



## **MSU Accounting Undergraduate Students**

### **Steps to Apply to the Master of Science in Accounting Graduate Program**

1. 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 if this is not the case.
2. Calculate your **overall GPA**.
3. Calculate your **300/400-level accounting GPA (excluding ACC 308)**. The faculty recognizes these courses as an indicator of graduate school performance, thus, we do not include accounting principles (ACC 201 and 202) in this evaluation.
4. If you:
  - a. **Have at least a 3.25 GPA** in both steps 2 and 3, you are not required to take the GMAT or GRE. Please contact the M.S. in Accounting Program at [msacct@broad.msu.edu](mailto:msacct@broad.msu.edu) for a special code to waive the exam.
  - b. **Do not have at least a 3.25 GPA** in both steps 2 and 3; you will need to take the GMAT or GRE. The Program requires a minimum overall score of 550 (school code: QH0-5P-32) or strong GRE score (school code: 1465). For more information, please visit <http://www.mba.com/mba/thegmat> or <http://www.ets.org/gre>.
  - c. **Do not have at least a 3.0 GPA** in both steps 2 and 3, you will not be considered for admission. You can however wait and attempt to earn a GPA higher than a 3.0.
5. Create a profile and begin the application process through Apply Yourself (<https://app.applyyourself.com/?id=MSU-MBA>). Listed below are supplemental items that must be uploaded and/or submitted online with your application:
  - a. Unofficial transcripts
  - b. Current resume
  - c. GMAT score (school code: QH0-5P-32) or GRE score (school code: 1465) , if applicable
  - d. Three essay responses (two written and one recorded and uploaded)
  - e. Two letters of recommendation (at least one from an accounting faculty member)
  - f. Application fee (\$85.00)
6. Applications will not be reviewed until after the deadlines. These are listed as follows based on desired starting semester:
  - a. January 15: First round summer and fall semesters and scholarship applications
  - b. March 1: Second round summer and fall semesters
  - c. October 1: Spring semester

## REQUEST FOR DUAL ENROLLMENT STATUS

ACCOUNTING AND INFORMATION SYSTEMS  
THE ELI BROAD GRADUATE SCHOOL OF MANAGEMENT  
270 NORTH BUSINESS COMPLEX  
EAST LANSING, MI 48824-1122

### POLICY:

1. A senior from MSU who is in their final semester of graduation from first Bachelor's degree and who is admitted into the Master of Science in Accounting Program may be dually enrolled.
2. The maximum time limit for dual enrollment is one semester.
3. A maximum of 9 graduate credits may be earned under this status.
4. The total maximum course load per term is 16 credits.
5. The extent to which the courses listed on this form will meet specific graduate degree requirements will depend on approval of your comprehensive graduate program.
6. If you wish to make any changes to the courses listed on this form, you must complete a second Dual Enrollment Form and indicate that it is a REVISED REQUEST.
7. Students dually enrolled are not eligible for graduate assistantships, or other forms of graduate student financial aid, or those services and prerogatives normally reserved for graduate students. We recommend that if you plan to apply for financial aid, you meet with a Financial Aid Officer to discuss the impact of the additional cost to take these courses.
8. Credits taken at the graduate level do not count toward achievement of the baccalaureate degree.
9. You will be charged additional premium tuition fees per graduate credit in the middle of the semester you plan to dual enroll. Any credits you take at the graduate level will be charged at graduate tuition rates.

## REQUEST FOR DUAL ENROLLMENT STATUS

Dual enrollment provides an opportunity for academically talented undergraduate students to enroll in graduate courses and conduct research towards a graduate degree while completing the last two years of their bachelor's degree(s) programs.

Last Name	First Name	Middle Initial	PID
Term/Year Dual Enrollment Begins			
Undergraduate Major		Undergraduate College	
Undergraduate Degree Program Advisor			
Graduate Major		Graduate College	
Graduate Degree Program Advisor			
Number of Undergraduate Credits Earned			
Number of Undergraduate Credits Needed for Bachelor Degree			
<b>COURSES TO BE SHARED BETWEEN UNDERGRADUATE AND GRADUATE DEGREES (Maximum 9 credits allowed)</b>			
TERM/YEAR	SUBJECT	COURSE NUMBER	SECTION
<p>Students will be classified as an undergraduate student until the minimum number of credits required for a first bachelor's degree is completed. When the student is classified as a graduate student, eligibility begins for graduate assistantships, other forms of graduate student financial aid, or those services and prerogatives normally reserved for graduate students. For further detail regarding dual enrollment by undergraduates please refer to the Graduate Education section of the Academic Programs catalog.</p>			
Approved by:			
Student Signature			Date
Department Chairperson, Admitting Graduate Department			Date
Associate Dean, Admitting Graduate College			Date

**RETURN THIS FORM TO THE OFFICE OF THE REGISTRAR  
426 AUDITORIUM ROAD, ROOM 150, EAST LANSING, MI 48824  
OR FAX TO (517) 353-1935**

*Michigan State University is an affirmative-action/equal-opportunity employer.*