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Congratulations on being admitted into a graduate business program at Cal Poly Pomona.

As a graduate student, you have already obtained several notable accomplishments that include: earning a Bachelor’s Degree with a high overall grade point average, achieving an acceptable GMAT score, and completing the necessary work experience requirements for your graduate program of study.

We congratulate you on your desire to seek advanced knowledge, challenge yourself and advance your career through studying for a graduate degree. Along with admittance into Cal Poly Pomona’s graduate business program, we have certain expectations to which all graduate business students must adhere in order to advance successfully toward earning a graduate degree. These expectations are described below:

- **Strive for Excellence.** As a graduate student, you can be bold and inquisitive. Don’t be afraid to take a risk. You are part of a learning community with exceptional people, like yourself. Sharing your experience and business knowledge enriches the class environment for everyone in the program. This can include participating in class, team projects, reading, listening and sharing your own work experience with your fellow classmates.

- **Develop and Challenge Yourself.** Being a graduate student at CPP gives you an opportunity to challenge yourself and take advantage of opportunities both in and outside the classroom. For example:
  - The college has a business fraternity, Beta Gamma Sigma that graduate students can participate in.
  - Seminars in data analytics, LinkedIn and other topics. As a student at CPP, you have full access to Lynda.com.
  - Speaker series on different aspects of business. The college has hosted notable speakers such as Daymond John (Shark Tank), Josh Altman (Million Dollar Listing) and Randy Zuckerberg (Facebook).
  - Research projects with faculty.

- **Team Projects/Polytechnic Education.** Cal Poly is known for taking a hands on approach to learning. You will not only learn current business theory, you will be asked to apply it to your job and to classroom cases and projects. Working on a team gives you a chance to develop your leadership, communication and analytic skills.

- **Building Relationships.** As a graduate student, participating in class, on team assignments and graduate student events gives you a chance to grow your network. Knowing a diverse group of fellow students from different industries can help you build long-term relationships, with people who can advise and mentor you or possible help you in your career.
You are probably already good at balancing work and family. Adding school onto a busy schedule can be very challenging. If for any reason, you find yourself struggling, go see the Graduate Student Advisor (Leah Litwack, llitwack@cpp.edu). We are committed to your success and often problems that come up during your time at CPP are things that we can help you with.

Congratulations again on being accepted into a Business Graduate program at Cal Poly Pomona. We warmly welcome you to a dynamic business school with opportunities to learn and explore topics that will enhance your future.

Erik Rolland, Ph.D.
Dean,
College of Business Administration

Ruth Guthrie, Ph.D.
Director of Graduate Programs
Professor of Information Systems
College of Business Administration
ACADEMIC INTEGRITY & STUDENT CONDUCT

At the California State Polytechnic University Pomona honesty and integrity are fundamental values that guide and inform us as individuals and as a community. The academic culture requires that each student takes responsibility for learning and for producing work that reflects their intellectual potential, curiosity, and capability.

**Academic Integrity:** Students should understand or seek clarification about expectations for academic integrity in their courses (including no cheating, plagiarism, or inappropriate collaboration); neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading; take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action. Check Student Conduct Code and Academic Policies on university website for more details.

Lack of / misunderstanding of what constitutes academic integrity is not an excuse for academic misconduct. If a student is in doubt about appropriate academic conduct in a particular situation, he or she should consult with the instructor in the course to avoid the serious charge of academic misconduct.

As part of your responsibility for academic integrity, you must appropriately cite sources you quote and / or significantly paraphrase. Your instructors will let you know which citation format they prefer (e.g., MLA or APA).

Finally, you are strongly encouraged to familiarize yourself with the University policy on academic integrity, available for your review in the University catalog, as well as the University’s policy on intellectual property, available for your review here. If you have questions about the University’s intellectual property policy, please contact the University’s Office of Technology Transfer and Industry Clinic.
RESOURCES FOR STUDENTS

Graduate Business Office

Hours of Operation: Monday to Friday from 8:00 a.m.-5:00 p.m.
Location: Building 164, Room 1039.
Telephone: (909) 869-2363.
Email: askgbaadvisor@cpp.edu.

GBA Director
Dr. Ruth Guthrie
Email: raguthrie@cpp.edu

Administrative Support Coordinator
Marcus Suarez
Email: masuarez@cpp.edu

Graduate Advisors Information

MBA Advisor
Leah Litwack
Location: Building 164, Room 1039
Telephone: (909) 869-4894
Email: llitwack@cpp.edu

MSA Advisor
Dr. Meihua Koo
Location: Building 164, Room 2085
Telephone: (909) 869-4531
Email: mkoo@cpp.edu

MSBA Advisor
Dr. Zhongming Ma
Location: Building 164, Room 3017
Telephone: (909) 869-3242
Email: zma@cpp.edu

General Student Resources can be located here

Graduate and University Forms

Master’s Contract
The graduate contract, also known as the “program of study” lays out the courses you need to complete for your graduate business degree. Students will work with their advisor to fill out and complete the contracts. Contracts are approved by the department and Graduate Studies. Contracts can be amended if students’ academic plan changes. Program contracts are located in appendix A.

Petition to Drop after 3rd Week (PDF)
Use this form to request to drop a course after the regular add/drop period.

Graduate Academic Petition (PDF)
The purpose of a Graduate Academic Petition is to amend item(s) that have been established in the student’s contract. There are three main purposes for the Graduate Academic Petition: Course Substitution, Waive Residency, and Time Extension. This form will require the signature of the student, Graduate Advisor, and Associate Dean.

**Leave of Absence Form (E-Forms)**
Use this form to formally request a Leave of Absence - thereby maintaining your “active” status if you’re not going to be attending courses for more than two semesters in a row. Log into E-Forms using your BroncoName credentials. Your username may appear capitalized, however your password is still case sensitive. If you have any issues logging in, please contact reg-eforms@cpp.edu for assistance.

**Report of Culminating Experience (RCE) (PDF)**
This form is required by Graduate Studies as proof of completion of terminal option (Project, Thesis, or Comprehensive Exam). A report completed by the student and a supervising faculty member attesting to the student’s completion of his / her culminating experience. The report must be completed by all graduate students applying to graduate; it is kept on file by the Evaluations Office as part of your permanent file. Log into E-Forms using your BroncoName credentials. Your username may appear capitalized, however your password is still case sensitive. If you have any issues logging in, please contact reg-eforms@cpp.edu for assistance.

**Duplicate Diploma Request Form (PDF)**
Use this form to request a duplicate diploma from the Registrar’s Office.

**Graduation Writing Test**
Every student who earns a degree from Cal Poly Pomona must either pass or waive the Graduation Writing Test, informally known as the GWT. If your undergraduate degree is from a California State University campus, you may have already met the requirement; in that case, you do not need to meet the requirement again. On some CSU campuses, the writing proficiency requirement is met with a course; on others, such as Cal Poly Pomona, an exam is required. You can find more information about the GWT at [this link](#).

**Change of Degree Objective (PDF)**
A graduate student may only be enrolled in one graduate degree program at a time at Cal Poly Pomona. If at any point you decide to change from one degree program to another (for example, from the MBA to the MSBA), you must complete a form to let the University know.

**Master’s Degree Continuation**
The title of the course numbered GBA 6990. GBA 6990 is a zero-unit course. GBA 6990 serves two important purposes: (a) to ensure, in accordance with University policy, that graduate students are currently enrolled (not on leave status) in the semester they complete their degree and (b) to give graduate business students ongoing access to University resources. Although a zero-unit course, GBA 6990 does have an associated fee. You should register for GBA 6990 only after you reach the maximum number of units for your culminating experience; advancement to candidacy is the required prerequisite for GBA 6990, and it is graded on a credit / no-credit basis.
Culminating Experience
Title V of the California Education Code requires all master’s degrees to include a culminating experience that provides each degree candidate the opportunity to demonstrate their learning. In the MBA program, students may choose either the Comprehensive Exam or the Master’s Degree Project. In the MSBA program, students complete the Comprehensive Exam. You’ll learn additional details about your degree’s culminating experience as you draw nearer to its completion.

Confer Degree
The last stage of your graduate degree. To be advanced to candidacy, you must meet all the following conditions: approved contract on file, GPA of at least 3.0, all your coursework completed, Graduation Writing Test passed and any other conditions set by the College satisfied. You may only register for your degree’s culminating experience when you have advanced to candidacy.

Disqualification
A graduate student is disqualified from study at Cal Poly Pomona if, at any time, one of the following conditions is true:

- After the completion of 12 semester units of post-baccalaureate work, the Cal Poly Pomona or overall GPA falls below 2.3;
- After the completion of 24 semester units of post-baccalaureate work, the Cal Poly Pomona or overall GPA falls below 2.7;
- After the completion of 36 semester units of post-baccalaureate work, the Cal Poly Pomona or overall GPA falls below 2.9.

Students who are disqualified must “sit out” at least one semester. If you are disqualified, please check with an academic advisor in the Graduate Business Programs Office for additional details.

University Catalog & Academic Calendars
For graduate curriculum information, you can go to University Catalog. Other useful information can be found on Cal Poly Pomona Online Service (MyCPP) which includes:

- Academic Calendar
- Final Exams Schedule
- Schedule of classes

Academic & Support Resources
Cal Poly Pomona offers a wide variety of academic and support resources.

- General Academic Resources
- Special Programs & Support Resources
- Computing
- Resources for International Student
- Disability Resource Center
- Tutoring and Learning Services
Registrar
The University Registrar offers a variety of services from enrollment and registration to providing transcripts.

- About the Registrar
- Registration
- Graduation
- Our Services
- Order Transcripts
- Contact Us

Registration
Registration appointments are assigned approximately one week prior to registration for the next term (subject to change when the University converts to a semester calendar). Appointments may be viewed online in the Student Center in Bronco Direct. Unit limitations apply to each of the registration periods.

Graduate Studies
Provides leadership to graduate programs, overseeing the support and academic integrity of these programs. For information visit their website [Grad Studies](#).

Graduate Studies Handbook (PDF) A handbook with general information about all graduate programs at Cal Poly Pomona.

Graduation
Master’s Contracts must be on file in the Registrar’s Office to process Graduation Checks. [Graduate students in Business do not have to complete a Request for Graduation Check form](#). In lieu of having a graduation check, they will be able to access their Degree Progress Report. Once the approved Program of Study "Contract" has been received in the Registrar’s Office from the Graduate Studies Office it will be reviewed by a Transfer and Graduation Advisor and noted on the DPR as the graduation check.

For more information Applying for Graduation, [click here](#)
Comprehensive Exam – Grading Policy

See exam grading policy, exam components, information on study guides and formula sheets in the Graduate Programs Office.

**MBA Policy:**

Faculty evaluating the comprehensive examination shall assign grades of pass, low pass or fail depending on the quality, completeness and accuracy of the response. Students need to earn a pass or low pass on all 4 sections to pass the comprehensive examination.

If a student receives a fail grade on one section and a pass on all other sections, he or she must re-take only the failed section of the examination. The re-take of the failed section must take place the next time the examination is offered to allow time for necessary preparation for successful completion of this requirement. The student must earn a low pass or pass rating on the repeated section for successful completion of the comprehensive examination.

If a student receives a FAIL grade on any repeated section, he or she will have to retake the entire comprehensive examination (all four sections) the next time it is offered.

If a student has 2 or more fail grades OR one fail grade and one or more low pass grades, he or she will have to retake the entire comprehensive examination (all four sections) the next time it is offered to allow time for necessary preparation for successful completion of this requirement. The student must earn a low pass or pass rating on the repeated sections for successful completion of the comprehensive examination.

Students only have one attempt to re-take the entire comprehensive examination, for a maximum total of two attempts. If a student earns a fail grade in any section of the exam in their second attempt, they have failed to demonstrate satisfactory completion of the comprehensive exams, a requirement of the MBA degree. This will result in a dismissal from the program and the degree will not be granted.

The written comprehensive examination shall be offered at least fall and spring semesters. It is normally scheduled approximately one or two weeks prior to the last day of instruction. The exam is not administered in the summer. The duration of the written comprehensive examination shall be a total of four hours.

**MSBA Policy:**

Faculty evaluating the comprehensive examination shall assign grades of pass, low pass or fail depending on the quality, completeness and accuracy of the response. Students need to earn a pass or low pass on all 3 sections to pass the comprehensive examination.
If a student receives a fail grade on one section and a pass on all other sections, he or she must re-take only the failed section of the examination. The re-take of the failed section must take place the next time the examination is offered to allow time for necessary preparation for successful completion of this requirement. The student must earn a low pass or pass rating on the repeated section for successful completion of the comprehensive examination.

If a student receives a FAIL grade on any repeated section, he or she will have to retake the entire comprehensive examination (all three sections) the next time it is offered. If a student has 2 or more fail grades OR one fail grade and one or more low pass grades, he or she will have to retake the entire comprehensive examination (all three sections) the next time it is offered to allow time for necessary preparation for successful completion of this requirement. The student must earn a low pass or pass rating on the repeated sections for successful completion of the comprehensive examination.

Students only have one attempt to re-take the entire comprehensive examination, for a maximum total of two attempts.

If a student earns a fail grade in any section of the exam in their second attempt, they have failed to demonstrate satisfactory completion of the comprehensive exams, a requirement of the MSBA degree. This will result in a dismissal from the program and the degree will not be granted.

The written comprehensive examination is normally scheduled approximately two or three weeks prior to the last day of instruction. The exam is not administered in the summer. The duration of the written comprehensive examination shall be a total of three hours.

**MSA Comprehensive Examination Policy**

The written comprehensive examination is based only on required courses. The comprehensive examination is a two-day examination. On each day, students select two sections/topics to answer. The duration of the written comprehensive examination shall be a total of four hours on each examination day.

Each faculty evaluating the comprehensive examination shall assign a grade of 0-100 scale depending on the quality, completeness and accuracy of the response. Students need to earn an average of 70 points (letter grade of “C” or above) on all 4 sections/topics to pass the comprehensive examination.

If a student receives a fail grade on the comprehensive examination, he or she must re-take the entire comprehensive examination. The re-take must take place the next time the examination is offered to allow time for necessary preparation for successful completion of this requirement. Students only have one attempt to re-take the entire comprehensive examination, for a maximum total of two attempts. If a student earns a fail grade in the examination in the second attempt, he or she has failed to demonstrate satisfactory completion of the
comprehensive examination, a requirement of the MSA degree. This will result in a dismissal from the program and the degree will not be granted.
ASSESSMENT

The College of Business Administration is committed to assuring the quality of its graduate programs, and assessment of program-level learning goals is an important part of this process. Assessment activities are carried out in some in selected courses. These typically include assignments, tests, and peer evaluations, and their impact on course grades is at the discretion of the instructor. The purpose of assessment is to ensure that learning goals are being met at the program level, and to identify opportunities for quality improvement.

For more information on the learning goals for each program, the assessment process and rubrics related to assessment, visit the CBA GBA Website.

These learning goals for Master of Business Administration (MBA), Master of Science in Business Administration (MSBA), and Master of Science in Accountancy (MSA) are shown below:

MBA Learning Goals

- **Goal 1. Communication Skills** – MBA graduates will be able to communicate effectively both orally and in writing.
- **Goal 2. Analytical Problem Solving** – MBA graduates will be able to use analytical techniques and information technology to solve business problems.
- **Goal 3. Functional Knowledge** – MBA graduates will demonstrate knowledge of fundamental principles in business disciplines and the ability to integrate knowledge across disciplines.
- **Goal 4. Global Perspective** – MBA graduates will understand the impact of globalization on the business environment.
- **Goal 5. Ethical Awareness** – MBA graduates will be aware of ethical issues and responsibilities in business environments.
- **Goal 6. Teamwork** – MBA graduates will be able to work effectively in teams and apply leadership skills towards the achievement of a common goal.
MSBA Learning Goals

Goal 1. **Communication** Skills – MSBA graduates will be able to communicate effectively both orally and in writing.

Goal 2. **Analytical Problem Solving** Skills – MSBA graduates will be able to use analytical techniques and information technology to solve business problems.

Goal 3. **Functional Knowledge** - MSBA graduates will demonstrate knowledge of fundamental principles in information assurance and its legal environment and the ability to integrate knowledge across disciplines.

Goal 4. **Ethical Awareness** – MSBA graduates will be aware of ethical issues and responsibilities in business environments.

MSA Learning Goals

Goal 1. **Communicate** effectively, both orally and in writing.

Goal 2. Respond to open-ended, unstructured problems by **thinking critically and analytically**.

Goal 3. Identify and discuss current issues in diverse areas of **accounting theory and practice**.

Goal 4. **Function effectively in teams** in classroom and/or professional contexts.

Goal 5. Respond to **ethical issues** and responsibilities in business environments.
### APPENDIX A

**MBA Contract**

**Master’s Contract**

**Master of Business Administration**

The original form must be submitted to the Graduate Studies Office after approval from the Graduate Programs director and Associate Dean.

Name:      Bronco ID:       Email:

Catalog year:

#### Courses to be completed for the MBA degree

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Waived</th>
<th>Units</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prerequisite Courses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Economics</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Business Statistics</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Accounting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Marketing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Finance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MBA Required Courses (24 units):</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. GBA 6080: Accounting and Managerial Decisions</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2. GBA 6150: Leadership and Ethics in Organizations</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3. GBA 6520: Marketing Management Applications</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4. GBA 6050: Data Analytics and Modeling</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>5. GBA 6250: Operations and Supply Chain Management</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>6. GBA 6450: Financial Decision Making</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>7. GBA 6730: Strategic Information Technology</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>8. GBA 6870: Management Strategies</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>MBA Elective Courses (9 units):</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Elective 1:</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2. Elective 2:</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>3. Elective 3:</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>MBA Culminating Experience (1 unit or 3 unit)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. GBA 6970: Comprehensive Exam</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2. GBA 6950: Business Research Project (requires Director’s approval)</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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**FOR GRADUATE STUDIES OFFICE ONLY USE**

First Program Course taken: Semester: Year:

Completion required by: Semester: Year:

Contract Received: By: Date:
### MSBA Contract

**Master’s Contract**

**Master of Science in Business Administration Option in Information Assurance**

The original form must be submitted to the Graduate Studies Office after approval from the MSBA Coordinator and Associate Dean.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Bronco ID:</th>
<th>Email:</th>
</tr>
</thead>
</table>

**Catalog year: 2019 – 2020**

#### Courses to be completed for the MSBA degree

<table>
<thead>
<tr>
<th>MSBA Required Courses (30 units):</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CIS 4333 Information Systems Auditing</td>
<td>3</td>
</tr>
<tr>
<td>2. GBA 6050 Data Analytics and Modeling</td>
<td>3</td>
</tr>
<tr>
<td>3. GBA 6270 Computer Based Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>4. GBA 6600 Legal Environment of IS</td>
<td>3</td>
</tr>
<tr>
<td>5. GBA 6730 Information Systems Seminar</td>
<td>3</td>
</tr>
<tr>
<td>6. GBA 6760 Managing the Cloud Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>7. GBA 6770 Advanced IS Auditing</td>
<td>3</td>
</tr>
<tr>
<td>8. GBA 6780 Security and Privacy in IS</td>
<td>3</td>
</tr>
<tr>
<td>9. GBA 6810 GBA Digital Forensics</td>
<td>3</td>
</tr>
<tr>
<td>10. GBA 6850 Advanced Computer Forensics</td>
<td>3</td>
</tr>
</tbody>
</table>

**MSBA Culminating Experience (1 unit):**

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. GBA 6970: Comprehensive Exam</td>
</tr>
</tbody>
</table>

Total semester units required: 31

---

**FOR GRADUATE STUDIES OFFICE ONLY USE**

First Program Course taken in Semester:   Year:

Completion required by Semester:   Year:

Contract Received by:   Date:

---

Student Signature   Date

MSBA Coordinator   Date

Associate Dean   Date

Graduate Studies Analyst   Date

August 15, 2019

Revised August 15, 2019
## Courses to be completed for the MSA degree

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Waived?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prerequisite/foundation Courses (not applicable to degree) (15-18 units):</strong></td>
<td>Yes No</td>
</tr>
<tr>
<td>1.ACC 4510: Accounting Information Systems</td>
<td></td>
</tr>
<tr>
<td>2.ACC 3210: Cost Accounting</td>
<td></td>
</tr>
<tr>
<td>4.ACC 4810: Auditing Theory</td>
<td></td>
</tr>
<tr>
<td>5.ACC 4310: Taxation of Individuals</td>
<td></td>
</tr>
<tr>
<td><strong>MSA Required Courses (21 units):</strong></td>
<td></td>
</tr>
<tr>
<td>1. Acc 6000: Business Valuation Using Financial Statements</td>
<td>3</td>
</tr>
<tr>
<td>2. Acc 6100: Internal Control &amp; Corporate Governance</td>
<td>3</td>
</tr>
<tr>
<td>3. Acc 6200: Assurance and Regulation in Accounting</td>
<td>3</td>
</tr>
<tr>
<td>4. Acc 6300: International Accounting Issues</td>
<td>3</td>
</tr>
<tr>
<td>5. Acc 6400: Management Accounting Seminar</td>
<td>3</td>
</tr>
<tr>
<td>6. Acc 6600: Contemporary Accounting Issues</td>
<td>3</td>
</tr>
<tr>
<td>7. Acc 6900: Strategic Tax Planning</td>
<td>3</td>
</tr>
<tr>
<td><strong>MSA Elective Courses (9 units):</strong></td>
<td></td>
</tr>
<tr>
<td>1. Elective 1:</td>
<td>3</td>
</tr>
<tr>
<td>2. Elective 2:</td>
<td>3</td>
</tr>
<tr>
<td>3. Acc 421/ACC 4811: Accounting Ethics or Elective 3:</td>
<td>3</td>
</tr>
<tr>
<td><strong>MSA Culminating Experience (1 unit):</strong></td>
<td></td>
</tr>
<tr>
<td>4. GBA 6970: Comprehensive Exam</td>
<td>1</td>
</tr>
</tbody>
</table>

*Total semester units required: 31 semester units*

---

**FOR GRADUATE STUDIES OFFICE ONLY USE**

First Program Course taken: Quarter: Year:

Completion required by: Quarter: Year:

Contract Received: By: Date:

---

Student Signature Date

Graduate Coordinator Date

Associate Dean Date

Graduate Studies Analyst Date

Revised August, 201