



**Business**

FLORIDA INTERNATIONAL UNIVERSITY

# Master of Accounting Program Information & Policies

*Graduate Accounting Programs  
Florida International University  
University Park, MANGO 357  
11200 SW 8<sup>th</sup> ST  
Miami, Florida 33199  
<http://macc.fiu.edu>  
<http://business.fiu.edu>*

This manual is intended for the communication of the main policies and procedures for the MACC Program. Its content may be subject to change. **Enrollment in the MACC program serves as an understanding and acceptance of these policies.**

## ***Personnel Contact Information***

### **Academic Personnel**

#### **Interim Director, School of Accounting:**

Dr. Mark Myring [mmyring@fiu.edu](mailto:mmyring@fiu.edu) 305-348-2581

#### **Faculty Director, Master of Accounting:**

Dr. Krishnamurthy Surysekar [suryseka@fiu.edu](mailto:suryseka@fiu.edu) 305-348-3501

### **Administrative Personnel (Program Staff)**

**Assistant Director:** Cristobal Ruiz [crisruiz@fiu.edu](mailto:crisruiz@fiu.edu) 305-348-3241

**Program Manager:** Cynthia Teijeiro [cteijeir@fiu.edu](mailto:cteijeir@fiu.edu) 305-348-7564  
Leisy Ponce [lponce@fiu.edu](mailto:lponce@fiu.edu) 305-348-2861

**Graduate Advisors:** Natalie Duarte [gradadv@fiu.edu](mailto:gradadv@fiu.edu) 305-348-3501

## **I. ADMISSION POLICIES**

### **1. REQUIREMENTS**

Hold a four-year accounting or business\* Bachelor's degree from an accredited college or university;

Be in good standing with all previously-attended colleges and universities.

Show high promise of success in graduate studies as determined by the faculty based upon a minimum score of 500 on the Graduate Management Admission Test (GMAT) score. The GMAT requirement will be waived if the student has a:

- a. business graduate degree from an AACSB accredited university;
- b. passed all parts of the CPA exam or;
- c. obtained an undergraduate accounting OR business degree from an AACSB accredited school with a GPA of at least 3.25 in their upper-level undergraduate coursework

**TOEFL or IELTS SCORES:** If you earned your bachelor's degree in a country whose official language is not English, you must demonstrate English proficiency by taking either the TOEFL or IELTS. Minimum scores for the TOEFL are: 550 paper-based, 213 computer-based and 80 internet-based. Minimum score for the IELTS is 6.5. When requesting the official scores, please refer to the Florida International University Institution code 5206. The MACC program does not accept course transfers or non-degree seeking students.

***\*Students with a business degree (or with a business/accounting degree from overseas) will have to complete pre-requisite courses prior to starting the Master of Accounting.***

## **II. ADMINISTRATIVE POLICIES**

### **2. REGISTRATION**

Students will be registered for courses by the Program Manager prior to the beginning of each semester. As a lockstep/cohort program, we will follow the schedule that was established at the beginning of the program. The Program Staff will inform students once the registration process is complete and payment can be processed.

Holds on your account are included in your [my.fiu.edu](http://my.fiu.edu) session. Any registration holds (past due, insurance, immunization, parking) must be cleared by the student prior to the registration period. Students will be charged a late fee if registered after the first day of class.

Any variations made to the student's program of study will have to be approved by the Director prior to the beginning of the term.

### **3. DROPPING A CLASS**

It is the student's responsibility to inform the Program Staff in the event that the student desires to drop a class. Dropping classes in the system will be done by Program Staff only and should **not** be done by the student. Students have until the day before the second class session to drop with a full refund. After that, all financial obligations remain the student's responsibility.

### **4. TUITION AND FEES PAYMENT**

All students are fully responsible for maintaining their accounts in good standing. Payment in full for all classes in the semester is due by the start of the semester. The timely payment of tuition is the responsibility of the student. Late fees are assessed for any payments made after the due date. Failure to make payment by such deadlines will lead to an administrative drop. Reinstatement can only be processed if the student pays the fees due up front. If the student is reinstated, it is the responsibility of the student to pay the late registration fees as well. Program staff will NOT be allowed to reinstate a student in his/her course(s) should the student be administratively dropped for non-payment.

Please note that all students are responsible for applying for Financial Aid in a timely manner. Note that you are required to apply for aid each ACADEMIC year, which begins in the Fall. If a student has been awarded financial aid, it is the student's responsibility to pay for the difference, if any, between the awards and the semester's fee. It is also the student's responsibility to follow up with the Financial Aid office promptly on the status of these awards, and accepting them each term. No financial aid will be disbursed without the student accepting the award.

If a student is receiving a tuition reimbursement from his/her employer, the Program Director will provide the student's employer with a letter certifying the student's completion of the course, grade earned, and tuition paid. Note that this letter will be drafted only upon the student's request and once all grades for the semester have been posted.

## **5. COURSE EVALUATIONS / EXIT SURVEYS**

It is mandatory that all students complete individual course evaluations and an exit/career survey at the end of the program. All evaluations are anonymous.

Grades will be available approximately two weeks after the completion of class. Students will be able to view and or print grades from Panther soft.

## **III. ACADEMIC POLICIES**

### **1. INCOMPLETES**

An incomplete grade is a temporary symbol given at the discretion of the instructor for work not completed because of serious interruption not caused by the student's own negligence. An incomplete must be made up as quickly as possible, but no later than two consecutive semesters after the initial taking of the course or it will automatically default to an "F" or the grade the student earned in the course. There is no extension of the two semester deadline. The student must not register again for the course to make up the incomplete. Students who have incomplete grades on their records must remove the incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of graduation.

In such cases where the course instructor determines it appropriate to award a student a grade of "I" (incomplete) an official University form must be completed including the following:

- 1) The grade the student has earned to date
- 2) The missing work and the percentage of the final grade it represents (this requires details of the specific assignment)
- 3) The date the instructor expects the missing work to be submitted or in the case of an examination made up
- 4) The justification for awarding the grade of "I"
- 5) Student signature
- 6) Copies are provided to the student, professor, Department chair and Dean
- 7) Upon satisfying the requirements for a grade the instructor will sign off on the form and attach it to the change of grade form.

### **2. FORGIVENESS POLICY**

A course may be repeated in order to fulfill graduation requirements however all attempts will be used in the calculation of GPA. All attempts and all courses will appear on the student's permanent record.

### 3. ACADEMIC WARNING/PROBATION/DISMISSAL

In accordance with University Graduate School policies,

“A graduate student whose cumulative graduate GPA falls below a 3.0 will be placed on warning, indicating academic difficulty.”

“A graduate student on warning whose cumulative graduate GPA remains below 3.0 in the following semester will be placed on probation, indicating serious academic difficulty.”

“A graduate student on probation whose semester GPA falls below a 3.0 will be automatically dismissed from the program and the University.”

Note that the 3.0 GPA rule will include all graduate-level courses which a student may have taken at FIU.

### 4. WITHDRAWAL/LEAVE OF ABSENCE

Students who are currently enrolled in the program have made the commitment to complete the program within the required time frame. However, under extenuating circumstances, the student may request to withdraw or take a leave of absence from the program. The student will be required to provide written documentation, requesting to either completely withdraw or take a leave of absence from the program.

If a student is absent from the program for more than two semesters, the student must apply for Readmission. Upon applying for readmission, the student will be required to adhere to any new admission and/or program requirements. Note that credit for graduate-level classes is effective for the purposes of pursuing a degree for up to six years after the completion of the class.

### 5. GRADUATION and COMMENCEMENT

At the beginning of the last semester in the program, students need to log into Panther soft and fill out their graduation application by deadlines established by the University.

**Students are entirely responsible for applying for Graduation in a timely manner and obtaining updates on Commencement information and deadlines.**

Please note that a student must have at least a 3.0 cumulative GPA and a “C” or higher in all 10 courses completed at FIU in order to be eligible for graduation.

Per University policy, all students are required to be enrolled in classes during the term in which they graduate.

### 6. ATTENDANCE

Participation in class is important for your success in the program and attendance is therefore mandatory. Each Faculty member is responsible for the attendance policy in his/her class and students should abide by individual course guidelines with regards to attendance policy.

## **7. CONDITIONAL HOLDS**

Students who were admitted without providing official documents (e.g. GMAT scores, transcripts, proof of undergraduate degree) have a “Conditional 1” hold placed on their student account. The student must provide the required documents by the end of the completion of the first semester in the program. Students who do not supply this documentation within the first semester cannot be registered for classes beyond the first semester.

Students who were admitted under a “Conditional 2” basis must obtain a 3.25 GPA or higher in the first semester of the program. If you do not meet the 3.25 GPA requirements in the first semester, you will be dropped from the program.

## **8. STUDENT CODE OF STANDARDS**

The 2019-2020 Student handbook includes the University’s Student Code of Standards, and other important information. The handbook can be found in the following link <https://studentaffairs.fiu.edu/get-involved/campus-life/mmc/assets/handbook-2018-2019-compressed.pdf> Students are encouraged to carefully read this code of standards, as it is a requirement of the university that they abide by it. Students are especially encouraged to read the section on “Academic Integrity” for definitions on Academic misconduct (cheating, plagiarism, misrepresentation, misuse of computer services, falsification of records, academic dishonesty, among others; Pg. 80 of the 2018-2019 handbook).

## **9. ACADEMIC DISPUTES**

Please communicate any academic concerns or disputes to the related Faculty member first. If the concern is not addressed, please contact the Director of the School of Accounting for further actions.

## **III. EMERGENCY POLICY**

In the event of an emergency, the program will follow the University’s policy. Should the University be closed for any reason, classes will be cancelled. In order to access information about the FIU Emergency Management office and to be updated you can check online at <http://dem.fiu.edu> . In the case that class (is) are cancelled, scheduled weekends and/or days off will be reserved as make-up classes.