MSU Accounting Undergraduate Students
Steps to Apply to the Master of Science in Accounting Graduate Program

WHEN TO APPLY: If you have completed or will complete by the end of the current semester at least three 300/400-level accounting courses (excluding ACC 308), you should begin the application process. Please wait to apply to the program until you have these courses.

1. Calculate your overall GPA.

2. Calculate your 300/400-level accounting GPA (excluding ACC 308).

3. If you:
   a. Have at least a 3.25 GPA in both steps 2 and 3, you are not required to take the GMAT. Please contact the M.S. in Accounting Department for a special code to waive the GMAT exam (msacct@bus.msu.edu).
   b. Do not have at least a 3.25 GPA in both steps 1 and 2, you will need to take the GMAT. The Program requires a minimum overall score of 550 (school code: QH0-SP-32). For more information, please visit http://www.mba.com/mba/thegmat.
   c. Do not have at least a 3.0 GPA in both steps 1 and 2, you will not be considered for admission. However, you can wait and attempt to earn a GPA higher than a 3.0 and apply later.

4. Create a profile and begin the application process through the Broad College graduate online application site. Listed below are supplemental items that must be uploaded and/or submitted online with your application:
   a. Current resume
   b. GMAT score, if applicable (school code: QH0-SP-32)
   c. Three essay responses (one page maximum)
   d. Three letters of recommendation (at least one from a faculty member)
   e. Application fee ($85.00)

We will only require paper copies of items such as GMAT scores or financial proof IF you are recommended for admission. Please do not send any paper documentation to us.

5. Applications will not be reviewed until after the deadlines. These are listed as follows based on desired starting semester:
   a. January 1: For those applying to start in the summer or fall semesters. If you want to be considered for scholarships you must also apply by this date.
b. March 1: A second round of application review will occur after this date if space remains for summer and fall semesters.

c. October 1: For those applying to start the program in spring semester

6. Once your file has been reviewed, you will receive an email notification regarding our decision.

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Special Notes on Dual Enrollment

Some students may desire to start taking graduate courses while they are still completing their undergraduate degree. This is possible under the University’s Dual Enrollment Policy with the following restrictions:

1. The student must be within 15 credits of graduation and have been admitted to the graduate program. In addition, a student cannot dual enroll unless they are in their final semester as an undergraduate.

2. A Dual Enrollment Status form must be completed. Forms are available in the Department of Accounting and Information Systems and must be approved by program director.

3. A student may not exceed 16 total credits for dual enrollment semester and no more than 12 graduate credits may be earned.

4. Students dually enrolled are not eligible for graduate assistantships, other forms of graduate student financial aid, or those services and prerogatives normally reserved for graduate students. Such students are classified as an undergraduate until the baccalaureate degree has been awarded.