



## Master of Science in Accounting Program Handbook

### Welcome

The Master of Science in Accounting is designed to provide professional preparation at the graduate level for students wishing to pursue careers and advancement in taxation, public accounting, managerial or corporate accounting, and government. Our graduate courses help students extend and integrate their accounting knowledge by building on the knowledge received in undergraduate programs. The MS in Accounting also provides the necessary accounting course work for sitting for the CPA exam in Nevada.

Students may pursue either a full-time or part-time course of study to complete the 30-credit program. Students need not have an undergraduate degree in accounting or business. However, those without the undergraduate coursework on which the program builds will be required to complete those courses in addition to the 30-credit program.

Pursuing a career in accounting can provide a lifetime of professional opportunities. Earning your MS in Accounting is an investment in yourself and your future.

The A.A.C.S.B. - International Association for Management Education accredits the Master of Science in Accounting.

*Jason Smith, Chair*

*Kimberly Charron, Director*

### Mission Statement(s)

The Lee Business School mission is also our ethos: *we cultivate leaders who transform business*. Through our teaching, research, and service we transform the lives of our students and the communities we serve.

### Purpose

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: [valarie.burke@unlv.edu](mailto:valarie.burke@unlv.edu)

### Department Graduate Faculty

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold graduate faculty status to be involved in graduate education at UNLV. For up to date information regarding graduate faculty status in your department, visit the [Graduate Faculty status web page](#).

### Program Information

[Master of Science – Accounting](#)

#### Contact Information

<http://www.unlv.edu/accounting/highlights>

#### *Department Chair*

Dr. Jason Smith, BEH 415A, [Jason.smith@unlv.edu](mailto:Jason.smith@unlv.edu)

#### *Graduate Program Director*

Dr. Kimberly Charron, BEH 412, [kim.charron@unlv.edu](mailto:kim.charron@unlv.edu)

#### *Department Main Office*

BEH 415, [msa@unlv.edu](mailto:msa@unlv.edu), 702-895-3975, fax 702-895-4306

## Program Requirements

Program requirements regarding admission, coursework and culminating experience are found in the [graduate catalog](#).

### Degree Program Benchmarks

The completion of the M.S. Accounting requires the completion of a minimum of thirty credits including a capstone course. Students select between ACC701 – Federal Tax, ACC 706- Advanced Auditing, or ACC715- Advanced Managerial Accounting based on their area of interest.

### Program Timeline

Students with an undergraduate degree in accounting typically complete the program in three semesters if attending full-time (Fall, Spring, Summer). Students who enter the program without a background in accounting typically take two years to complete the degree. Students have the option of completing the program on a part-time basis which will result in the degree program taking more time. Students can start the program in the Fall, Spring or Summer.

### Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the graduate catalog.

The Department of Accounting requires students in all classes to sign an academic integrity policy. You will sign this for each and every accounting class.

### Annual Mandatory Individual Development Plan:

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track metrics related to the annual productivity of all students. This survey will be sent by the Graduate College to the student's Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

### Probation

If a student fails to successfully progress in their degree program, their department/school will recommend that the student be placed on probation by the Graduate College. Students on probation may be dismissed/separated from their program for failing to successfully meet the conditions of their probation by the deadline provided. Please see the Probation and Separation section of the Graduate Catalog for more information.

The Department of Accounting and the Graduate requires *Exit Surveys* to be completed during the last semester of the program.

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## Discipline Resources

Students in the MS Accounting program can also participate in the ***Internal Audit Certificate program***. This program is offered in conjunction with the Institute of Internal Auditors. The courses required to complete the certificate program can be used as electives in the MS program. For more information see: <https://www.unlv.edu/accounting/internal-audit>

***Beta Alpha Psi*** is the honorary organization for accounting students. Beta offers students networking opportunities, professional development seminars, office visits with local employers, among other things. For additional information see: <http://www.unlvbap.org/>

***Institute of Management Accountants (IMA) student chapter*** is an accounting organizations that offers students networking opportunities, professional development seminars, office visits with local employers, among other things. Follow the IMA Student group on Instagram (unlvima) or Facebook (UNLV Ima).

***On Campus recruiting and professional development events:*** Students in accounting have the opportunity to participate in on-campus recruiting, which kicks off each semester with ***Employer's Night*** (hosted by Beta Alpha Psi). The schedule for on-campus interviews and other events will be emailed to you. . Other employers who do not participate in on-campus events will often send out information about opportunities via our department email list. You will automatically be added to the email list unless you have opted out of receiving emails from the university.

The Lee Business School Career and Professional Development Office can assist you with resume writing, interviewing tips, etc. Information about the ***LBS Career and Professional Development Office*** can be found at: <http://www.unlv.edu/business/career-services>

The Lee Business School hosts a separate commencement for the business students. Information about the event can be found at: <https://www.unlv.edu/business/leegrad>

**Scholarship opportunities** for students in accounting can be found at: <https://www.unlv.edu/business/scholarship>

Join our ***LinkedIn*** group: UNLV Department of Accounting Or follow us on Facebook (UNLVaccounting1), Instagram (unlvaccounting) or Twitter (@UNLVaccounting).

## University Resources

### The Graduate Academy: Innovative Leadership, Professional, and Career Development

The goal of the Graduate Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

### Academic Success Center

The goal of the Academic Success Center is to help students do well academically and complete they studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

### Alumni Association

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

### Commencement Office

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure

they apply for graduation on time and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College Student Services Team and questions regarding required forms should be directed to the Graduate College RPC Team

#### Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

#### Disability Resource Center (DRC)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

#### Office of International Student and Scholars

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

#### Jean Nidetch Women's Center

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

#### The Intersection

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

#### UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

#### Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

#### Office of Student Conduct

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;

- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

#### Military and Veteran Services Center

The Military and Veteran Service Center is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

#### The Financial Aid & Scholarships Office

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

#### Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

## **University Policies and Procedures**

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the Graduate Student Handbook, and following websites:

- Academic Integrity
- Activation for Military Service
- Change of Address
- FERPA/Privacy Rights
- Health Insurance - Mandatory
- Jean Clery Campus Safety and Security Report
- Proof of Immunization
- Policies and Procedures on the Protection of Research Subjects
- Rebelmail Policy
- Student Conduct Code
- Student Computer Use Policy
- Title IX

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at Title IX Reporting Form, by email at [titleixcoordinator@unlv.edu](mailto:titleixcoordinator@unlv.edu), by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the Graduate Student Handbook :

- Academic Calendar
- Academic Policies
- Admission and Registration Information
- Progression and Completion Policies (listed alphabetically)

In addition, the Graduate College website contains additional information regarding policies and procedures.

*Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.*

**Handbook Information**

Last revised	Revised by	Votes /Date	Changes summary
November 13, 2014	Kim Charron		
April 29, 2016	Kim Charron		Update chair and grad coordinator, update name of LBS career office
March 23, 2017	Kim Charron		Update chair and MS director
March 11, 2021	Kim Charron	15-0-0 (2/11/2021)	Update chair and add new resource information