



COLLEGE OF BUSINESS

LAMAR UNIVERSITY

MSA

Handbook

2020-2021

**Lamar University MSA
PO Box 10069
Beaumont, TX 77710
(409)880-8610
Lamar.edu/msa**

Introduction

The Master of Science in Accounting (MSA) program is a 34 hour program designed to provide students with the necessary technical knowledge, communication skills, and critical thinking abilities for successful careers in public accounting, industry, government, and not-for-profit organizations. **The Lamar MS in Accounting degree can satisfy all educational requirements adopted by the Texas State Board of Public Accountancy (TSBPA) to sit the CPA exam in the state of Texas. Lamar University College of Business** is fully accredited by the Association to Advance Collegiate Schools of Business (AACSB).

The program admits students with diverse backgrounds. While the majority of MSA students have an undergraduate degree in Accounting or Business, a number of students have a Bachelor's or Master's degree in areas other than Business. Students admitted without the necessary undergraduate coursework in Accounting and/or Business will be required to take prerequisite courses in those areas before enrolling for graduate courses.

The flexible nature of the program allows both full-time and part-time students to obtain the degree. Applications are accepted throughout the year and students are admitted in fall, spring, and summer semesters. The length of the program will vary depending on the accounting and business coursework the student possesses. Students holding an accounting degree from an accredited business program can complete the degree in as few as 34 hours. These requirements can be completed in 16 months.

Students entering the Lamar MSA program with an undergraduate degree in business from a domestic accredited business school may complete the degree in as little as 49 hours. For students without any previous undergraduate study in business who want to become CPA exam ready, the Lamar MSA degree may be completed in as few as 67 semester hours. Typically, students without a business background will take 6 Accounting prerequisite courses, 5 business leveling courses and the 12 courses required by the MSA degree.

Education requirements to sit CPA exam in the State of Texas (as of 01/1/20):

- A baccalaureate or higher degree from a U.S. college or university, or an equivalent degree from an institution of higher education in another country.
- 150 Board approved college credit hours
- 30 hours upper level accounting including a Board approved research course
- 3 hour Board approved ethics course
- 24 hours upper level business (principles of economics and statistics are exceptions) including a Board approved Business Communications course.

The Texas State Board of Public Accountancy makes all final decisions regarding the eligibility of exam candidates. You may find additional information at their internet cite: <http://www.tsbpa.state.tx.us/>. Students who earned a Bachelor's degree in Accounting or Business from a university other than Lamar are strongly encouraged to file an

Application of Intent with the TSBPA after being admitted into the MSA program to determine which undergraduate courses satisfy the TSBPA educational requirements.

The Lamar MS in Accounting places a heavy emphasis on an experiential-based approach to problem solving including the knowledge, skill and ability to incorporate ethical considerations, professionalism, and teamwork into the decision-making process. At Lamar University, we blend our student's MSA education with passionate teaching, active learning, specialized knowledge and professional development to enhance their career potential.

Objectives:

When students complete the MSA Program they should be able to:

- **Apply critical thinking** skills in analysis, issue identification, problem solving and decision making
- **Demonstrate** proficiency in written and oral communications
- **Participate** as an effective team member in tasks that require research, analysis, planning and problem solving
- **Demonstrate** knowledge of ethics and professionalism and the ability to determine the ethical implications of certain tax, auditing, and financial reporting positions
- **Apply** appropriate research methodology and technical knowledge in addressing various financial accounting, auditing, and tax issues
- **Demonstrate** agility adapting to emerging technology and performing tasks that require skills in information technology, including data analytics.

Admission Guidelines:

Types of Admission

All applications to the MSA will be reviewed on the basis of the profile material required and submitted for admission consideration. The requirements outlined below represent the minimum criteria that applicants must meet to be considered for admission into the MSA. Meeting the minimum admittance requirements does not guarantee an applicant's admittance into the program.

Traditional MSA

Persons seeking admission to the Traditional MSA program must meet the general [requirements for admission](#) with the following exceptions:

A Traditional MSA consists of 19 hours of required courses and 15 hours of elective courses for a total of 34 hours. Students without an undergraduate accounting degree from an accredited domestic university will be required to take up to 18 hours of accounting prerequisite courses and 15 hours of business leveling courses dependent upon undergraduate curriculum.

Applicants with an undergraduate accounting degree from an accredited domestic university must have a minimum cumulative GPA of 3.0 in all accounting courses and a minimum cumulative GPA of 3.0 to be admitted to the Traditional MSA program. These applicants will be granted a waiver for the Graduate Management Admission Test (GMAT).

Applicants without an undergraduate accounting degree from an accredited domestic university who want to be admitted directly into the MSA program, must take the GMAT. The applicant's undergraduate grade point average and GMAT are considered when granting admission into the MSA. Applicants are required to maintain a minimum cumulative GPA of 3.0 in all undergraduate accounting courses taken before and after acceptance into the program. An applicant's undergraduate grade point average and GMAT score must equal or exceed the minimum standards. An applicant must meet at least one of the following standards:

- A total of at least 1050 points based on the formula: 200 times the overall undergraduate GPA for the first baccalaureate degree (4.0 system) plus the GMAT score.
- A total of at least 1,100 points based on the formula: 200 times the GPA (4.0 system) of the last 60 hours of undergraduate work for the first baccalaureate degree plus GMAT scores.

International applicants must provide proof of English language proficiency. See specific requirements at <http://beacardinal.lamar.edu/how-to-apply/international.html>.

MSA-Integrated Program

Current law requires 150 college credit hours to sit the Uniform CPA Examination in the state of Texas. To help students meet with this requirement the Graduate School provides for dual enrollment in the BBA/MSA. This enables a timely completion of internships which offers greater opportunities for initial employment and career success. In addition to the exceptions to the Graduate bulletin outlined above, those seeking an integrated BBA/MS in Accounting may apply and be admitted to the MSA-Integrated Program prior to completing a bachelor's degree. The program may be completed in 5 years, including undergraduate coursework. Applicants must:

- Complete at least 75 hours (must complete 12 hours of upper level accounting courses including ACCT 3320)
- Have a minimum 3.0 GPA in all accounting courses and a minimum cumulative 3.0 GPA.
- Must continue to maintain a minimum 3.0 GPA in all accounting courses and cumulatively after acceptance into the MSA-Integrated program.

The MS in Accounting degree will not be conferred prior to completion of an undergraduate degree. **No course will be double counted in meeting with the requirements of the undergraduate degree and the MSA degree.**

Application procedure and deadline:

Applications are accepted throughout the year and students are admitted in the Fall, Spring and Summer semesters

Pre-MSA

The Pre-MSA program allows domestic students to take the accounting prerequisite courses and business leveling courses as well as up to six graduate credit hours in elective courses towards the MSA. In order to qualify for Pre-MSA admission, a student must have a bachelor's degree and meet the general university requirements for admission. If a student maintains a minimum cumulative 3.0 GPA in the accounting leveling courses and an overall 3.0 cumulative GPA, the student may apply for admission into the MSA program and receive a GMAT waiver. Pre MSA students are not permitted to enroll in business courses for graduate credit without prior consent of the MSA Director.

Graduate Certificate in Professional Accounting Program

The Graduate Certificate in Professional Accounting program allows a student to take 15 hours of advanced accounting and other coursework which helps students satisfy the requirements of the CPA examination established by the Texas State Board of Public Accountancy. A student must meet the general university requirements for admission. In addition, this program is only available to students who have completed an undergraduate degree in accounting from a domestic accredited university or students currently enrolled as an undergraduate accounting student at Lamar University.

The admission requirements for the GCPA are as follows:

- Current Lamar University undergraduate accounting students will be considered for admission provided they have maintained a minimum overall 2.5 GPA and a minimum 2.0 accounting GPA including the following courses: ACCT 2301, ACCT 3370, ACCT 3310, and ACCT 3320. Students may apply while enrolled in ACCT 3320, but admission decisions will not be made until that course is completed with a minimum grade of C. The GMAT is not required for admission.
- Students who hold a Bachelor of Business Administration with an accounting major from Lamar University will be considered for admission provided they maintained a minimum overall 2.5 GPA and a minimum 2.0

accounting GPA. The GMAT is not required for admission.

- Students from institutions other than Lamar University must have completed an undergraduate business degree with an accounting major from a domestic (U.S.) accredited university with a 2.5 overall GPA and a 2.5 accounting GPA. The GMAT is not required for admission.

Students who successfully complete the GCPA with a minimum letter grade of “C” in each certificate course and maintain a cumulative GPA of 3.0 based on initial grades in the five certificate courses will be awarded a Graduate Certificate in Professional Accounting.

Admission to the GCPA does not guarantee admission into the MSA program. However, upon successful completion of the GCPA, a student may apply for admission to the MSA program and the certificate courses taken will be applied towards MSA degree requirements. The GMAT will not be required.

Freshman Acceptance

Freshman Acceptance allows a student to be granted provisional acceptance into the MSA program as a freshman. The admission requirements for freshman acceptance are as follows:

*All students in the top 10% of their graduating class independent of their standardized test score

*Students in the top 25% of their graduating class and a 1100 SAT/22 ACT.

Note: Students will be required to have a minimum GPA of a 3.0 in their accounting coursework and a minimum overall GPA of a 3.0 in order to proceed with the MSA coursework.

MS in Accounting Program Overview

Possible Leveling courses for non-business majors:

BCOM 3350	Administrative Communications	3 hours
BULW 3310	Legal Environment of Business	3 hours
ECON 2301/2302	Principles of Economics	6 hours
FINC 3310	Principles of Finance	3 hours
MGMT 3310	Principles of Management	3 hours
MKTG 3310	Principles of Marketing	3 hours

Required Accounting courses for non-accounting majors:

ACCT 2301	Financial Accounting ("B" or better)	3 hours
ACCT 3370	Systems and Practice ("B or better)	3 hours
ACCT 3310	Intermediate I	3 hours
ACCT 3320	Intermediate II	3 hours
ACCT 3380	Income Tax	3 hours
ACCT 4300	Auditing	3 hours

REQUIREMENTS FOR MSA

Required Courses (7):

ACCT 5300	Advanced Accounting	3 hours
ACCT 5310	Financial Accounting & Tax Research	3 hours
ACCT 5320	Regulation and Professionalism ¹	3 hours
ACCT 5330	Advanced Auditing	3 hours
ACCT 5350	Entity Taxation	3 hours
BULW 5340	Business Ethics	3 hours
ACCT 5175	Professional Accounting Capstone ¹	1 hour

(19 hours)

Choose (2/3) from the following:

ACCT 5361	Financial Statement Analysis	3 hours
ACCT 5375	Advanced Accounting Information Systems	3 hours
ACCT 5380	Accounting Internship	3 hours
ACCT 5381	Accounting Internship ¹	3 hours
ACCT 5325	Fraud and Forensic Accounting	3 hours
ACCT 5335	Partnership Accounting	3 hours
ACCT 5345	Oil and Gas Accounting	3 hours
ACCT 5390	Data Analytics ¹	3 hours

(6/9 hours)

Choose (2/3) from non-accounting MBA offerings

(Must be above the 5300 level)

(6/9 hours)

Total Hours 34

¹This course will **NOT** count toward the 30 hours of upper level accounting courses required by the TSCPA to meet the education requirements to sit the CPA exam.

Master of Science in Accounting/Master of Business Administration

(52 Hours)

Requirements for admission to the MSA/MBA Dual Degree Program:

- Complete an application for the MSA Program, including completion of the GMAT , if required.
- Schedule a meeting with the MBA Office to add the dual major.
- Meet the prerequisite requirements for application to both the MSA program and the MBA program individually.
- Meet the graduation requirements of each program individually including minimum grade point average and time limit policies.
- Take particular note of the deadline dates for applications to each program and schedule the GMAT accordingly.

Note: The requirements for earning the MBA degree and the policies of the program (schedule adjustment, time limit for degree completion, etc.) are contained in the MBA Student Handbook.

GPA's in both programs are computed separately. You will be enrolled as a student in the dual degree program as long as you meet minimum standards for continuation in each school. In the rare case that you are dismissed or withdraw from one program, you may continue and complete the other program as long as you meet the minimum standards in that program. However, you would need to fulfill all requirements for regularly admitted students in the remaining program.

IN ORDER TO BEGIN THE CERTIFICATION PROCESS WITHIN EACH DEGREE PROGRAM, YOU MUST NOTIFY EACH DEPARTMENT REGARDING YOUR INTENT TO GRADUATE AND APPLY FOR GRADUATION SEPARATELY, ACCORDING TO EACH PROGRAM'S DEADLINES AND POLICIES.

Dual Degree Plan for those students already earning an MSA with at least 6 hours of electives from the MBA (34 Hours) + An additional 18 Hours of MBA Core Courses (Must take MGMT 5380) Total: 52 Hours

Master of Science in Accounting/Master of Science in Management Information Systems (52 hours)

Requirements for admission to the MSA/MMIS Dual Degree Program:

- Complete separate applications for the MSA & MMIS Programs, including completion of the GMAT, if required.
- Meet the prerequisite requirements for application to both the MSA program and the MMIS program individually.
- Meet the graduation requirements of each program individually including minimum grade point average and time limit policies.
- Take particular note of the deadline dates for applications to each program and schedule the GMAT accordingly.

Note: The requirements for earning the MMIS degree and the policies of the program (schedule adjustment, time limit for degree completion, etc.) are contained in the MMIS Student Handbook.

GPA's in both programs are computed separately. You will be enrolled as a student in the dual degree program as long as you meet minimum standards for continuation in each school. In the rare case that you are dismissed or withdraw from one program, you may continue and complete the other program as long as you meet the minimum standards in that program. However, you would need to fulfill all requirements for regularly admitted students in the remaining program.

IN ORDER TO BEGIN THE CERTIFICATION PROCESS WITHIN EACH DEGREE PROGRAM, YOU MUST NOTIFY THE DEPARTMENT REGARDING YOUR INTENT TO GRADUATE WITH BOTH DEGREES AND APPLY FOR GRADUATION SEPARATELY, ACCORDING TO EACH PROGRAM'S DEADLINES AND POLICIES.

Dual Degree Plan for those students already earning an MSA with at least 12 hours of electives from the MMIS including ACCT 5390 Data Analytics (34 Hours) + An additional 18 Hours of MMIS Courses (15 hours of MMIS Core Courses & 3 hours of MMIS elective courses). Total: 52 Hours

Academic Policies

Academic Advising: MSA students receive academic advising from the MSA Director. All MSA students are required to be advised each semester to discuss their degree program. Please contact the MSA office at 409-880-8610.

Transfer Credits: Students can transfer up to 6 elective credit hours of classes from another AACSB accredited institution into the MSA program at Lamar University. A G6 form must be completed.

Schedule Changes: All section changes, adds and drops, must be approved by the MSA director. All such changes are initiated by the completion of the proper form available in the MSA office. A course may not be added after a class has met twice during a regular session or summer session.

Final Examinations: Final exams are scheduled during the University scheduled "final week" for the semester. Upon the discretion of the instructor, approved alternate exam dates can be scheduled outside of the scheduled time. Check each course syllabus for individual instructor policies.

Grade Replacement Policy. Students may replace a graduate course grade by repeating a course for up to three graduate-level courses (nine semester hours). This policy does not apply to classes repeated before the fall of 2014. However, see restriction below regarding nine hours with a grade of "C" "D" or "F" resulting in dismissal from the MSA program. If a student repeats a course, the last grade recorded will be considered the official grade and used in calculating the GPA, although all grades remain on the student's transcript. A grade, once earned and entered on a student's transcript, cannot be removed. Special topics courses that have the same course number are not considered to be the same course if the topics differ. The repetition of a course taken at another institution will not replace a grade in the GPA calculation of the Lamar University course. If a student earns a D or F in a course required for his/her graduate degree, the course must be repeated and a passing grade of A, B or C must be earned. Once a degree has been conferred, a student may not use the Grade Replacement Policy for any courses used to award the degree or to recalculate GPA.

Grading System: The grading system for graduate students is "A" (superior), "B" (good), "C" (marginal), "D" (poor), "F" (fail), "I" (incomplete), "S" (satisfactory), "U" (unsatisfactory), Drop, and Withdrawal. Credits applicable to graduate degrees are given only for the grades A, B, C, and S. Although C grades earned at Lamar University may be counted toward the requirements for a graduate degree, C grades are not considered acceptable graduate-level performance. Nine hours with initial or replacement grades of "C," "D," or "F" work will result in the student's dismissal from the MSA program. This rule applies to 5000 level graduate courses taken after admission as an Integrated BBA/MSA, MSA, GCPA or Pre MSA student. This rule also applies to any courses taken in another program which the student intends to use as

part of the requirements for their MSA. If after completing the 34 hours of MSA coursework a student's GPA is below a 3.0, the student must repeat any course in which the grade earned is below a "B," starting with required courses. Courses in which a student earns only a D or F may not be counted toward a graduate degree; although D or F must be compensated for by the necessary hours of A if the student is to have the 3.0 grade-point average required before awarding the degree. In computing grade-point averages, an "A" is valued at four grade points, a "B" three, a "C" two, a "D" one and an "F" zero. An overall grade point average (GPA) of "B" (3.0) on all graduate work attempted is required for graduation. Incomplete work that is not finished during the next long semester (Spring and Fall) will be credited with an "F." International students must receive a "NG" for courses (such as Graduate Projects) that have not been completed and should not receive an "I" in any course. With compelling justification, the Graduate Dean may grant an extension of the time limit for the completion of incomplete work.

Class Attendance and Punctuality: Due to the accelerated format of the MSA program, class attendance is a crucial factor to the success of a student's degree program. Students are responsible for attending all scheduled class meetings, arriving for class in a timely manner, and completing required work. Each faculty member sets his or her policy with respect to class attendance. If a student is absent, it is the student's responsibility to inform the professor of the reason as early as possible. Make-up exams or homework is assigned upon the discretion of the instructor. In all cases, communication with the faculty is essential. Please refer to the individual course syllabus for class policy.

Academic Dishonesty, Misconduct, Discipline Code: Student conduct regulations, as found in the Lamar University *Student Handbook* at <http://students.lamar.edu/student-handbook.html#everything>, apply to all graduate students. These regulations include policies relating to academic dishonesty, plagiarism, University disciplinary code, and student rights and responsibilities. It is the responsibility of all graduate students to read the *Student Handbook* and to abide by all University regulations. See also the **Accounting and Business Law Academic Honesty Policy** following the Lamar University policy below.

Lamar University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action, including expulsion from the MSA program.

The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials.

Cheating includes:

- a) copying, without authorization from the instructor, another student's test paper, laboratory report, other report or computer files, data listings, and/or program;
- b) using, during a test, materials not authorized by the person giving the test;
- c) collaborating, without authorization, with another person during an examination or in preparing academic work;

- d) knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of test or assignment that has not been administered or assigned;
- e) substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit;
- f) bribing another person to obtain a test not yet administered or information about such; and
- g) purchasing, or otherwise acquiring and submitting as one's own work any research paper or other written assignment prepared by an individual or firm. (this section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.)

Plagiarism shall mean the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea into one's own work offered for credit.

Collusion shall mean the unauthorized collaboration with another person in preparing work offered for credit.

Abuse of resource materials shall mean the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course materials

Academic work shall mean the preparation of an essay, dissertation, thesis, report, problem, assignment, creative work or other project that the student submits as a course requirement or for a grade.

Procedures for discipline due to academic dishonesty shall be the same as in other violations of the Student Code of Conduct (see Student Handbook), except that all academic dishonesty cases shall be considered and reviewed by the faculty member, and if necessary, the Department Chair, Dean and Provost.

The faculty member shall conduct a complete, thorough, and impartial investigation of the charge of academic dishonesty and determine whether or not the student was responsible for the violation. If the faculty member determines that the student was responsible for the violation, the faculty member may assess an appropriate and reasonable sanction. The student shall be entitled to a written notice from the faculty member of the violation, the penalty, and the student's right to appeal the determination of dishonesty and/or the sanction imposed. A copy of the faculty member's notice to the student shall be forwarded to the Provost.

If the student does not accept the decision of the faculty member concerning the determination of dishonesty and/or the penalty imposed, the student may appeal to the faculty member's Department Chair for review of the case. To do so, the student must submit, in writing, a request for an appeal to the Chair within five working days of notification of the right to appeal. The student shall be entitled to a written notice of Chair's decision and the student's right to further appeal.

If the student does not accept the decision of the Chair concerning the determination of dishonesty and/or the sanction imposed, the student may appeal to the Dean for review of the case. To do so, the student must submit, in writing, a request for an appeal to the

Dean within five working days of notification of the Chair's decision. Prior to rendering a decision about an appeal, the Dean may request a review of the case and recommendation from the College's Student-Faculty Relations Committee. The student shall be entitled to a written notice of the dean's decision and the right to further appeal.

If the student does not accept the decision of the Dean, the student may then appeal to the Provost for review of the case. To do so, the student must submit, in writing, a request for an appeal to the Provost within five working days of notification of the dean's decision. Before rendering a decision, the Provost shall convene an ad hoc Student-Faculty Relations Committee composed of members from the standing Student-Faculty Relations Committees from the other Colleges to review the case and offer a recommendation. The student shall be entitled to a written notice of the Provost's decision. The decision of the Provost shall be final.

No disciplinary action against the student shall become effective until the student has received substantive and procedural due process as described above. A copy of the record pertaining to each case shall be forwarded to, reside in, and considered by the Office of the Vice President for Student Affairs where it shall be treated as a disciplinary record as described in the Student Handbook. If additional judicial action is necessary, as in the case of flagrant or repeated violations, the Student Affairs Office shall initiate further action in accordance with the procedures for student discipline as described in the Student Handbook.

Instructors shall take reasonable and necessary precautions, including the careful administration and monitoring of examinations and assignments, to prevent acts of academic dishonesty. (Please see Student Handbook for more on Responsibilities of Instructors).

Accounting and Business Law Academic Honesty Policy

Master of Science in Accounting Master of Science in Accounting-Integrated Program Graduate Certificate in Professional Accounting Pre-MSA

The Accounting and Business Law Department expects all students enrolled in the programs listed above to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experience both in and out of the classroom. Maintaining ethical standards are integral to the accounting profession. Therefore, any student enrolled in the programs listed above found guilty of academic dishonesty as defined in the Lamar University Student Handbook will be subject to the following disciplinary action.

An **initial incident** of academic dishonesty in any course activity (e.g. exam, quiz, project, homework, case write-up, etc.) will result in **disciplinary action** regardless of the weight of the assignment in computing the final course grade and irrespective of the extent of the academic dishonesty committed by the student. An initial incident of academic dishonesty shall be resolved as follows:

[1] If the course is an accounting course (prefix ACCT) or Business Ethics (BULW 5340), the student will be allowed to drop the course with a "Q". If the student does not drop the course with a "Q" on a timely basis, then the student will receive an "F".

[2] If the course is an MBA course, the student may be allowed to drop the course with a "Q" or the student may receive an "F" in the course, at the sole discretion of the professor.

A **second occurrence** of academic dishonesty will result in the student being **expelled from the respective program**.

Evaluation of Instruction and Services: Students are given an opportunity to evaluate the educational services and their instructors every semester towards the conclusion of the semester. This evaluation is completely confidential, voluntary, and anonymous. The feedback is used to improve the instruction and services provided through the college. Students are strongly encouraged to participate in these evaluations.

Dropping Courses: After consultation with their instructor and MSA Director, students may drop a course and receive a grade of "Q" during the penalty-free period of the semester or session. For drops after this penalty-free period, grades are recorded as "Q" or "F" indicating that the student was passing or failing at the time of the drop. A grade of "Q" may not be assigned unless an official drop has been processed through the Records Office. Students may get a drop form from the MSA office and obtain the appropriate signatures before submitting it to the Records Office. Students should check the academic calendar at <http://www.lamar.edu/academic-calendar> for specific dates. A written petition of the Dean of the College in which the course is offered is required of students wishing to drop after the official drop date. E-mails will not be accepted for drops.

Withdrawal from the University: Students wishing to withdraw from the university and drop all Lamar University courses should contact the MSA Director or the Records office at records@lamar.edu. Students must clear all financial obligations and return all university property. If, however, the student is unable at the time of withdrawal to clear financial obligations to the University, the student will be permitted to withdraw with the understanding that transcripts will be withheld and re-entry to Lamar University will not be permitted until all financial obligations are cleared. For information regarding grades received at the time of withdrawal see <http://catalog.lamar.edu/general-academic-policies-2019-2020.html#dropping>. A student who leaves without withdrawing officially will receive a grade of "F" in all courses and forfeit all returnable fees. Students should check the academic calendar for specific dates. Students wishing to withdraw after the official withdrawal date should contact their Dean. E-mails will not be accepted for withdrawals.

Requirements for Graduation

- 1) Students will inform the Accounting Programs Coordinator of their intention to graduate by the first class day of their last semester.
- 2) Students should contact Graduate Studies regarding additional graduation application requirements.

MS in Accounting Program Offices and Other Contact Information

Dr. Dan French, Dean
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Galloway Business Building Room 232
PO Box 10059
Beaumont, TX 77710
Phone: 409-880-8603
Fax: 409-880-8088
Email: dfrench2@lamar.edu

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Ms. Phyllis Johnson, Accounting Programs Coordinator
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Beaumont, TX 77710
Phone: 409-880-8610
Fax: 409-880-8611
Email: johnsops@lamar.edu

Graduate Admissions:
Email: gradmissions@lamar.edu

International Student Services
<http://dept.lamar.edu/international/ContactUs.aspx>

Student Financial Aid
<http://financialaid.lamar.edu/contact-us/index.html>

Campus Services

Academic Resources

[Career & Testing Center](#) - The Career and Testing Center assists students with all facets of career preparation beginning with university entrance and special placement exams, major course of study selection, career choice and planning, part-time employment, resume and interviewing preparation, goal planning, and finally with preparation for full-time employment after graduation.

[Mary and John Gray Library](#) - Lamar University students can use to locate electronic books in the online catalog, access indexes and journals electronically, and locate selected information through the Internet.

[Computer Labs](#) - For the convenience of our students, we have a computer lab in room GB 109. Students can log into these computers using their user id and password. If you do not know your id and password, go to room 244 in the Galloway building OR the computer center in Cherry Engineering.

Hours of operations for the CoB lab depend on the current semester.

Long Semesters:

8:00 a.m. – 8:00 p.m. Monday – Thursday,

8:00 a.m – 5:00 p.m. on Friday

Summer Semesters:

8:00 a.m. – 5:00 p.m. Monday - Friday,

The John Gray Library also has computer labs on the first and seventh floors.

[Disability Resource Center](#) - The Disability Resource Center offers a variety of services designed to assist students with disabilities in becoming full-participating members of the university community.

[Writing Center](#) - The University Writing Center (UWC) offers free, face-to-face sessions to all Lamar students at any stage of the writing process.

Financial Resources

[Cardinal One Card](#) Lamar University ID card is known as the Cardinal OneCard. The Cardinal OneCard provides numerous new benefits.

The Lamar Student ID card is used for more than just identification. It is used for library usage, entrance to all athletic events and university-sponsored functions, recreational facilities, receiving care at the Health Center, securing university payroll checks, and use of individual student facilities at the Student Center. Students on a university meal plan also use their ID card in the dining rooms for meals. T.

All students should receive a Cardinal OneCard. On-campus students should visit Wimberly Bldg Room 116. Online students not in the immediate area, please contact cardinalone@lamar.edu or call (409) 880-2236 to request your Cardinal OneCard.

For more about Lamar University's Cardinal OneCard, visit:

<http://bankmobiledisbursements.com/refundchoicesid/>.

[Financial Aid](#) - Assist Lamar University students in obtaining financial resources.

[Scholarships](#) - Assist Lamar University students with scholarship needs. Scholarships are privately funded by generous donors and may be general, college-specific or department-specific.

Career Resources

[Academic Departments](#) - Information about specific majors at Lamar University.

[Career and Testing Center](#) - The Career and Testing Center assists students with all facets of career preparation beginning with university entrance and special placement exams, major course of study selection, career choice and planning, part-time employment, resume and interviewing preparation, goal planning, and finally with preparation for full-time employment after graduation.

[Passport through Lamar](#)

The **Passport through Lamar program** is designed to help students engage in personal discovery with seeking career development opportunities. The career and testing center has planned a full year of activities to assist you in developing a successful future. Ultimately, the **Passport Program** is a way to mold your future and to create a strong sense of personal and career direction.

(http://dept.lamar.edu/careerandtestingcenter/Faculty/fs_passport.html)

Social Resources

[Lamar University Athletics](#) - Find athletic team schedules of games and matches to support your fellow Cardinals.

[Lamar Setzer Student Center](#) - It is the center of campus activities at Lamar.

[Lamar Student Organizations](#) - Various organizations that a student can become involved at Lamar University.

[Sheila Umphrey Recreational Sports Center](#) - The Department of Recreational Sports purpose is to foster a lifetime appreciation of sports and wellness. All currently enrolled Lamar University students, faculty and staff have access to university recreational facilities and offerings. The department offers Intramural Sports, Sports Clubs, Fitness and Wellness, Outdoor Recreation and Aquatics.

[Student Affairs](#) - Student Affairs manages many areas of campus life including dining, on-campus housing, the bookstore, the Career and Testing Center, volunteer opportunities, the Setzer Center, Greek Life, and services for international students.

[Student Government](#) - The Student Government Association of Lamar University provides the official voice through which student opinion may be expressed and students participate in the overall policy and decision making of the University community.

[Student Health Center](#) - The Student Health Center of Lamar University is dedicated to promoting the health and wellness of the university population by offering quality medical and psychological services to the students of Lamar University and Lamar Institute of Technology.

[Bookstore](#) - Barnes and Noble is located in the Setzer Center. See <http://lamar.bncollege.com>. Kampus Korner is located across from Lamar University on Rolfe Christopher Dr. The bookstores carry new and used textbooks, general course supplies, etc.

[Food Services](#) - Locations of food services include the Dining Hall, the Setzer Student Center, Starbucks located on the first floor of the Mary & John Gray Library as well as other various locations.

Police Department: - Lamar University maintains a full-service police department with full-time officers to respond to reports of criminal acts and emergencies on campus. These officers are state certified and hold police commissions with the State of Texas. See <http://students.lamar.edu/campus-safety/index.html>

Veterans Affairs - **The** Veterans Affairs Office is maintained to aid veterans in obtaining their educational benefits. See <http://dept.lamar.edu/records/veterans.htm>