ONLINE
GRADUATE CERTIFICATE IN
ACCOUNTING
Eller College of Management
Student Handbook
(Revised May 2021)
# Table of Contents

1. Program Introduction
2. Program Requirements
3. GradPath Forms
4. Career Development Opportunities
5. Important Links
Program Introduction

The Online Graduate Accounting Certificate (O-CERT) program is designed for working professionals and students who wish to pursue graduate accounting coursework. The advanced coursework will help students prepare for or further a career in professional accounting while earning credit toward obtaining a CPA license.

The Graduate Accounting Certificate program offers:

- Curriculum to accommodate diverse student backgrounds and interests
- Faculty with outstanding scholarly achievements and professional experience
- Technical competency training essential to becoming a licensed CPA
- Post-graduate career assistance
Important Contacts

Shyam Sunder, Director, School of Accountancy
1130 E. Helen St., McClelland Hall 301
Tucson AZ 85721

Janae Johnson, Lecturer & Director of Masters Programs
1130 E. Helen St., McClelland Hall 301G
Tucson AZ 85721

Janae Gregston, Master’s Program Coordinator
GradAcctPrograms@email.arizona.edu
1130 E. Helen St., McClelland Hall 301
Tucson AZ 85721
Student Conduct

School of Accountancy Academic Integrity Policy

The accounting profession is built on a foundation of integrity and ethics. As such, we strive to prepare Accounting professionals who will succeed in demanding and competitive business environments with skill and integrity. The School of Accountancy’s Academic Integrity Policy exists to provide faculty and students a guide to our standards of ethical conduct and to the penalties associated with their violation. Our success in promoting a culture of honesty and respect will depend on the extent to which all members of the Eller community embrace these standards, holding themselves and those with whom they work accountable to them in their daily actions and words.

All members of the School of Accountancy are expected to know the University of Arizona Academic Integrity Policy’s content and implications. Lack of familiarity with the policy will not excuse integrity violations. Complete information about the Code of Academic Integrity can be reviewed at http://deanofstudents.arizona.edu/codeofacademicintegrity.

The School of Accountancy has a zero tolerance policy related to academic integrity violations. Students found to have violated this policy will be removed from the undergraduate accounting major or accounting graduate program. In addition to being removed from the School of Accountancy program, students could receive a failing grade, notation on their transcript, and could face removal from the Eller College. Faculty members are responsible for describing rules specific to their classes beyond the general policy and will determine the additional penalties for violations.

Examples of Integrity Violations in Academic Conduct:
• Direct use of the words or ideas of another without giving proper credit, including material drawn from prior assignments, print, televised, or electronic sources.
• Submitting an item of academic work that has previously been submitted or simultaneously submitted without fair citation of the original work or authorization by the faculty member.
• Use of another person’s work, in part or in whole, on assignments or projects (including work done in conjunction with another student), and in exams.
• Receiving or giving unauthorized assistance on exams, quizzes, or assignments.
• Using unauthorized materials during an exam or on assignments.

Examples of Integrity Violations in Personal Conduct:
• Taking or attempting to take the property of another without permission.
• Misrepresenting the truth or furnishing false information, with the intent of gaining unfair advantage.
• Verbal or physical harassment of any kind, aimed at any individual or group.
• Inappropriate use of another student’s personal information.
• Inappropriate use of D2L or other UA information systems.
It is every student's responsibility to seek clarification from faculty on class rules before an assignment is turned in. It is unacceptable to submit an assignment and then claim lack of knowledge of the rules by which it was governed.

Students may submit known or expected violations of the Code of Academic Integrity at https://goodcat.esms.arizona.edu.

Policy updated December 2018
Integrity and ethical behavior are expected of every student in all academic work. These expectations, as well as the rights and obligations of both the student and faculty are defined in the University of Arizona Code of Academic Integrity ("Code of Academic Integrity") (http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity) and in the School of Accountancy Academic Integrity Policy ("Academic Integrity Policy") (https://eller.arizona.edu/sites/default/files/dept_of_acct_academic_integrity_policy.pdf). All Master of Accounting ("MAcc"), Master of Science Accounting ("MSA"), Online Master of Science in Accounting ("OMSA"), and Online Graduate Accounting Certificate ("O-Cert") students are expected to have read and understood these policies in their totality. Lack of understanding of the policy will not excuse integrity violations; therefore, any MAcc, MSA, OMSA, or O-CERT students who have a question regarding the University of Arizona Code of Academic Integrity or the School of Accountancy Academic Integrity Policy should discuss them with the Director of Masters Programs for the School of Accountancy. In addition, students are subject to other rules for academic conduct specific to an individual course or for a specific academic exercise (homework assignment, project, presentation, test, etc.), as defined by the instructor.

The following information and recommendations are designed to supplement the information included in the Code of Academic Integrity and the Academic Integrity Policy. It is not intended to, nor does it revise, replace or amend any of the information found in those two documents.

With the amount of information now available on the internet, the opportunities for academic integrity violations have greatly expanded. In addition to the explanation of violations included in the Code of Academic Integrity and Academic Integrity Policy, consider the following specific examples of violations:

1. Direct use of the words or ideas of another without giving proper credit, including material drawn from print, televised, or electronic sources. This includes finding material, such as solution manuals or instructor guides, on the internet or through other channels. Simply rewriting in your own words does not constitute original work;
2. Unauthorized use of another person's work, in part or in whole, on assignments (including work done in conjunction with another student) and in exams; and
3. Receiving or giving unauthorized assistance on exams, quizzes, or assignments. This includes hiring tutors that complete assignments or parts of assignments for you. Tutors should only provide help and suggestions, the student is responsible for completing the assignment independently.
The consequences of violating the Code of Academic Integrity and/or the Academic Integrity Policy can be significant. It is always better to receive a low grade on a question or assignment than to commit an integrity violation. If you are struggling in a class or with an assignment, rather than resorting to an action that can lead to an integrity violation, there are numerous options available to you for help:

1. Meet with your instructor or Teaching Assistant during office hours;
2. Request an extension from your instructor; or
3. Meet with your Program Coordinator to explore options for alternative courses or a change in course load.

By signing below, you acknowledge that you have read and understand the Code of Academic Integrity and the Academic Integrity Policy, as defined above. You further agree to abide by the conduct as defined in those documents.

Print Name: ________________________________ Date: ________________

Signature: ________________________________
Program Requirements

In addition to meeting prerequisites, the program requires 9 units of graduate coursework, but students can take up to 18 units if they elect. Additionally, up to 18 units of graduate accounting coursework taken through the O-CERT program can be counted towards one of our master’s programs.

Academic Requirements:

- If you receive a grade of D or F in a course, that course will not count toward your program requirements.
  - No grade replacement available; therefore the D or F will be in your GPA.
  - The failed course will not count towards your course requirements for graduation.
  - A minimum 3.0 GPA is required for Certificate completion.
- Students who have a cumulative grade-point average of less than 3.0 will be placed on academic probation
- After a student is placed on academic probation, they will be allowed to register for one additional term
- Students whose GPA is below 3.0 for two consecutive semesters will be disqualified from the Certificate program
Prerequisites

- ACCT 200  Introduction to Financial Accounting
- ACCT 210  Introduction to Managerial Accounting
- ACCT 500B  Intermediate Financial Accounting II
- ACCT 520  Principles of Federal Taxation

Program Requirements

Choose a minimum of 9 units from the following courses:

- ACCT 501  Advanced Financial Accounting – Spring II
- ACCT 521  Business Law – Fall II
- ACCT 522  Advanced Federal Taxation – Fall I
- ACCT 531  Principles of Auditing – Fall I
- ACCT 572A  Accounting for Not for Profit Entities – Fall II
- ACCT 525  Accounting Theory & Institutions – Spring I
- ACCT 515  Ethics for Professional Accountants – Spring II
- ACCT/MIS 514 Information Technology Audit – Summer I (not currently offered)
- ACCT 575  Healthcare Accounting – Summer II
- Additional offered ACCT graduate courses as they are developed.
GradPath Forms

In addition to meeting all of the program requirements, there are several items you will need to complete in order to be eligible for your program completion.

GradPath Forms

To access your GradPath forms you will need to log on to your UAccess account. From your drop down menu select GradPath Forms. The following four (2) forms must be completed in sequential order.

1. **Responsible Conduct of Research Statement**

   This form is an acknowledgement and acceptance of the University’s Academic Code of Integrity. *This form should be completed in the first month of your last semester.* Completing this form allows you to access the next form in the GradPath.

   For more step by step information on this form:
   [https://www.youtube.com/watch?v=OROLVBHAcZQ&feature=youtu.be](https://www.youtube.com/watch?v=OROLVBHAcZQ&feature=youtu.be)

2. **Plan of Study (PoS)**

   This form documents your entire program coursework and academics. *This form should also be completed in the first month of your last semester.* Please do not include your prerequisite courses as these do not count towards the units for your Master’s completion. Please include all course titles (i.e. ACCT 531 – Principles of Auditing). Please list Janee Johnson as your Faculty Advisor. Once you have completed this form, there are four (4) approvals that need to be received in order to finalize and approve your Plan of Study: Program Coordinator, Program Director, School of Accountancy Director, and the Graduate College (Multiple Approvers). The system will inform each of these individuals that their approval is needed. If your Plan of Study gets declined, you will receive an automated message making you aware. Once you log into Uaccess and view your GradPath forms, you will be provided with a reason for the denial. The most common denial is due to listing your pre-requisite courses.

   For more step by step information on this form:
   [https://www.youtube.com/watch?v=nr0boB3Bbfk](https://www.youtube.com/watch?v=nr0boB3Bbfk)
Resume Review & Resume Book

All students seeking employment may have their resume and cover letter reviewed by a Peer Advisor. The Peer Advisor helps the student identify adjustments that could strengthen their resumes, and cover letters. Prior to a networking event called “Meet the Firms”, students’ resumes which have been reviewed by their peer advisor and submitted with final adjustments, will be placed in a Resume Book. This book is then sent out to all of the firms who participate in the Meet the Firms event.

Meet the Firms

This event brings together approximately 30 employers in Tucson, AZ. Each employer is assigned a table to display information about their employment opportunities and/or provide “give-aways” to students. The School of Accountancy provides a book of student resumes for participating employers. Information about employers participating in this event will be presented and sent to students in advance. This event is free for participant and open only to accounting students.

Handshake

Handshake is University of Arizona’s official job board and campus interviewing system. These postings can relate to jobs located at the University of Arizona, Tucson metropolitan area, or across the nation. Many recruiters will not review an application unless the student applies via Handshake. Handshake gives students access to job postings that may not be available on other websites. [https://career.arizona.edu/jobs/handshake?utm_medium=home-page&utm_source=button&utm_campaign=handshake](https://career.arizona.edu/jobs/handshake?utm_medium=home-page&utm_source=button&utm_campaign=handshake)
Important Links

School of Accountancy Home

- https://eller.arizona.edu/departments-research/schools-departments/accountancy

CatCard Office

- catcard.arizona.edu

Student Engagement & Career Development

- career.arizona.edu

D2L

- https://d2l.arizona.edu/

UAccess

- http://uaccess.arizona.edu/