking a word and sticking numbers into it. So purple, fudge, or world would turn into Pur777ple, Fud123ge, or Wo303rld. Make sure you capitalize the first letter of your password, that the password is at least 8 characters long, and that there are no recognizable words in your syllables—for example, the system will not accept Cot444ton as a password. Passwords expire every twelve months—you receive notification a few weeks before the deadline that you need to create a new one.
- 3. Enroll in your Classes.** Go to <https://apps.uillinois.edu>. This link gives you access to all aspects of your student account, including registration & financial aid. Please note "s" after http. This site also shows current semester schedules, classroom locations, grades, and degree awarded.
- 4. Access Your UIS Email.** Your UIS email will be your NetID@uis.edu. Go to <http://webmail.uis.edu/exchange> to access your UIS email. Click the "Two Line View" next to the word Inbox if you want to change to a single line view, and click the fourth mail icon to turn the Reading Pane Off. You need to become familiar with using this email address—you will be responsible for accessing all of your Blackboard and other UIS emails here.
- 5. Go to Blackboard.** Go to <http://bb.uis.edu>. Most UIS classes are taught with the assistance of Blackboard, a software package used for online course delivery. Once you enroll in a class, you will be automatically added to its Blackboard, but you will not be able to access it until about 24 hours after you have enrolled. Sometimes an instructor will make a Blackboard available before the start of the semester, but most Blackboards go live on the first day of the semester. You login to the Blackboard site using your NetID and password (see #2 above). Further information about Blackboard and student tutorials are at the Blackboard site. NOTE: Blackboard only works with UIS email, not with private email addresses.

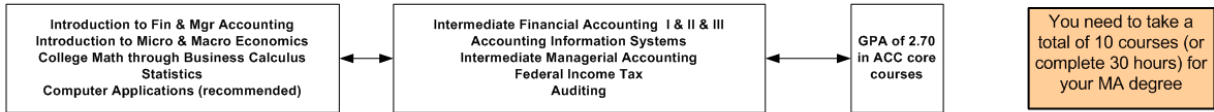
To access your Blackboard messages, you must go into your UIS email account at <http://webmail.uis.edu/exchange>.

6. Get an i-Card. All University of Illinois students, faculty, and staff are required to have an i-card, which is the official university identification card. I-cards are required for library and gym use. Cardholders on the Springfield campus can set up a Campus Cash debit account on their i-cards to use in photocopy machines, vending machines, the Food Emporium, etc. Go to the i-card Center in PAC 108 to get your i-card. This office is sometimes difficult to find, but if you take the elevator in the south east corner of the PAC building to the lower level, and then turn and start walking towards your left, you will go past the Studio Theater and then see the i-card Center just past it on your right. A valid state issued photo ID is required. Initial i-cards are free; replacement i-cards are \$20. Keep your i-cards—if you have an i-card from previous years, it is still valid. Distance students don't need an i-card, but Peoria area students should obtain theirs at the UIS Peoria Center. Further information is at <http://www.icard.uillinois.edu>.

VI. ACC GRADUATE DECISION TREE

ACCOUNTANCY GRADUATE DEGREE REQUIREMENTS

Entrance Requirements

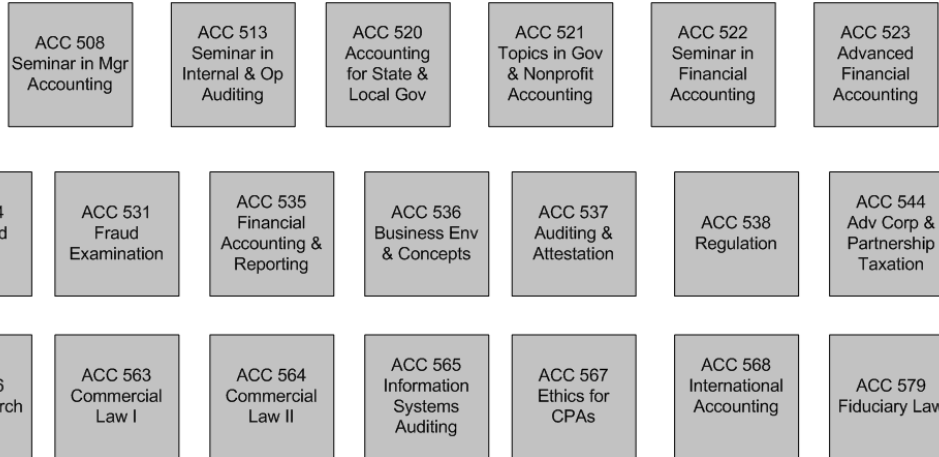


You need to take a total of 10 courses (or complete 30 hours) for your MA degree

Electives (1-2 courses)

Business & Administrative Topics (3-6 hours) BUS, MIS or PAD courses

Program Requirements (7-8 courses)



Master's Degree Requirements:
 Business & Administrative Topics – 3-6 Hrs.
 Accounting Topics – 21-24 Hrs.
 ACC 583 Accountancy Capstone – 3 Hrs.
 Total – 30 Hrs.

ACC 583
Accountancy Capstone
 (taken in last semester)

PLEASE NOTE: this chart applies only to new students starting Fall, 2009.

VII. REGISTRATION

You can register online by going into your UIS account at <https://apps.uillinois.edu>. This link will also show you information about course schedule offerings. See *Section V Guide to UIS Computer Systems* above for information about setting up your account.

When you have accessed your account, click on the *Registration & Records* link, then on the *Registration* link. Here you will see the following menu:

Select a Term
Registration Eligibility
Look-up or Select Classes
Add/Drop Classes
Change Credit Hours or Grade Mode
Student Schedule - Detail
Student Schedule - Week at a Glance
Withdraw from Term/Cancel Registration
Withdrawal Information
Tuition and Fees Assessment

Before You Register.

Before you attempt to register, you should make sure that (1) you are eligible to enroll, (2) you have completed the necessary prerequisites for the class you want, and (3) your class has not yet closed.

1. To see if you are eligible to enroll, first you *Select a Term*, and then check your *Registration Eligibility*. If you are not a currently active student or if you have holds on your account, this will be indicated here. This page also indicates your *Registration Time Ticket*. You will not be able to enroll until the date indicated on your *Time Ticket*.

2. Next, make sure that you have completed the necessary prerequisite courses for the class you want (prerequisites are the classes you need to complete before you sign up for a higher level course). At the present time, the UIS computer system does not automatically stop you from enrolling in a class for which you have not completed the correct prerequisites. This means that you must make sure on your own (and by consulting DARS) that you have completed the correct prerequisites before you enroll.

You must also understand that *concurrent* enrollment (a lower-level course taken at the same time with the course for which it is a prerequisite) is also not permitted. For example, ACC 520 cannot be taken concurrently with ACC 521.

Prerequisites for all UIS courses are shown in the UIS Online Catalog at <http://www.uis.edu/UIScatalog>. Prerequisites for accountancy courses are show in *Appendix III* of this document.

3. Check to see if the class you want is still open. If you register early, chances are that you will be able to enroll in all the classes that you want. However, if you are not able to register until shortly before the semester starts, you will possibly discover that the classes you want are closed. You can find out if a class is closed by checking the *Online Dynamic Schedule* as described below:

Online Dynamic Schedule.

UIS prints a paper copy of its upcoming class schedules every March and October, but since changes are always being made before the semester starts, these schedules rapidly go out of date. You need to access

the *Online Dynamic Schedule* to see current availability of classes. There are three places where you can access the *Online Dynamic Schedule*:

In your student account, you can click on *Registration and Records*, then *Campus Class Schedule*.

Also in your student account, on the *Registration* page, you can click *Look-up or Select Classes*.

Finally, you can go to the following link:

https://ui2web4.apps.uillinois.edu/BANPROD4/bwckschd.p_disp_dyn_sched.

Once you are in the *Online Dynamic Schedule*, you can search for your class either by clicking the name of the program and then *Class Search* at the bottom of the page (this will show the class listings of the entire program), or by adding the class number and then clicking *Class Search*. After you find the class you are interested in, you can check enrollments by clicking on the title of the class. This will take you to the class's enrollment page.

Here is other information you will need to know about registering:

ACC 211 & 212 Introduction to Financial and Managerial Accounting.

These courses are foundation coursework for the master's degree and are also known as Principles I and II of Accounting at other schools. ACC 211 is the prerequisite to ACC 212. You must complete this course prior to the semester in which you enroll in ACC 212—you cannot take both courses concurrently in the same semester.

ACC 311 Administrative Uses of Accounting Information.

ACC 311 is a four hour course which combines the materials taught in ACC 211 and ACC 212. This course is a "service" course and is designed for students getting a degree other than accountancy. If you wish to obtain an accountancy major or minor degree, this course will not count towards your degree—you must take ACC 211 and 212 (or their equivalents) instead.

Class Cancellations.

Always register as early as you can. Classes with less than ten students are sometimes cancelled, so the more students who register early, the less likely a course will be cancelled. Class cancellations usually occur in the week before the semester starts. You can monitor enrollments of your class by accessing the course schedule at http://www.uis.edu/home_news/courseSchedule.html (click on the course title to see its enrollment).

Classroom Locations.

Classroom locations are shown in the *Online Dynamic Schedule*. But remember that classroom locations are not uploaded into the dynamic schedule until about a week or so before the semester starts and can sometimes change even after the semester starts.

Early Registration.

Early registration starts in November for the upcoming Spring semester, and in April for the upcoming Summer and Fall semesters. The specific date when registration will open can be found at <http://www.uis.edu/registration/courseSchedule> (click on the PDF of the upcoming course schedule).

ECO 201 & 202 Introduction to Microeconomics and Macroeconomics/ECO 315 Economics for Administration.

These courses are foundation coursework for the master's degree and are also known as Principles I and II of Economics at other schools. While ECO 201 is not the official prerequisite to ECO 202, we

recommend that you complete ECO 201 before you enroll in ECO 202. ECO 315 Economics for Administration is a combination of Principles I and II in a four-hour format. If you wish to do so, you can take ECO 315 in lieu of ECO 201 and 202 to fulfill your economics foundation requirement.

ECO 213 Statistics for Business and Economics.

This course is a foundation course for the master's degree. While there are no official prerequisites for ECO 213, we recommend that you complete finite math before enrolling in this course. Finite math is offered every semester at Lincoln Land Community College (MAT 140) and is also offered at UIS as MAT 114 Finite Mathematics.

Getting Added to Blackboard.

Your name is automatically added to the Blackboard for your class within 24 hours after you enroll. (But remember that Blackboards do not go live until the first day of the semester.)

Graduate Level Electives.

Students pursuing a master's degree in accountancy must take 3-6 hours of elective courses for the degree. We recommend that you take either an MBA or an MIS elective since these are three hour courses. However, if you wish, you may take a 500-level PAD course as an elective, but remember that these are still four hour courses.

Instructor Approval Required.

Some courses have the notation: Instructor Approval Required (you might also see "With Permission of Instructor" or WPI). In classes with these restrictions you must obtain permission from the instructor before you can enroll. However, it is usually best to contact the program secretary for a WPI, since she will know what the requirements are for the class and will be able to put permission into the computer system for you. Once you receive permission to enroll in a class, you will be able to see this permission on the *Add/Drop* page. The best time to request instructor permission is *before* Registration opens, so you will be ready to register as soon as your *Time Ticket* allows.

Last Day to Drop Classes.

Each semester the Registrar's Office sets a date after which you are not allowed to drop a class. You can find the final drop date for your current semester by clicking *Calendar* at <http://www.uis.edu/registration/information/index.html>.

Late Fees.

You have until Friday of the first week of the semester to add or drop a class without being assessed a late fee. Information about late fees is online at <http://www.uis.edu/registration/tuition/index.html>.

Late Registration.

Late registration starts on the Monday of the second week of the semester. If you wish to register late, you must first obtain permission to enroll in the class from the program secretary, and then telephone Registration at 217/206-6174 to enroll (you cannot enroll online during late registration). Students are usually allowed to enroll late if they have missed only one class session, but if you miss the first two weeks of a class, you will not be permitted to enroll except under special circumstances.

MAT 113 Calculus.

A course in calculus is one of the required foundation courses for the master's degree. At UIS you can take MAT 113 to fulfill this requirement. You must obtain a WPI from the Mathematical Science secretary Patty Stoutamyer at 206-8405 or pstou1@uis.edu before you can enroll. The Center for Teaching and Learning (<http://www.uis.edu/ctl>) provides tutoring assistance and special workshops for students having difficulties in calculus. Remember that as long as you get at least a D- grade in calculus, you have passed the course and fulfilled the requirement.

Overload.

Enrolling for more than 18 hours during fall or spring semester, or more than 8 hours during summer session, is considered an overload. During fall and spring semesters, more than 20 hours will be approved only under exceptional circumstances. During summer session a maximum of 12 hours may be approved (but only if part of the 12 hours is an AST). If you wish to take an overload, you must fill out a petition form (see *Appendix II* below). On this form indicate what classes you wish to take and your current GPA. Then return this form to the program secretary for the correct signatures.

Part-time/full-time enrollment.

For purposes of tuition and fees, you are considered a full-time student if you enroll in 12 or more credit hours for the fall or spring semesters and 6 or more credit hours for summer term. This applies to both undergraduate and graduate students. You would be considered part-time if you take fewer hours. If you work full time, it is recommended that you start with only one or two courses per semester when you begin your coursework.

Prerequisites.

Prerequisite courses are the classes you need to complete before you sign up for a higher level course. At the present time, the UIS computer system does not automatically stop you from enrolling in a class for which you have not completed the correct prerequisites. This means that you must make sure on your own (and by consulting DARS) that you have completed the correct prerequisites before you enroll.

Probation/Suspension.

If your UIS cumulative grade point average drops below 3.0, you are placed on academic probation. When this happens, a hold is placed on your account, and you cannot register. You must fill out a petition requesting permission to enroll (see *Appendix II* below). Take this petition to the program secretary for signatures. Your academic adviser usually wishes to talk to you before he or she signs the petition.

If you are on probation for two successive semesters, you are suspended. In this situation, you must fill out an appeal of academic suspension and return it to the program secretary for signatures. Again, you will probably need to talk to your academic adviser before signatures are obtained.

Reactivation.

If you do not attend UIS for three or more semester in a row (including summer semester), you cannot enroll in classes until you are reactivated. Contact Registration at 217-206-6174 to be reactivated.

Semester Coding.

01 indicates spring semester, 05 indicates summer semester, and 08 indicates fall semester. Also if you ever wonder why you see the number 4 in a lot of UIS coding (usually in billing or scheduling information), this is simply the number which indicates UIS in the University of Illinois system—"1" refers to UIUC and "2" refers to UIC. So 4200805 would indicate Summer 2008 semester at UIS.

Sequence for Graduate Level Courses.

As long as you have completed all the prerequisites, you can take your accountancy graduate level courses in any order. The only requirement is that ACC 583 Accountancy Capstone should be taken during your final semester.

Summer Semester.

Students cannot expect any particular course to be offered during the summer and should plan their schedules accordingly.

Time Ticket.

If you go into your student account in the days prior to the opening of Registration, you will discover your *Time Ticket*, which tells you the earliest time you can go online to register. Graduate students get priority enrollment, followed by seniors, then juniors, and so on. It is always a good idea to make a note of the earliest time you can register, and then do so as soon as you can.

Tuition Refunds.

Information about tuition refunds for course withdrawals after the first week of the semester is at <http://www.uis.edu/registration/information/index.html>.

Tutorials.

Sometimes an instructor will agree to do a tutorial class for a student who needs extra hours or who must complete a particular requirement. The numbers for graduate tutorials in the Accountancy program is ACC 599. You can enroll for 1-4 hours in this class. Several things have to happen in order to successfully enroll in ACC 599:

1. The faculty and student must agree on a title for the tutorial (28 letters or less)—this title will eventually appear in the student's transcripts. They must also agree on a one or two sentence description of the tutorial.
2. You then need to contact the program secretary, who enters permission for you to enroll into the computer system. The secretary also prepares a tutorial form with the title and description of the course, which you need to sign.
3. You then go online and register for ACC 599, using the CRN number which the secretary gives you.
4. After you have registered for ACC 599, you need to go back to the *Registration Menu* and click the *Change Credit Hours or Grade Mode* link. Here you will indicate the number of hours for the class (1-4).

Waitlists.

If you discover that a class is closed, you can add yourself to the course's waitlist on the *Add/Drop* page. In the days before the semester starts, the secretary continually monitors the enrollments of closed classes, and if anyone drops, she will contact the first person on the waitlist with permission to enroll. If you are told that you can enroll, you must first remove yourself from the waitlist before the computer system will let you add the class. But a caution: unless you are #1 or #2 on a waitlist, your chances of getting into a closed class are not very good. You should find an alternative course in case you cannot take the closed course.

VIII. ADVISING & UNOFFICIAL DEGREE AUDITS THROUGH DARS

All new Accountancy students are initially assigned an adviser by the Department and are notified of this adviser by e-mail. After you get to know the Accountancy faculty, you may change your academic adviser if you so desire. This is not regarded negatively by anyone, and it is easy to do. You simply need to inform the program secretary that you wish to change advisers, and she will input the change in the computer system. You should note that faculty advisers are not always around during the summer or during semester breaks, so always try to see them during the semester. Even during the semester, it's best to call ahead, e-mail, or make an appointment to see your adviser as they are often out of the office teaching or on other assignments.

The University of Illinois at Springfield has moved to a student self-advising system called DARS. It is the student's responsibility throughout their college career to periodically monitor their DARS audits to determine if they are lacking requirements in any area. At the end of your college career, your degree will not be awarded unless all requirements are shown as being satisfied in DARS.

The DARS system (also called DARWIN) shows what classes you have completed, both at UIS and at other schools, and it also lists recommended classes in areas where you might be deficient. Once you become familiar with the DARS system, you will discover that it can answer many of your curricular questions. It is not a substitute for meeting with your adviser; rather, it's a useful tool for working with your adviser. We recommend that you run DARS audits throughout your college career to make sure that you are on the right track and taking the correct courses. When you make an appointment to see your adviser, please print out a copy of your DARS report and bring it with you.

The DARS access links for faculty and students are at <http://www.uis.edu/registration>. Once you get into DARS, you will see these tabs at the top of the screen: *Students, Exceptions, Courses, Audits, What-If Courses, Degree Programs, Transfer Evaluations*, and *Logout*.

Here is what you will find in each tab:

Students – click Select Student and enter your UIN number.

Exceptions – this is the Student Petition page. It lists all petitions that you have submitted if you needed adjustments to your curriculum (for example, transferring a class from a different university).

The EXCEPTION CODE column lists a two letter identification of the type of petition. When you click on the two letter code, it takes you to a page where you can see what the two letters mean at the top of the page. Here are some definitions of the two letter codes:

- AC = Add course
- RS = Requirement swap
- RM = Requirement modification
- WH = Waive hours

The PSEUDO COURSE column gives a brief description about the petition.

Petitions which have been rejected will not appear in this list.

Courses – This page shows you what classes you have taken either at a different school or at UIS. Click on "Institutions" to choose what school you wish to see. One of the first things that a transfer student should do is check this tab in DARS to make sure that all the courses taken at different schools have transferred correctly.

Audits – This is where you can run an audit to see what courses you have completed and what ones you still need to take. You will usually want to click *Request New Audit* when you access this tab; you only click *View Audits* when you want to see audits that have been run in the past.

When you come to the *Request New Audit* page, you have a choice to run a *Default Audit* or a *Selected Program Audit*. You should always run the *Default Audit* unless you want to graduate according to a catalog different than the catalog in effect during your first semester (then you need to select the new semester and year). (But please note: if you choose to graduate according to a different catalog, you must fulfill *all* the requirements for the degree listed in that catalog. Also you can graduate according to the terms of a *later* catalog than the one in effect during your first semester, but not an *earlier* one.)

How to Run a Default Audit.

1. Make sure the *Run Default Programs Listed* button is clicked.
2. Click *Submit a New Audit*.

How to Run a Selected Program Audit.

1. Make sure the *Run Selected Program* button on left is clicked (very important--you will get the *Default Audit* if you forget).
2. Ignore the *College* box.
3. In the *Degree Prog* box find the degree you are after.
4. In the *Catalog Year* box find the entry date you are after.
5. Click *Submit a New Audit*.

After you click *Submit New Audit*, you need to wait 30-60 seconds for the audit to appear. The OPEN AUDIT button appears when the audit is complete. Click OPEN AUDIT, and the audit will appear in a new window.

How to Decipher the Audit:

The DARS system was revised in February, 2009, and the following directions are for the new interactive audit system.

The first page that comes up when you run an audit is the *Academic Progress* page. This page contains a pie chart and a graph at the top of the screen indicating the progress of your curriculum. You will also see

information about your program, your adviser, your expected graduation date, and your catalog year at the top of this screen. When you run your mouse over the pie or the graphs, you will see figures indicating how many more hours you need to complete your degree, as well as information about your GPA.

Note that the name of *one* of your academic advisers is located in the introductory information at the beginning of your audit. The UIS computer system allows input of more than one academic adviser in a student's account. This means that students frequently have several academic advisers assigned to them, with one adviser designated as the "primary" adviser. DARS will only show you the name of your primary adviser. So (for example), if you are a double major in both business and accountancy, and your primary adviser is your business adviser, this person's name will appear even when you run an accountancy degree audit. All of which means that if you forget your adviser's name and it is not showing in DARS, you will need to contact the program secretary to find out who it is.

Then you will notice that this page contains the following six links:

View Course History – This takes you to an informational page with information about your GPA and the total number of hours you have completed.

Close Window – This will close your *Academic Progress* page.

Open All Sections – This will open all the sections (or categories) of the requirements for your degree on the *Academic Progress* page.

Close All Sections – This will close *all the sections (or categories of the requirements for your degree on the Academic Progress* page.

Printer Friendly – This will take you to a page where you can print your *Academic Progress* page with all sections open but without the pie chart and the graphs at the top.

View Planned Courses – This will display answers to your queries as to whether a potential course will fulfill a particular requirement, but at the moment it doesn't seem functional. You should go back to the DARS entry page (the page with the tabs across the top) and run a *What-If* query instead (see below).

If you are running an audit for the first time, you should remain on the *Academic Progress* page and click the *Open All Sections* link. Once you get used to DARS, if you wish to close the sections and see only the header, then you click the *Close All Sections* link. And you can open or close an individual section by clicking on the triangle beside the section heading: a downward triangle means open, a rightward triangle means closed.

Then you need to follow these steps to decipher each section:

The first thing you need to pay attention to is the "LEGEND" section. This is a list of the abbreviations DARS uses for various criteria. If you are bewildered by the coding as you go through the audit, simply go back to the LEGEND at the top of the screen to see what the abbreviations mean.

Then as you start to go through each category, you should look first to see whether there is a green checkmark or a red X at the beginning of each category. A green check means that all requirements for a particular category have been fulfilled. However, if you see a red X, this means that you are lacking one or more hours/courses in a certain category.

IP indicates *In Progress* courses. DARS classifies not only the courses you are currently taking but the courses you have signed up for during your next semester as IP.

You will also discover that DARS lists eligible courses for you to take in each category. Here are the various curricular categories shown in DARS, plus information about each one:

Accountancy Prerequisites.

For students starting Spring, 2008 and after, the first category that you see will be the Accountancy Prerequisites category. This category shows what (if any) prerequisite courses you need to complete, or if you need to bring up your accountancy core GPA to 2.70, before you will be fully admitted to the program.

Please note: the accountancy program does not require the following five business courses as prerequisites to the master's degree: BUS 302 Principles of Finance, BUS 312 Principles of Marketing, BUS 322 Productions and Operations Management, BUS 331 Business and Society, and MGT 310 Organizational Behavior. However, if your long term goal is to sit for the CPA examination, and if your knowledge of the business areas listed above is weak, you might wish to voluntarily take the five courses anyway, as material covered in these classes is tested on the exam. If you are unsure about your level of business knowledge, your adviser can help you further in determining whether you need these classes.

Accountancy – Master of Arts.

This category shows the three sub-groups of your degree:

1. Capstone. You need to successfully complete ACC 583 Accountancy Capstone to fulfill this requirement.
2. Accounting Topics 21-24 hours. You need to complete 7-8 accountancy graduate level courses for this requirement.
3. Business and Administrative Topics 3-6 hours. You need to complete 1-2 graduate level electives for this requirement.

Accountancy Closure Exercise.

This category is just information about completing ACC 583 Accountancy Capstone.

In-Progress Courses.

Here you can see the classes you are currently enrolled in, plus the ones you have enrolled in for the next semester.

30 Semester Hours Are Required to Earn a Master's degree with an Overall GPA of 3.00.

This category will indicate that your current graduate courses are going to apply towards your master's degree, and how many hours you still need to complete.

Closure Procedures for Graduates.

This is another informational category about graduation procedures.

Cumulative Grade point Average for UIS Graduate Courses.

Here you will see your GPA for all your UIS 500-level courses.

Cumulative Grade point Average of All Graduate Courses.

If you have transferred in any 500-level courses, this category will compute your cumulative GPA.

Undergraduate Courses Not Used Toward Degree.

This category will list any 400-level courses you have taken as a master's degree student. You should be aware that you can take a 400-level course for your own personal benefit if you wish, but these courses will not count as credit towards a graduate degree. Only 500-level courses will count towards the master's degree.

Graduate Courses Not Used Toward Degree.

If you have taken an elective course which is not an MIS, BUS or PAD course, these courses will not count towards your degree and will be listed here.

What-If Courses – If you would like to know if a particular course will be acceptable in a certain category, or how it will impact your GPA, you can use the *What-If* tab. The first time you try this feature, do *Add What-if Courses* (later on, all your previous What-If queries will be accessible in *View What-If Courses*). To fill out the *What-If* form:

YR/TM – needs to be in year and semester code. The semester codes are 01 for Spring, 05 for Summer, and 08 for Fall. So for a class to be taken in Spring 2008, you would type in 200801.

Course – type in prefix (capital letters) and number, such as ACC 464.

RCredit – type in 3.0 for a three hour course, 4.0 for four hours, etc.

Grade – only add a grade if you want to know how the grade for the potential course will impact your GPA.

After you've done all this, then click SAVE/ADD at the bottom.

Now you return to the *Audit* tab, and click *Request New Audit*. Once the page appears, you click the *What-If Courses* box, and then run the audit as always. The *What-If* courses will be labeled HYPOTHETICAL.

NOTE: your *What-If* queries will remain in your audit until you clear them out. If you want to go back and just run a regular audit of all your courses, you need to uncheck the *What-If* query box on the DARS entry page, and then run a new audit.

What to Do If You Find a Mistake – DARS is still fairly new, and we occasionally discover mistakes in it. If you see something that doesn't look right, please contact the department secretary so a correction can be made. At the graduate level, we frequently discover that DARS is not accurate for UIS catalogs prior to 2003-04. If you are going to be graduating according to the terms of a pre-Fall 2003 UIS catalog, your graduation contract will be evaluated according to your transcripts, not according to DARS.

Summary of What DARS Will Not Show You.

Although UIS is working towards a goal of having all information about student status and curriculum available in DARS, it is not there yet. There are still some critical pieces of information which you can only find either in your student account at <https://apps.uillinois.edu>, or (unfortunately) not online at all:

1. Your admissions status (conditional or full) is not online. If you are unsure about your admissions status, you need to contact the program secretary.
2. Your graduation status (sought, pending, or awarded) is not online. However, you can go into your student account to see if your degree has been awarded. Go to *Registration & Records*, then *Student Transcripts*, then *View Academic History*, then *Submit*, and you will see your "Unofficial Transcripts".
3. DARS will not show you your academic status (good standing, probation, or suspension), but you can find this information on the *Registration Eligibility* page in your student account.
4. DARS will not show you whether or not you have any holds (admissions, inactive, financial, probation, or immunization) in your account, but you can also find this on the *Registration Eligibility* page in your student account.
5. DARS will not always show you the name of your academic adviser (you will only see the name of your primary adviser, which is not necessarily your program adviser). If you forget the name of your adviser, contact the program secretary.

The UIS Registrar's Office is currently working to resolve these issues.

IX. GRADES

Accessing Your Grades.

Faculty submit their grades to the Records Office by Wednesday after the end of every semester. Grades then become visible to students about 24-36 hours later, on late Thursday or Friday. To see your grades, go into your account at <https://apps.uillinois.edu>, then *Registration & Records*, then *Student Records*.

Calculation of Grade Point Averages.

A GPA of 3.0 or better is required for the master's degree. CR/NC grades are not calculated into the GPA. Letter grades are calculated as follows:

A = 4.0	C+ = 2.30	D- = 0.70
A- = 3.70	C = 2.00	F = 0.00
B+ = 3.30	C- = 1.70	
B = 3.0	D+ = 1.30	
B- = 2.70	D = 1.00	

Credit/No Credit Grades.

Accountancy graduate students must take all Accountancy graduate level courses for a letter grade. If you wish to do so, you are permitted to take elective courses for a credit/no credit grade, but you must earn at least a B grade in these courses to receive credit.

Deferred Grades.

A small number of UIS courses are set up so that the student receives a deferred grade (DFR) at the end of the semester if they have not completed the work. ACC 583 Accountancy Capstone is this kind of class. You are required to continually reenroll (and pay tuition) in ACC 583 until you have successfully completed it, at which time you will receive a letter grade. See *Section X Accountancy Capstone* below for further information.

Incomplete Grades.

Sometimes a student is unable to complete a class for personal reasons. When this happens, you should ask your instructor if he will issue you an incomplete grade for the class. While many instructors are willing to issue incomplete grades, this is not automatically guaranteed.

If your instructor agrees to issue you an incomplete grade for the class, at the end of the semester he or she will enter an "I" grade into the system to indicate an incomplete grade. At the same time, the instructor also issues a provisional grade (this grade is usually a failing grade since the class was not completed). The student then has twelve months to retake the class and earn a higher grade. At the end of twelve months, if no new grade has been earned, the I grade automatically reverts to the provisional grade, and this grade shows on your transcripts.

But if you do retake the class before the twelve months are over, your new grade will eventually show as your grade for the class. You do not need to reenroll in the class a second time. You simply need to make arrangements with the instructor to attend the new class on an informal basis. Then at the end of the new semester, the instructor will clear your incomplete by issuing a new grade.

If a different instructor is teaching the class in a subsequent semester, you must ask if he or she will allow you to informally attend the class. At the end of the semester, the new instructor will tell your first instructor the new grade, and your first instructor will clear the incomplete with the new grade.

You should also inform the secretary that you will be informally attending a class to clear an incomplete so that she can make a note of the situation and manually add you to the Blackboard of the new class.

Repeat/Delete Policy.

If a student takes a course a second time and receives a higher grade, the original grade is deleted and only the new grade will appear in the transcripts. But please note: the repeat course must be *taken at UIS* for the original grade to be deleted. Courses taken at other schools have no impact on UIS grades. The only way a UIS grade is adjusted is if you retake the class at UIS.

Also note: you can only repeat a course *once* for a higher grade. If you take a course for the third time, the grade for the course will not count towards your degree. And make sure you get a higher grade the second time you take the class. Whenever you repeat a class, the original grade becomes an "R", meaning that the course was repeated. If the original grade was higher than the subsequent grade, it will no longer show on your transcripts—and there's nothing you can do to bring it back.

X. ACC 583 ACCOUNTANCY CAPSTONE

Prior to Fall, 2007, accountancy master's degree students took ACC 507 Professional Research and ACC 581 Master's Project as the culminating courses for the master's degree. Fall, 2007 and after students need to complete only ACC 583 Accountancy Capstone (this course incorporates the master's project within it).

If you are a pre-Fall, 2007 student who never took ACC 507 and who would like to take ACC 583 instead, this is not a problem. The only thing you need to do is indicate on your graduation contract that you will be graduating according to the terms of the 2007-08 (or later) catalog, instead of the catalog in effect when you started at UIS (and also fill out a petition requesting permission to graduate according to the later catalog). Also, when you run your DARS to see if all your criteria has been met, you need to run a *Selected Program Audit* based on the 2007-08 UIS catalog, instead of the normal *Default Audit* (see instructions on how to do this in *Section VIII DARS* above).

The old ACC 581 and the new ACC 583 courses are classified as "continuous enrollment" courses. This means that if you do not finish your project by the end of the semester, you do not receive an Incomplete grade—you receive a Deferred grade (DFR). The DFR grade remains in your transcripts until you complete your master's project. Students who receive a DFR grade must then enroll for 1.0 hour in either ACC 582 (for ACC 581) or ACC 584 (for ACC 583) during the next semester. While you do not have to do continuous enrollment in summer semester, you must again enroll and reenroll every fall and spring semester until you finish your project. You must do this reenrollment regardless of whether or not you actually work on your master's project, or whether or not you take any other UIS courses. And you must continue to pay tuition.

If, due to hardship, you do not think that you will be able to complete your master's project within the semester after you enroll in ACC 583, consult your adviser about possibly requesting a leave of absence from the continuous enrollment requirement.

All of the above can be avoided if you simply complete your project in the same semester in which you start it.

Approval of Human Subjects Research by the Institutional Review Board

If you wish to do research with human subjects for your master's project, you must submit a written proposal to the UIS's Institutional Review Board prior to the start of your research. Your master's project will not be approved, nor will your degree be issued, unless your proposal is reviewed and approved by the Board before you begin your study.

Further information about the Institutional Review Board, plus a link where you can download the Human Subjects Protocol Form, can be found here <http://www.uis.edu/grants/irb/index.html>.

X. GRADUATION AND COMMENCEMENT

At the end of your academic career, you will need to fill out and sign a graduation contract. Blank graduation contract forms are available in the program office or can be downloaded at <http://www.uis.edu/registration/forms/index.html>. The best time to fill out your graduation contract is the semester *before* you expect to graduate. Any courses you have not yet taken should be marked under Hrs. Planned on the form.

Graduation contracts must be submitted for approval to the program secretary by September 15 for fall graduates, February 10 for spring graduates, and June 15 for summer graduates. Do not submit your contract directly to the Graduation Office because your academic adviser and the chair of the program need to check and approve (sign) your contract.

You must understand that receiving your degree depends largely upon what is showing in your DARS account. If you check your DARS during your last semester and see that you still need hours or certain requirements, you may not receive your degree when that semester is over. This means that *after* you have enrolled in your final semester classes—but *before the semester starts*—you should check DARS to make sure that all your requirements will be met by completing your In Progress hours. If you see a

problem, you will need to use the *What-If* query to figure out what you need to do to complete your degree, and/or contact your adviser to see what you need to do.

Remember that deficiencies in DARS are always indicated with red lettering. When you run your final audit, and if you see only green letters, your curriculum is acceptable and your degree will be issued. But if your DARS shows a category in red, this means you've got a problem and your degree will not be issued until it is resolved. Most of the time the problem can be fixed with a petition: for example DARS might not place one of your classes in the correct category. Then all you would have to do is prepare a petition requesting that the course be counted in a different category. But sometimes when you see red lettering, you will discover that you are short one or more courses for your degree. Since you don't want to discover that you're short a class in what you think is your last semester, make sure you monitor your DARS throughout your college career and try to solve your red letter problems long before you are about to graduate.

Catalog Year.

When you fill out your graduation contract, you must indicate which catalog you are using for your degree requirements. Normally this will be the catalog in use during your first semester at UIS. However, if you wish to graduate according to a different set of requirements than the ones in effect during your first semester, you can do so—as long as you remember that your degree must conform to all the requirements of a given year, including University and CBM requirements. Also, you can graduate according to the requirements of a *later* catalog than the one in effect during your first semester, but not an *earlier* one. If you elect to graduate according to a later catalog, you must fill out a petition (see *Appendix II* below).

Commencement.

UIS has one commencement ceremony each year, which is normally scheduled on the last day of spring semester. Students who graduated in summer or fall semesters of the preceding calendar year, or who expect to graduate at the end of the current spring semester, are eligible to participate in commencement. Undergraduates who have no more than eight hours to finish, or graduate students with no more than four hours to complete during the following summer semester, are usually allowed to participate in the spring commencement ceremony even though they have not yet officially graduated. You will need to submit a petition requesting permission to participate in commencement if you fall into this category—(see *Appendix II* below). Information about commencement is mailed to eligible participants in February of each year. Please visit the UIS Commencement site <http://www.uis.edu/registration/graduation/commencement/index.html> often for updates and important information concerning commencement.

Degree Candidate Form.

After you submit your graduation contract, the Graduation Office will send you a Degree Candidate Form, which you will need to fill out and return to the Office of Records & Registration. On this form you will need to write in the exact name you want on your diploma, plus where you would like your diploma to be mailed. If you are attending Commencement, what you are handed is a "congratulations" sheet inside your diploma cover—your official diploma will be mailed to you, usually about 2-3 months after your degree is awarded.

Deleting Email Accounts.

UIS email accounts are guaranteed for at least 90 days after graduation. After that, students will get a warning email about a week before their email is deleted.

Diplomas and Transcripts.

One week after the last day of the term, the graduation office will begin to award degrees. You can check your transcripts online after that time to see if your degree has been posted. Once your degree has been posted, you can order an official transcript reflecting your degree from the Records Office at http://www.uis.edu/registration/records/transcript_request.html. Please see more information concerning this at *Online Notification of Degree* below. All graduated students will receive their diploma in the mail 2-3 months after their degree is awarded whether they walk in the commencement ceremony or not.

Filling Out the Graduation Contract.

The good news about graduation contracts is that these forms will eventually be eliminated, possibly in 2010 (when this happens, student's degrees will be determined by using their DARS). At the present time, however, students need to fill out a graduation contract in order to obtain their degree. Here are some helpful hints:

Do not fill out contracts in pencil, and make sure that *all* information is legibly filled out and understandable.

The Hours Required for the Degree are 33 hours for pre-Fall 2007 students, 32 hours for Fall, 2007-Summer, 2009 students, and 30 hours for Fall, 2009 and after students.

Your graduate courses should be listed in the left hand column under Major Requirements. Here you should show the program name, number, and brief title. Indicate whether the course is completed, in progress, or planned. Put your elective(s) in the Electives category.

Do *not* list any course twice on your contract.

Return the form to the program secretary for the necessary signatures. Make sure you sign the form before you turn it in. And most important of all: check your DARS before you turn in your graduation contract to make sure that everything is green correct. As explained above, if you see any red lettering in your final DARS, you've got a problem.

Grade Point Average for Graduation.

Graduate students need an average GPA of 3.0 for their degree. Also graduate students must earn a grade of C or better in all their courses—if you get a C- grade or lower in any class, it will not count towards your degree.

Graduation Contract Fee (previously known as Graduation Fee).

The graduation contract processing fee is \$25 for a master's degree. This fee will be added to your account when your graduation contract has been received in the Graduation Office. Assessment of this fee is an indication to you that the Graduation Office has received your contract.

Graduation Marshals.

Each year, every academic program at UIS is asked to select one undergraduate and one graduate student who will be designated as marshal to lead the department's graduates in the commencement ceremony. This person should represent the academic, professional, and personal accomplishments expected by the faculty in the department. Each program marshal is recognized in the printed program distributed during commencement ceremonies, and receives a certificate during the honors convocation held the evening before graduation.

Graduation Office.

The Registrar's Graduation Office is UHB 1080 & 1081, phone 206-7730.

Intent to Graduate.

After the start of your final semester, you need to go into your student account at <https://apps.uillinois.edu>, click *Graduation Information*, and then click the *Notify Intent To Graduate This Term* link on the next page.

No Changes After You Graduate.

No changes to your academic record are permitted after you graduate. No additions, no deletions, no changes to grades or GPA—nothing is ever altered.

Online Notification of Degree.

To see if your degree has been awarded, go into your student account at <https://apps.uillinois.edu>, then go to *Registration & Records*, then *Student Transcripts*, then *View Academic History*, then *Submit*, and you will see your "Unofficial Transcript". Here you will be able to see if your degree has been posted. Please note that degrees are not awarded until one week after the last day of the term. Sometimes degrees are not awarded until two or three weeks later.

Signatures & Processing of Contracts.

You do not have to obtain all the necessary signatures on the graduation contract form. After you fill out and sign your contract, return it to the program secretary, who will then obtain the necessary signatures and forward it to the Graduation Office. It usually takes 5-6 weeks or more for a graduation contract to be processed by the Graduation Office. After it is evaluated and processed, a copy is mailed to your address. When your copy arrives, make sure you take a look at it to see if any "requirements to be met" have been noted. If a requirement has been noted and you do not understand what it means, contact your adviser as soon as you can to avoid any delays in the awarding of your degree.

Type of Degree.

You will be earning an MA degree in Accountancy.

XII. MISCELLANEOUS UIS INFORMATION

Admissions. Location: UHB 1080, phone 206-4847.

Bookstore (textbooks/UIS souvenirs). Location: Northwest corner of Lincoln Residence Hall. Phone: 206-6766 <http://www.uis.bkstr.com>

Bursar's Office. If you have questions or problems with your billing, contact the Bursar's Office at 217/206-6738, PAC 184. You can also cash checks, make student account payments, purchase parking decals and stamps at the Bursar's Office. The University's Lost and Found is also at this office. <http://uisadmin.uis.edu/oba-uis/BursarFolder/bursar.htm>

Campus Calendar. <http://www.uis.edu/calendar/index.html>

Career Services. Location: SAB 50D; Phone: 206-6508 <http://www.uis.edu/careerservices>

Center for Teaching and Learning. Location: BRK 462, phone 206-6503. <http://www.uis.edu/ctl>. The Center for Teaching and Learning offers tutoring and other assistance to students who are having problems. In particular, they offer assistance to students who are having difficulty with calculus (see <http://www.uis.edu/ctl/mathematics/index.html>)

Computer Labs. UIS has three open access computer labs located in UHB 2030, BRK 180, and HSB 108. Hours when they are open are posted at <http://www.uis.edu/its/otherservices/labs.html>.

Course Schedule. http://www.uis.edu/home_news/courseSchedule.html

Directions to UIS. <http://www.uis.edu/maps.html>

Financial Assistance. Location: UHB 1080; Phone: 206-6724 <http://www.uis.edu/financialaid>

Food Emporium. Location: Lower Level PAC <http://www.uis.edu/foodservice>

Health Service (immunizations). Location: BSB 20 (next to the flagpoles on the eastern side of the campus). Phone: 206-6676 <http://www.uis.edu/healthservices>

Holidays. Each year the University is closed on New Year's Day, Martin Luther King Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving (Thursday & Friday), and Christmas Day. University offices are open during Spring Break, but no classes are held. University offices are also open during Monday-Wednesday of Thanksgiving week (but no classes are held). Most (but not all) University offices close down during the week between Christmas and New Year's. The UIS Academic Calendar is at <http://www.uis.edu/academicaffairs/resources/calendars.html>, and the UIS Master Calendar is at <http://webtools.uiuc.edu/calendar/Calendar?callId=226>

International Student Services Office. <http://www.uis.edu/internationalstudentservices>

Name Change. If you change your name at any time during your college career, you must contract the Registrar's Office at UHB 1080, Phone 206-6709. You must provide them with a new social security card, marriage license, or other documentation of the change.

Parking and Parking Decals. Refer to the UIS campus map at <http://www.uis.edu/maps/uismap.htm> for information about parking. All faculty, staff and students must have parking decals. These may be purchased from the Bursar in the PAC lower level. For prices and other information, go to <http://www.uis.edu/police/parking.htm>.

Registration. Location: UHB 1080, phone 206-4847.

Snow Days. When UIS cancels classes because of bad weather, the cancellation notice is immediately posted on the UIS home page at www.uis.edu. They also announce University closure on WIUS (91.9 FM) radio starting at about 3:00 in the afternoon.

Technology Support Center. <http://www.uis.edu/cts/techsupport>. Phone 206-7357.

Tuition Information. <http://www.uis.edu/registration/tuition/index.html>.

UIS Catalog. <http://www.uis.edu/UIScatalog>

UIS Student Forms. The most commonly used Records and Registration forms are available for download at the following link: <http://www.uis.edu/registration/forms/index.html>

XIII. ACC STUDENT ADVISORY BOARD

ACC students can participate directly in the functioning of the department of ACC as members of the Accountancy Student Advisory Board. This board usually meets once or twice during the semester. The Accountancy faculty rely upon this board to make recommendations to the department about student concerns, suggest changes, etc. If you are interested in serving on this committee, please contact the department secretary.

XIV. ANNUAL ACCOUNTANCY SCHOLARSHIP GOLF OUTING

The Don Stanhope Golf Outing is sponsored each year by the College of Business and Management's Accountancy Alumni Board and the Illinois CPA Society Central Chapter to help raise funds for the Donald F. Stanhope Scholarship. The accountancy alumni planning committee always does a great job in putting together what is a wonderful afternoon of golf, fun, food, and camaraderie. Area businesses donate goods and services that are awarded as prizes during the event. Student volunteers are always needed. It is a good opportunity to talk to Accountancy alumni and do networking.

XV. INTERNSHIPS, ASSISTANTSHIPS, FINANCIAL AID, AND SCHOLARSHIPS

Various types of internships, assistantships, and financial aid are available for ACC majors. These programs are briefly described below. Interested individuals should contact the office of financial assistance and other appropriate units for eligibility and related information.

1. Graduate Public Service Internship (GPSI) Program. The GPSI program is designed to provide professional development experience during a 21-month period for graduate students. Interns enroll in an appropriate UIS graduate program and work half time in a sponsoring state agency during the regular academic year (full-time during summer months). Applications must be received each year by March 15. For further information, contact the Graduate Public Service Internship Program at (<http://cspl.uis.edu/graduateinternprograms>), PAC 478, University of Illinois at Springfield, One University Plaza, Springfield, Illinois 62703-5407.

2. Graduate Assistantship. The Accountancy department currently has one graduate assistantship available on a yearly basis. The selection is made each spring semester for a 9-month appointment (fall and spring semesters). The graduate assistant works 20 hours per week. In addition to the ACC department, some other units at UIS hire Accountancy majors for their graduate assistantship positions. Interested students should contact the Graduate Assistantship Office (<http://www.uis.edu/graduateassistantships>), PAC 525, University of Illinois at Springfield, One University Plaza, Springfield, Illinois 62703-5407.

Note: the Accountancy Program must follow strict affirmative action guidelines whenever they hire a new graduate assistant. They can only interview applicants from the pool in the Graduate Assistant Office. Your applicant file must be complete in this office for you to be considered for the position. The Accountancy faculty cannot have informal contact with applicants for the position, nor can they accept paperwork or emails from students interested in the position. They can only evaluate potential interviewees based on the materials in the Graduate Assistant Office.

3. Financial Assistance. The Office of Financial Assistance (<http://www.uis.edu/financialaid>) at the University of Illinois at Springfield coordinates federal, state, institutional, and private financial aid programs for students. Assistance is available in the form of grants, tuition waivers, assistantships, scholarships, loans, part-time employment, and veteran's benefits. Applications for all forms of financial assistance may be obtained from the Office of Financial Assistance, UHB 1015, University of Illinois at Springfield, One University Plaza, Springfield, Illinois 62703-5407; telephone (217) 206-6724.

4. Accountancy Scholarships. The following scholarships are available to qualified accountancy students. Some scholarships are awarded to multiple recipients each year.

Joy Kimler CPA Accountancy Scholarship

Grade point average: 3.0

Number of enrolled classes: 2

Recipients must be majoring in accountancy, planning for a career in accounting and also must be intending to sit for the CPA exam.

Walter Putnick Memorial Scholarship

Number of enrolled classes: 1

Grade point average: 3.25

Preferred class: undergraduate

Awarded to student with clearly defined career goals and leadership ability.

Donald F. Stanhope Alumni Scholarship

Number of enrolled classes: 2

Grade point average: 3.30

Awarded to undergraduate or graduate student planning a career in accounting and attaining professional certification.

Interested students should contact the UIS Office of Financial Aid at (217) 206-6724 or <http://www.uis.edu/financialaid> for information about applying for these or other UIS scholarships. Each year the deadline to apply for the following year's scholarships is February 15.

XVI. PROFESSIONAL EXAMINATION REQUIREMENTS

CPA Exam.

In order to sit for the CPA exam, the requirement is a U.S. bachelors degree in accounting with an additional one year study. This requirement for five years of study is known as the "150 hour rule" and has been adopted by the majority of state boards, including Illinois. As a general rule, students who complete both their bachelor's and master's degree in accountancy at UIS have satisfied this requirement and are able to sit for the CPA examination. Information about sitting for the Illinois CPA exam is at <http://www.illinois-cpa-exam.com>. Information about the specific Educational Requirements is at <http://www.illinois-cpa-exam.com/files/edreq.pdf>.) Another link for the CPA exam is at www.cpa-exam.org.

CIA Exam.

Information is at <http://www.theiia.org/certification/certified-internal-auditor/>.

CMA Exam.

The link for the CMA exam is located under certification at www.imanet.org.

Other Links.

Other helpful accounting links are at <http://www.uis.edu/accountancy/about/links.html>.

XVII. CPA REVIEW COURSES

The Accountancy Program will be offering the following CPA Review courses starting Fall, 2009 semester:

Fall, 2009:

ACC 535A. Professional Accounting - Financial Accounting and Reporting. 3 hours.

Topics include for profit, not for profit, and governmental organizations financial requirements. Class will meet on Tuesday nights from 6:00-8:30 p.m.

ACC 536A. Professional Accounting - Business Environment and Concepts. 3 hours.

Topics include ethical issues, business law, and federal tax procedures. Class will meet on Wednesday nights from 6:00-8:30 p.m.

Spring, 2010:

ACC 537A. Professional Accounting - Auditing and Attestation. 3 hours.

Topics include planning the engagement, internal control, review of engagement and communicating results. Class will meet from on Tuesday nights from 6:00-8:30 p.m.

ACC 538A. Professional Accounting - Regulation. 3 hours.

Topics include ethical issues, business law, and federal tax procedures. Class will meet from on Wednesday nights from 6:00-8:30 p.m.

These courses are three hours each. A total of six hours of these courses can be applied towards a master's degree in accountancy at UIS. The courses are restricted to graduate and doctoral students in Springfield and graduate students in Peoria.

Information about the Illinois CPA exam can be found at the Illinois Board of Examiners website at <http://www.illinois-cpa-exam.com>. If you are interested in taking one or more of these courses, you must meet the necessary requirements for sitting for the CPA exam, as well as sign up for the correct exam section, before the end of the class. You are also required to take the exam in order to complete the course. All students will receive incomplete grades at the end of the course. These incompletes will remain in the system until you provide the instructor with the results of your exam. If you pass the exam, you will receive an A for the course; if you do not pass, you will receive the grade you earned in the course.

Anyone who is not a current UIS student and who wishes to take one or more of these courses must first be admitted to UIS before they can enroll. Information about admissions to UIS can be found at <http://www.uis.edu/admissions>. If you are interested only in taking one or more of these CPA Review Courses (and not in obtaining a degree), we recommend that you apply to UIS as a non-degree seeking student.

Information about tuition and fees can be found at <http://www.uis.edu/registration/tuition/index.html>. All UIS students, including non-degree seeking students, must pay both tuition and mandatory fees/assessments each semester. These fees are charged to all students, whether they plan to benefit from the fees or not.

XVIII. SUMMARY OF THE MOST IMPORTANT POINTS IN THIS HANDBOOK

You can find your **UIN number** at <http://www.icard.uillinois.edu>. **Memorize** your UIN number and always include it in your emails and phone messages.

Your single most important UIS link is that of your **student account** at <https://apps.uillinois.edu>. Here you register for classes, pay your bills, access your grades, etc.

You can access the **Dynamic Online Schedule** at the following link:
https://ui2web4.apps.uillinois.edu/BANPROD4/bwckschd.p_disp_dyn_sched.

Pay attention to whether you are **conditionally or fully admitted**. Graduate students need to inform the program secretary when they have completed their prerequisites so they can be fully admitted.

Check the **Registration Eligibility** page before you enroll. Try to register as **early** as your Time Ticket permits. You can add and drop classes without penalty until Friday of the first week of the semester.

You must make sure on your own that you have complete the **correct prerequisites** before you enroll in a class. Also you cannot **concurrently** enroll in a prerequisite and its higher level course.

Continually check your DARS to make sure you are on the right track. Most important of all: check your DARS **after you enroll in your final semester but before classes start** to make sure that all the categories for your degree have been met.

DARS classifies not only the courses you are currently taking but the courses you have signed up for during your **next semester as IP** (in progress).

Master's degree students need an **average GPA of 3.0** for their degree (and if you earn a C- or lower grade in a graduate level course, this course will not count towards your degree).

XIX. AFTER GRADUATION

During the last semester of your studies at UIS, not only will you be working to complete your course work, but you may also be looking for employment. The Department of Accountancy has nearly a 100% placement rate. Your faculty adviser will be able to help you look into possible employment opportunities during your last semester of studies at UIS, and the UIS Career Development Center (<http://www.uis.edu/careerservices>) also assists graduates looking for a job.

The best information about accountancy salaries and career opportunities can be found at Robert Half International <http://www.roberthalffinance.com>. This site has a Guide to Accounting & Finance Salaries, which is available for free download. They have this to say about the current outlook for hiring accountancy graduates:

Driven by business expansion and ongoing compliance requirements, hiring activity in accounting and finance remains steady nationwide. The demand has led to increased competition for highly skilled professionals in certain areas, such as internal audit, financial analysis and general accounting.

With some firms struggling to hire adequate staff to keep pace with business needs, top candidates have additional leverage in the job market and may receive multiple employment offers. As a result, companies often pay at the high end of their salary ranges for individuals with the right skills, and signing bonuses are increasingly common. Many firms also are expediting the hiring process, with some extending an offer within a day of interviewing a strong candidate.

The certified public accountant (CPA) designation remains the most in-demand accreditation for a variety of positions. The CPA credential paired with a master of business administration (MBA) degree is a sought-after combination for controllers and chief financial officers (CFOs), as well as for senior financial analysts at some firms.

Employers also seek candidates with designations such as the certified credit executive (CCE), certified fraud examiner (CFE), certified internal auditor (CIA), certified information systems auditor (CISA), certified management accountant (CMA) and certified payroll professional (CPP).

In addition, businesses are hiring accountants who can assist the information technology (IT) department with projects such as systems conversions, enterprise resource planning (ERP) software implementations and automation of internal controls. Proficiency with Microsoft Access and Excel remain requisites for many jobs. For financial analysts, the ability to create reports using applications such as Hyperion or Microsoft SQL Server is critical. Smaller firms seek candidates with knowledge of QuickBooks, Peachtree, Excel and general-ledger software.

Financial professionals increasingly are asked to act as liaisons between IT and accounting departments or between finance and operations, making strong interpersonal abilities essential. Accounting and finance staff are called upon more frequently to explain financial data and concepts to senior management and nonfinancial colleagues, heightening the need for personnel capable of clearly communicating complex information in presentations and in writing.

We encourage you to take a look at the other data at this site for further information about public accounting, job classifications, and regional analyses.

XX. FACULTY & STAFF CONTACT INFORMATION

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APPENDIX I

Accountancy Code of Ethics

Ethical behavior is inherent in the practice of accounting due to responsibilities the profession has toward serving clients, the public, and fellow practitioners. This ethical behavior is reflected in the code of conduct in various accountancy professional organizations. Accordingly, ethical behavior is expected of accountancy students consistent with that of a practicing accountant, which we expect our students to become. As a result, student behavior that is not consistent with high ethical standards will be grounds for expulsion from the Program. Examples of behavior that would be grounds for expulsion include the following. This list is not intended to be all-inclusive:

- Cheating on an examination or other academic endeavor.
- Attempts to obtain instructional materials (test banks, instructor's manuals, etc.) not made available to other students. Students should be aware that all major publishers have assigned a representative to UIS to assist faculty in obtaining instructional materials. These representatives are constantly dealing directly with UIS faculty and staff. All requests for instructional materials must be approved by the representative before they are released.
- Plagiarism. To plagiarize is to present, steal, or pass off the ideas, invention, or words of another as one's own. Plagiarism usually takes one of the following forms and is done without proper acknowledgement: the inclusion of another person's writing in one's own essay, paraphrasing another person's work, presentation of another person's original theories or views, or fabrication of referenced information. Students should be aware that there are now accurate electronic means for faculty to determine whether or not plagiarism has occurred, including plagiarism from the Web or from student peers. Students should be aware that faculty have access to software which helps them check for plagiarism.

Other grounds for dismissal from the Program would include violations of the UIS Student Disciplinary Code published each year in the UIS Student Handbook. The Department of Accountancy reserves the right to expel any student found guilty of academic dishonesty or any other violation of the UIS Student Disciplinary Code from the Department.

Students are expected to display appropriate courtesy to all involved in class sessions. Courteous behavior specifically entails communicating in a manner that respects, and is sensitive to the cultural, racial, sexual and other individual differences in the class

The Department of Accountancy will strictly enforce this Code of Ethics.

APPENDIX II

SAMPLE PETITION AND OTHER UNIVERSITY FORMS

The following petition forms show sample language about the most common student requests. You can copy and paste any of these forms into a new document, insert your own information, sign the form, and then return it to the program secretary for the necessary signatures. (Make sure you delete the "NOTES" language—this only an explanation of what needs to go onto the form.)

A blank Declaration of Major/Minor form is also attached, followed by an Appeal of Academic Suspension form.



UNIVERSITY OF ILLINOIS AT SPRINGFIELD

STUDENT PETITION

Office of Admissions and Records

Name: _____ **Request:** overload

UIN: _____ **Phone:** _____ **Major:** ACC

Street Address: _____ **Adviser:** _____

City/State/Zip: _____ **Date:** _____ **Current Term:** _____

I hereby request permission to
 enroll in 20 semester hours for Fall 2008 semester.

I base this request on the following rationale.

I wish to enroll in the following classes for Fall, 2009 semester:

- ACC 523 Advanced Accounting 3 hours
- ACC 521 Seminar in Gov 3 hours
- ACC 567 Ethics for CPA's 3 hours
- ACC 563 Commercial Law 3 hours
- MIS 513 Man Info Systems 3 hours

My GPA is 3.51, and I feel certain that I will successful complete all these classes.

[NOTES: Enrolling for more than 18 hours during fall or spring semester, or more than 8 hours during summer session, is considered an overload. During fall and spring semesters, more than 20 hours will be approved only under exceptional circumstances. During summer session a maximum of 12 hours may be approved (but only if part of the 12 hours is an AST). When you fill this petition out, make sure you list all the classes you wish to take and your overall GPA.]

Student Signature _____

 Date

APPROVALS
Supervisor/
Instructor _____

 Date

Adviser _____

 Date

Program/Department
Representative _____

 Date

Dean _____

 Date

VCAA _____

 Date

COMMENTS

Date Rec'd. by Office of Admissions and Records

 (Rev. 7/03)



UNIVERSITY OF ILLINOIS AT SPRINGFIELD

STUDENT PETITION

Office of Admissions and Records

Name: Request: participate in commencement

UIN: Phone: Major: ACC

Street Address: Adviser:

City/State/Zip: Date: Current Term:

I hereby request permission to

participate in commencement

I base this request on the following rationale.

By the end of Spring semester I will have completed all my coursework necessary for my degree except for ACC 531 Fraud & Forensic Accounting, which I will complete during Summer semester. I would like to request permission to participate in the commencement ceremony in May.

[NOTES: make sure you indicate what course(s) you will need to take in summer semester to receive your degree. Remember that if you can't finish your courses by the end of the summer, you will be a fall graduate and ineligible to participate in the upcoming commencement ceremony. However, you will then be eligible to participate in the following year's commencement.]

Student Signature _____
Date

APPROVALS
Supervisor/
Instructor _____
Date

Adviser _____
Date

Program/Department
Representative _____
Date

Dean _____
Date

VCAA _____
Date

COMMENTS

Date Rec'd. by Office of Admissions and Records
(Rev. 7/03)



UNIVERSITY OF ILLINOIS AT SPRINGFIELD

STUDENT PETITION

Office of Admissions and Records

Name: _____ **Request:** probation

UIN: _____ **Phone:** _____ **Major:** ACC

Street Address: _____ **Adviser:** _____

City/State/Zip: _____ **Date:** _____ **Current Term:** _____

I hereby request permission to
 enroll in two classes for Fall 2009 semester

I base this request on the following rationale.

I am currently on probation due to a low GPA of 2.31. My grades during Spring 2009 semester were very low due to _____. I wish to enroll in ACC 546 Tax Research in Fall 2009 semester. I am motivated to do a good job this semester and feel certain that I will successfully complete this course.

[NOTES: when you go on probation a hold is places in your account, and you cannot enroll until you submit a petition with language similar to the above. The petition must be approved by your adviser, the chair of the program, and the associate dean (return the petition to the program secretary for the necessary signatures). Please note that students on probation rarely receive permission to enroll in more than 2 or 3 courses for the next semester. When you fill this petition out, please list both your GPA and the courses you wish to enroll in.]

Student Signature _____

 Date

APPROVALS
Supervisor/
Instructor _____

 Date

Adviser _____

 Date

Program/Department
Representative _____

 Date

Dean _____

 Date

VCAA _____

 Date

COMMENTS

Date Rec'd. by Office of Admissions and Records
 (Rev. 7/03)



UNIVERSITY OF ILLINOIS AT SPRINGFIELD
STUDENT PETITION **Office of Admissions and Records**

Name: _____ **Request:** catalog requirements for graduation

UIN: _____ **Phone:** _____ **Major:** ACC

Street Address: _____ **Adviser:** _____

City/State: _____ **Date:** _____ **Current Term:** _____

I hereby request permission to

Graduate according to the requirements of the 2007-08 UIS catalog

I base this request on the following rationale.

I started at UIS in Fall, 2006, but I would like to request that I graduate according to the terms of the 2007-08 UIS catalog. My DARS indicates that I have successfully fulfilled all the necessary requirements.

Student Signature _____
Date

APPROVALS
Supervisor/
Instructor _____
Date

Adviser _____
Date

Program/Department
Representative _____
Date

Dean _____
Date

VCAA _____
Date

COMMENTS

Date Rec'd. by Office of Admissions and Records
(Rev. 7/03)



UNIVERSITY OF ILLINOIS AT SPRINGFIELD
Office of Records and Registration

Request For Change of Curriculum
(Major, Certificate, and/or Minor)

Please complete, print, and return this form to the Office of Records and Registration, University Hall, One University Plaza, MS UHB 1076, Springfield, IL 62703-5407. This form must be received by the posted deadline each semester; forms are processed on a weekly basis. Please be sure to read all information below prior to completing the curriculum portion of the document.

Last Name _____ First Name _____ UIN _____

Mailing Address _____ City _____ State ____ Zip _____

Daytime Phone _____

This form does not imply admission to any program which has additional application procedures in addition to University admission.

UNDERGRADUATE STUDENTS: Students wishing to add secondary or elementary education or change to an online program will have their file submitted to the appropriate program for review and an admission decision. Students wishing to change to accountancy, business administration, economics, or management will have their file sent to the Office of Admission for evaluation of prerequisites.*

GRADUATE STUDENTS: Students must be admitted by a specific graduate academic program. This form will initiate consideration by the newly chosen program, but does not imply admission to that program. Graduate hours already completed are valid only if approved by the new academic program. Please note that if the original graduate application is more than one year old or if other information has changed, you must complete a new graduate application.*

NON-DEGREE STUDENTS: If you are currently a non-degree seeking student and would like to be a degree seeking student, you must fill out a new application.*

*Application and general admission information is available via the web at www.uis.edu/admissions. For assistance with the admission process, please contact the Office of Admissions by calling (217) 206-4847 or by emailing admissions@uis.edu.

Current Curriculum Information

New Curriculum Information

Major or Certificate 1 _____

Major or Certificate 1 _____

Minor 1 _____

Minor 1 _____

Major or Certificate 2 _____

Major or Certificate 2 _____

Minor 2 _____

Minor 2 _____

Effective Semester _____ Effective Year _____

Please note: All requests received after the posted deadline will be effective the following semester.

Student Signature _____

Date _____

For Office Use Only
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Copies: Original (Permanent File) Student Program Office(s)
Records (217) 206-6709 Registration (217) 206-6174 Degree Audits (217) 206-8216 Graduation (217) 206-7730



Appeal of Academic Suspension

NAME: _____ MAJOR: ACC
 UIN: _____ ADVISER: _____
 STREET ADDRESS: _____ DATE: _____
 CITY/STATE: _____ TERM OF SUSPENSION: _____

REQUEST REINSTATEMENT FOR: _____
(year/term)

I request review of my academic suspension from UIS for the following reasons:

[NOTES: you are placed on suspension if you have been on probation for two semesters in a row. You are prevented from enrolling until this Appeal of Academic Suspension form is approved by your adviser, the chair of the program, and the associate dean (return the petition to the program secretary for the necessary signatures). You usually do not need to supply supporting documentation with this form unless they are medical records. Please note that students on suspension rarely receive permission to enroll in more than 1 or 2 courses for the upcoming semester. When you fill this petition out, list your GPA, the courses you wish to take, explain why you went on suspension in the first place, and give plausible reasons why you think you will do better in the upcoming semester.]

In addition to my most recent transcript, I am submitting the following documents in support of this appeal:

APPROVALS The following conditions of reinstatement apply –

ADVISER _____
(Date)

CHAIR/CONVENER _____
(Date)

DEAN _____
(Date)

REINSTATED FOR _____ TERM _____
Date Received by Registrar

OVERRIDE FOR REGISTRATION ONLY _____ TERM

OVERRIDE SUSPENSION FOR _____ TERM

Routing - All copies are to be sent to the Office of Enrollment Services for distribution.

APPENDIX III
ACCOUNTANCY BA & MA DEGREE REQUIREMENTS
(FROM 2009-10 UIS CATALOG)

ACCOUNTANCY

Bachelor of Arts, Master of Arts, Undergraduate Minor

Faculty: Leonard Branson, Thomas Clausen, Jeffrey Decker, Carol Jessup, Karl McDermott, Donald Morris, Carl Peterson, R. Stephen Scott

Emeritus Faculty: Bonnie Moe, John Nosari, David Olson, Donald Stanhope, John Stroope

Contact: (217) 206-6541, acc@uis.edu or www.uis.edu/accountancy

Departmental goals and objectives

The goal of the department is to prepare students for challenging careers and positions of leadership in both the private and public sectors. Specific objectives of the department are 1) to create a professionally oriented learning environment in which disciplinary competencies and professional ethics develop and grow, 2) to emphasize conceptual knowledge and the development of analytical and problem-solving skills, 3) to nurture a sense of personal, professional, and social responsibility, and 4) to serve as an information resource and a networking hub for students, alumni, employers, and professional organizations.

Advising

New students must contact the department for initial advising to plan a program of study that satisfies degree requirements and reflects their interests. Students are also required to access the Degree Audit Reporting System (DARS) throughout their college career to verify that their requirements are being met.

THE BACHELOR'S DEGREE

The bachelor's degree prepares students for careers in business, government, and nonprofit organizations. The objectives of the curriculum are to develop technical competencies in each of the major areas of accounting (financial, managerial, auditing, and taxation) and to provide students with educational qualifications needed for the professional certifications of certified management accountant (CMA), certified internal auditor (CIA), and certified information systems auditor (CISA), and foundational knowledge required for certified public accountant (CPA).

Entrance requirements

All departments in the College of Business and Management require foundation knowledge in accounting, economics, mathematics, statistics, and the behavioral sciences. In addition, the accountancy department also recommends foundation knowledge in computer applications. UIS courses that satisfy the foundation knowledge requirement include:

ACC 211 Introduction to Financial Accounting and
ACC 212 Introduction to Managerial Accounting
ECO 213 Statistics for Business and Economics
MAT 113 Business Calculus (or other calculus)
ECO 201 Introduction to Microeconomics and
ECO 202 Introduction to Macroeconomics
or ECO 315 Economics for Administration
Behavioral science course (psychology, sociology, etc.)

Coursework equivalent to the above will be accepted on approval by the student's adviser. An overall 2.00 GPA in foundation coursework is required.

Major Requirements

To earn a Bachelor's in Accountancy a student:

- Must complete at least 54 semester hours from a 4 year baccalaureate-granting institution;
- Must complete at least 48 semester hours of upper-division (300-400 level) coursework and,
- Must complete at least one half of their business coursework at UIS

College Core	21 Hrs.
(Required of all undergraduate College of Business and Management students)	
ACC 335 Accounting Information Systems*	3 Hrs.
BUS 302 Principles of Financial Management	3 Hrs.
BUS 312 Principles of Marketing	3 Hrs.
BUS 322 Principles of Operations Management	3 Hrs.
BUS 331 Business and Society	3 Hrs.
MGT 310 Managing Organizational Behavior	3 Hrs.
MGT 488 Strategic Management: The Capstone**	3 Hrs.
*Accounting majors must take this course to fulfill the Principles of MIS 352 requirement for the College Core.	
**Prerequisite: All College Core courses, and within 12 hours of graduation or during the student's last semester. A minimum grade of C (2.00) is required in MGT 488.	

An overall 2.00 GPA in college core courses is required.

Accountancy Core	21 Hrs.
ACC 321 Intermediate Financial Accounting I	3 Hrs.
ACC 322 Intermediate Financial Accounting II	3 Hrs.
ACC 323 Intermediate Financial Accounting III	3 Hrs.
ACC 433 Intermediate Managerial Accounting	3 Hrs.
ACC 443 Federal Income Taxation	3 Hrs.
ACC 464 Auditing Concepts and Responsibilities	3 Hrs.
ACC Elective	3 Hrs.
 General Elective	 4-5 Hrs.
 ECCE Requirements	 13-14 Hrs.
U.S. Communities	3 Hrs.
Global Awareness	3 Hrs.
Engagement Experience*	3 Hrs.
ECCE Elective*	3 Hrs.
Speakers' Series	1-2 Hrs.
 Total	 60 Hrs.

*Note: Freshmen and sophomore students should be aware that the Applied Study Term is classified as part of the Engagement Experience and the Elective categories in ECCE. If you wish to do an internship during your senior year, you should not fulfill either the Engagement or the Elective requirements with lower division ECCE courses. You should wait to enroll in 6 hours of AST, which will then fulfill these requirements.

With adviser approval, community college transfer students may waive ACC 321, 322 and 323 if they recently completed equivalent courses with a grade of B or better. Students must complete a minimum of 12 hours in accountancy at the UIS College of Business and Management. Acceptance of accountancy core transfer credit is subject to departmental approval.

Accountancy majors must have a 2.00 overall GPA in accountancy core courses to graduate.

Students should consult with advisers in the major for specific guidance regarding completion of general education requirements.

ACCOUNTANCY MINOR

To earn a minor in accountancy, students must complete at least 15 hours of accountancy courses, including three upper division accountancy courses at UIS. The following courses or their equivalent are required:

ACC 211 Introduction to Financial Accounting (or equivalent)

ACC 212 Introduction to Managerial Accounting (or equivalent)

ACC 321 Intermediate Financial Accounting I

ACC 433 Intermediate Managerial Accounting

Another upper division accountancy course from UIS

An overall GPA of 2.00 in accountancy coursework is required to earn the accountancy minor. Students should consult their academic adviser to ensure that the requirements for a minor are met.

Transferring in College Core Courses (BUS 302, BUS 312, BUS 322, BUS 331, MGT 310, MIS 352, and MGT 488)

The following requirements must be met in order for transfer credit to fulfill an upper division College Core Course requirement:

-The course must be an upper division course

-The course must have been completed within six years prior to admission

-A grade of C or better must be earned in each course requested for transfer

-No more than 3 courses or 9 hours of transfer credit may be used to fulfill CBM College Core coursework

-MGT 488, Strategic Management: The Capstone, must be completed at UIS

THE MASTER'S DEGREE

In addition to providing advanced studies in professional accountancy, the master's degree provides coursework in research methods and related disciplines chosen by the student based on his or her objectives. The degree is largely taught in the seminar and case study format, which serves to enhance communication and critical thinking skills. The master's degree enables students to achieve professional careers in accountancy, as well as to assume leadership roles in both the public and private sectors. It also serves students who wish to meet the 150-hour requirement to sit for the CPA examination.

Entrance requirements

Applicants must have taken the following coursework: introductory courses in financial and managerial accounting, college math through business calculus, principles of economics (micro and macro), statistics, and computer applications (recommended).

For graduate students whose native language is not English, a TOEFL score of not less than 550 (paper-based), 213 (computer-based), and 79 (Internet-based) is required.

Students interested in sitting for the Illinois CPA examination should be aware of the Illinois Board of Examiners' requirement of 24 hours of business courses. Further information about the exam can be found at <http://www.illinois-cpa-exam.com>.

Students can be admitted conditionally until all admissions requirements are met. Students receiving financial aid must be fully admitted after one year in order to maintain their eligibility.

The following undergraduate accountancy courses are also required.

ACC 321, 322 and 323 Intermediate Financial Accounting I, II and III (or equivalent)
ACC 335 Accounting Information Systems (or equivalent)
ACC 433 Intermediate Managerial Accounting (or equivalent)
ACC 443 Federal Income Taxation (or equivalent)
ACC 464 Auditing Concepts and Responsibilities (or equivalent)

An overall GPA of 2.70 in accountancy prerequisite courses is required for full admittance into the master's degree program.

Degree requirements

ACC 583 Accountancy Capstone	3 Hrs.
Accounting topics	21-24 Hrs.
Business and administrative topics	3-6 Hrs.
Total	30 Hrs.

An overall GPA of 3.00 is required to earn the master's degree in accountancy. Also students must earn a grade of C or better in all their courses.

Graduation requirements/master's closure

Students must satisfy all UIS requirements and complete ACC 583 Accountancy Capstone. University policy requires students who do not complete ACC 583 in one semester to enroll in ACC 584 Accountancy Capstone Continuing Enrollment (zero credit hours, one billable hour) each fall and spring semester until the capstone course requirements are met.

Continuing Professional Education

The UIS College of Business and Management is officially recognized by the state of Illinois as a sponsor of continuing professional education (CPE) courses for accountants. Information about specific courses and CPE credit can be obtained by calling the accountancy department at (217) 206-6541.

COURSE DESCRIPTIONS

ACC 211. Introduction to Financial Accounting. 3 hours.

Study of the basic principles, concepts, and procedures for collecting and recording accounting information, and preparation and analysis of financial statements. Examines the accounting cycle and accounting for assets, liabilities, and owners equity.

ACC 212. Introduction to Managerial Accounting. 3 hours.

Continuation of ACC 211. Study of the managerial accounting concepts and procedures that aid managers in planning operations, controlling activities, and making decisions for economic entities. Prerequisite: ACC 211 or equivalent.

ACC 311. Administrative Uses of Accounting. 4 hours.

For students whose objectives are to develop an understanding of uses of accounting information for planning, control, and decision making. Emphasizes accounting processes and measurements, significance and limitations of financial statements, and managerial accounting concepts and applications. Not accepted toward requirements of the Accountancy major or minor degree. Course is restricted to graduate students and non-CBM undergraduate students.

ACC 321. Intermediate Financial Accounting I. 3 hours.

Development and application of accounting theory to issues related to financial statements, assets, liabilities, and measurements of income. Prerequisite: ACC 211 and 212, or equivalent, and familiarity with spreadsheet application software.

ACC 322. Intermediate Financial Accounting II. 3 hours.

Development and application of accounting measurement and reporting issues related to financial statements. Special topics include inventory, investments, property, plant and equipment, depreciation, intangible assets, current liabilities and long-term liabilities. Prerequisite: ACC 321.

ACC 323. Intermediate Financial Accounting III. 3 hours.

Development and application of accounting measurement and reporting issues related to financial statements. Special topics include stockholders' equity, dilutive securities, revenue recognition, accounting for income taxes, accounting for pensions, accounting for leases, accounting changes and errors and full disclosure. Prerequisite: ACC 322.

ACC 335. Accounting Information Systems. 3 hours.

Information system concepts, including accounting transaction cycles and documentation techniques for various technologies, recent trends impacting computerized accounting systems and data management tasks will be addressed, emphasis on design of systems that provide adequate internal control. Prerequisite: ACC 211 and ACC 212, or equivalent, and familiarity with spreadsheet and/or database application software.

ACC 390. Topics in Accountancy. 1 to 4 hours.

Each topic covers a different accountancy concept and may include an intensive workshop. May be repeated for an indefinite number of hours, but particular topics must differ.

ACC 421. Governmental and Nonprofit Accounting. 3 hours.

Major concepts, principles, and objectives of accounting for governmental and other nonprofit entities, with major emphasis on external reporting issues. Prerequisite: ACC 321.

ACC 433. Intermediate Managerial Accounting. 3 hours.

Development of accounting information to assist internal management decision making and use of accounting systems for control to maximize profits consistent with other management responsibilities. Prerequisite: ACC 211 and ACC 212, or equivalent.

ACC 443. Federal Income Taxation. 3 hours.

Basic concepts of federal income taxation as they apply to individuals, corporations, and partnerships; study of current tax legislation and its consequences for social and economic aspects of society. Prerequisite: ACC 211 and ACC 212, or equivalent.

ACC 464. Auditing Concepts and Responsibilities. 3 hours.

Role of the attest function in society and knowledge of concepts and techniques underlying the audit process. An in-depth study of generally accepted auditing and attestation standards as promulgated by the American Institute of Certified Public Accountants. Prerequisite: ACC 321 and ACC 335, or instructor approval.

ACC 490. Advanced Topics in Accountancy. 1 to 4 hours.

Each topic covers a different accountancy concept and may include an intensive workshop. May be repeated for an indefinite number of hours, but particular topics must differ.

ACC 499. Tutorial. 1 to 4 hours.

Independent directed study. May be repeated to a maximum of 4 hours. Prerequisite: Instructor approval.

ACC 508. Seminar in Managerial Accounting. 3 hours.

In-depth study of planning, control, and decision making as they relate to government, not-for-profit entities, and industry. Examines the behavioral accounting literature related to long-term planning (strategic planning), short-term planning (budgeting), organizational control, and decision making. Prerequisite: ACC 433. Restricted to Graduate and Doctoral - Springfield, and Graduate - Peoria.

ACC 509. Management Accounting. 3 hours.

Study of planning and internal management decision making and the use of accounting systems for control. Financial results control systems and alternatives to traditional performance measures will be emphasized for various organizational contexts. Integrated case analysis across functional areas will be used to develop skills in implementing organizational strategies. This is a Core required course for MBA degree. Prerequisite: Completion of all foundation coursework and completion of or concurrent enrollment in BUS 501. Peoria Cohort students must complete all prerequisites prior to enrolling in this course. Not accepted toward requirements of Accountancy degree. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 513. Seminar in Internal and Operational Auditing. 3 hours.

Study of the development of the internal audit profession and governmental auditing. Includes the study of internal audit standards, governmental audit standards, and the application of audit techniques in performing preliminary surveys, compliance, and operational auditing. Prerequisite: ACC 464, or instructor approval. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 521. Topics in Government and Nonprofit Accounting. 3 hours. Analysis of the literature for accounting and reporting for governmental and nonprofit entities, including topics in financial analysis and disclosure quality. Prerequisite should be ACC 321 or permission of the instructor.

ACC 522. Seminar in Financial Accounting. 3 hours.

Objectives of financial accounting and reporting for business and non-business entities, including ethical responsibilities of reporting and disclosure. Various theories of income measurement and asset valuation studied and compared. Prerequisite: ACC 323. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 523. Advanced Financial Accounting. 3 hours.

Application of accounting concepts and principles to a variety of business problems and forms of business organizations including partnerships, business combinations, consolidations, and foreign operations and developing international accounting standards. Prerequisite: ACC 323, or instructor approval. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 524. Advanced Auditing. 3 hours.

Continued study of topics related to the attest function: specifically financial statement auditing, (including the integrated audit for public companies), internal, and operational auditing. An in-depth simulation of GAAS in public accounting practice will be performed. Prerequisite: ACC 464. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 531. Fraud Examination. 3 hours.

Learn basic fraud concepts/schemes. Fraud Examination accounting is becoming an increasingly important area for companies in all industries. This is because fraud has increased to the point that

regulators and investors are no longer willing to turn a blind eye toward the wrongdoings of employees, whether they are CEOs or maintenance personnel. This course will enable individuals to gain an understanding of what kinds of frauds are being committed, and what to look for when trying to uncover them. Prerequisites: ACC 211 and 212, or equivalent. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 535. Professional Accounting – Financial Accounting and Reporting. 3 hours.

Topics include for profit, not for profit, and governmental organizations financial requirements. Students must meet the requirements for sitting for the Illinois Board of Examiner's CPA examination before completing this class. Only 6 hours of Professional Accounting courses may be applied towards the master's degree in accountancy. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 536. Professional Accounting – Business Environment and Concepts. 3 hours.

Topics include business structure, economics, financial management, and use of information technology in accounting, and budgetary and performance issues. Students must meet the requirements for sitting for the Illinois Board of Examiner's CPA examination before completing this class. Only 6 hours of Professional Accounting courses may be applied towards the master's degree in accountancy. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 537. Professional Accounting – Auditing and Attestation. 3 hours.

Topics include planning the engagement, internal control, review of engagement and communicating results. Students must meet the requirements for sitting for the Illinois Board of Examiner's CPA examination before completing this class. Only 6 hours of Professional Accounting courses may be applied towards the master's degree in accountancy. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 538. Professional Accounting – Regulation. 3 hours.

Topics include ethical issues, business law, and federal tax procedures. Students must meet the requirements for sitting for the Illinois Board of Examiner's CPA examination before completing this class. Only 6 hours of Professional Accounting courses may be applied towards the master's degree in accountancy. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 544. Advanced Corporation and Partnership Taxation. 3 hours.

Tax factors affecting business decisions of corporations and partnerships. Advanced development of basic concepts introduced in ACC 443. Prerequisite: ACC 443, or equivalent. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 546. Tax Research. 3 hours.

Advanced topics in taxation with major emphasis on the development of tax research skills. Other topics include tax planning, and ethical responsibilities of a tax professional. Prerequisite: ACC 443, or equivalent. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 550. Professional Education and In-Agency Seminars. 1 to 4 hours.

A maximum of four hours credit may be earned by attending professional education seminars and courses on accounting topics. To receive credit, the student must submit a proposal containing a topical outline and bibliography for approval by the program faculty before attending and prepare a project paper after attending. May be repeated to a maximum of 4 hours. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 563 Commercial Law I. 3 hours.

Study of legal principles and procedures necessary to resolve problems inherent in business transactions with related accounting and auditing implications, emphasizing primary legal subjects important to professional accountants (e.g., contracts, sale of goods, commercial paper, secured transactions and debtor/creditor rights and remedies, including bankruptcy). Involves use of case studies and analysis. Prerequisite: ACC 464. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 564 Commercial Law II. 3 hours.

Study of legal principles and procedures regarding business entities, including partnerships, corporations, LLCs, Federal securities regulations and the Sarbanes-Oxley Act, accountants' legal and professional responsibilities, real property, employment and estates and trusts. Further develops use of written expression to analyze business transaction problems and report resolutions. Prerequisites: ACC 464 and ACC 563. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 565. Information Systems Auditing. 3 hours.

Study of auditing today's highly integrated information systems. Includes electronic data interchange, electronic commerce, data security, data warehousing, evaluation of all aspects of internal control, and risk assessment. Prerequisite: ACC 464 or ACC 512 or instructor approval.

ACC 567. Ethics for CPAs. 3 hours.

This course is designed to provide CPAs and those aspiring to become CPAs with principles and concepts necessary for them to understand and apply the ethics requirements of the AICPA's Code of Professional Conduct along with the ethics requirements of business and industry. Prerequisite: ACC 464. Restricted to Graduate - Springfield, and Doctoral - Springfield.

ACC 568. International Accounting. 3 hours.

Theory and fundamental differences in financial reporting around the world. In depth analysis of accounting systems in major economics from different regions. Additional exposure to international financial analysis, auditing, and managerial control. Prerequisite: ACC 321 or ACC 509. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 579. Fiduciary Law. 3 hours.

Explains the fiduciary's role in administering estates, trusts, guardianships, receiverships and individual's bankruptcy estates, qualifications, duties and liabilities of fiduciaries, accounting requirements of fiduciaries under State Federal legislation, and review Federal tax reporting requirements and tax preparation methodology. Prerequisites: ACC 443 Federal Income Tax. Restricted to Graduate and Doctoral - Springfield, Graduate - Peoria.

ACC 582. Master's Project Continuing Enrollment. 0 hours.

May be repeated. Prerequisite: ACC 581 Restricted to Graduate - Springfield, and Doctoral - Springfield.

ACC 583. Accountancy Capstone. 3 hours.

Analysis of research strategies used in conducting empirical research in the fields of financial accounting, taxation, auditing, managerial, and governmental accounting. This course is designed to be the closure course in the accountancy master's program. NOTE: If this course is not completed during the initial four hour enrollment, students must register for ACC 584 for zero credit hours (one billable hour) in all subsequent semesters until the course is completed. Prerequisite: Completion of all undergraduate prerequisite courses and 20 hours of master's level accountancy courses. Restricted to Graduate and Doctoral - Springfield, and Graduate - Peoria.

ACC 584. Accountancy Capstone Continuing Enrollment. 0 hours.

Refer to NOTE in course description of ACC 583. May be repeated. Restricted to Accountancy. Restricted to Graduate and Doctoral - Springfield, and Graduate - Peoria.

ACC 590. Topics in Accountancy. 1 to 4 hours.

Each topic covers a different accountancy concept and may include an intensive workshop. May be repeated for an indefinite number of hours, but particular topics must differ. Restricted to Graduate and Doctoral - Springfield and Graduate - Peoria.

ACC 599. Tutorial. 1 to 4 hours.

Independent directed study. May be repeated to a maximum of 4 hours. Prerequisite: consent of the faculty member. Restricted to Graduate and Doctoral -Springfield and Graduate - Peoria.