2012-2013 Academic Calendar

FALL
Quarter Begins: September 24
Instruction Begins: September 27
Last Day to Add/Drop: October 12
Last Day to Withdraw: November 9
Veterans Day: November 12
Thanksgiving: November 22-23
Instruction Ends: December 7
Finals Begin: December 8
Finals End/Quarter Ends: December 14
Grades Available on Growl: January 2

WINTER
Quarter Begins: January 2
Instruction Begins: January 7
Last Day to Add/Drop: January 18
Martin Luther King, Jr. Day: January 21
Last Day to Withdraw: February 15
Presidents Day: February 18
Instruction Ends: March 15
Finals Begin: March 16
Finals End/Quarter Ends: March 22
Grades Available on Growl: April 1

SPRING
Quarter Begins: March 27
Cesar Chavez Day: March 29
Instruction Begins: April 1
Last Day to Add/Drop: April 12
Last Day to Withdraw: May 10
Memorial Day: May 27
Instruction Ends: June 7
Finals Begin: June 8
Finals End/Quarter Ends: June 14
Grades Available on Growl: June 24
Our vision is to develop world-class leaders and scholars who are as diverse as the challenges they face and the enterprises they grow. AGSM is a premier center of management and research and education with a distinctive focus on developing the knowledge, skills and tools required to lead and manage growth.

AGSM is a place to:

• Understand how to identify and evaluate opportunities for new and growing ventures; learn how to manage and sustain opportunities for growth in organizations, industries, markets, and communities;
• Grow personally and professionally as a business person, manager and community leader; and
• Fuel passion for discovery and innovation.
Congratulations on your acceptance into one of AGSM’s graduate professional programs. We certainly appreciate your selection of AGSM and look forward to working with you during your academic career. Our graduate professional programs offer an educational experience that trains students to develop leadership skills and become responsible leaders. It prepares students to learn the theory and concepts in the disciplines of accounting, finance, marketing, management and supply chain management; and acquire an analytical thinking approach that gives them the confidence and ability to address complex business issues. During your graduate program experience you will develop relationships with your fellow students on both professional and personal levels. I encourage you to build friendships with as many students and alumni as possible. Your experience will be much richer and more enjoyable when you have supportive colleagues going through the program with you.

Yunzeng Wang, Ph.D.
Interim Dean,
UCR School of Business Administration,
Home of the A. Gary Anderson
Graduate School of Management
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>7</td>
</tr>
<tr>
<td>A AACSB Accreditation</td>
<td>7</td>
</tr>
<tr>
<td>MBA Program</td>
<td>8</td>
</tr>
<tr>
<td>Learning Goals</td>
<td>8</td>
</tr>
<tr>
<td>Curriculum</td>
<td>9</td>
</tr>
<tr>
<td>Program Prerequisites</td>
<td>9</td>
</tr>
<tr>
<td>Core Courses</td>
<td>10</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>11</td>
</tr>
<tr>
<td>MGT 298I-Fieldwork in Management</td>
<td>12</td>
</tr>
<tr>
<td>MGT 290-Directed Studies &amp; MGT 297-Directed Research</td>
<td>13</td>
</tr>
<tr>
<td>MGT 238-Capstone Course</td>
<td>13</td>
</tr>
<tr>
<td>Thesis or “Comprehensive Exam” (Case Analysis)</td>
<td>13</td>
</tr>
<tr>
<td>MGT 299-Research for Thesis</td>
<td>14</td>
</tr>
<tr>
<td>Restrictions</td>
<td>14</td>
</tr>
<tr>
<td>Intercampus Exchange Program &amp; Transferring Units from other Institutions</td>
<td>14</td>
</tr>
<tr>
<td>Master of Professional Accountancy Program</td>
<td>15</td>
</tr>
<tr>
<td>Curriculum</td>
<td>15</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>16</td>
</tr>
<tr>
<td>Core Courses</td>
<td>16</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>17</td>
</tr>
<tr>
<td>California CPA Licencing Requirements</td>
<td>18</td>
</tr>
<tr>
<td>Tracks</td>
<td>19</td>
</tr>
<tr>
<td>Comprehensive Exam</td>
<td>19</td>
</tr>
<tr>
<td>Purpose</td>
<td>20</td>
</tr>
<tr>
<td>Procedure</td>
<td>20</td>
</tr>
<tr>
<td>Content</td>
<td>20</td>
</tr>
<tr>
<td>Satisfactory Completion</td>
<td>20</td>
</tr>
<tr>
<td>Registration and Enrollment</td>
<td>21</td>
</tr>
<tr>
<td>Advising and Advisors</td>
<td>21</td>
</tr>
<tr>
<td>MBA Fees and Tuition</td>
<td>21</td>
</tr>
<tr>
<td>MPAc Fees and Tuition</td>
<td>22</td>
</tr>
<tr>
<td>Enrollment</td>
<td>22</td>
</tr>
<tr>
<td>Academics</td>
<td>23</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>23</td>
</tr>
<tr>
<td>Incomplete Grades</td>
<td>23</td>
</tr>
<tr>
<td>Grade Reporting</td>
<td>23</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>24</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>24</td>
</tr>
<tr>
<td>Fellowships</td>
<td>24</td>
</tr>
<tr>
<td>Teaching Assistantships (TAs)</td>
<td>24</td>
</tr>
<tr>
<td>Research Assistantships (GSRs)</td>
<td>25</td>
</tr>
<tr>
<td>Employment Awards: PFR &amp; GSHIP</td>
<td>25</td>
</tr>
<tr>
<td>Other Sources of Funding</td>
<td>25</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>26</td>
</tr>
<tr>
<td>Taxes</td>
<td>26</td>
</tr>
<tr>
<td>Career Services</td>
<td>27</td>
</tr>
<tr>
<td>UCR Campus Resources</td>
<td>27</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>29</td>
</tr>
</tbody>
</table>
INTRODUCTION
As part of the University of California, Riverside’s School of Business Administration (SoBA) graduating from one of the A. Gary Anderson Graduate School of Management’s (AGSM’s) graduate professional programs provides students with a world-recognized University of California degree. UCR is ranked amongst the most diverse campuses in the nation with a long tradition of welcoming and supporting international scholars.

AACSB Accreditation
AGSM was accredited by the Association to Advance Collegiate Schools of Business (AACSB) in 2003. AACSB-accredited schools have the highest quality faculty, relevant and challenging curriculum, and provide educational and career opportunities that are not found at other business schools.

AACSB accreditation represents the highest standard of achievement for business schools worldwide. Less than 5% of the world’s 13,000 business programs have earned AACSB Accreditation. AACSB-accredited schools produce graduates that are highly skilled and more desirable to employers than other non-accredited schools.

For more, visit http://www.aacsb.edu/aacsb-accredited/.

Purpose
This student handbook provides a detailed description of all aspects of AGSM’s graduate professional programs, with information on requirements and procedures, facilities and services, course offerings, and other general information.

For information on specific Graduate Division requirements, please refer to the UCR Graduate Student Handbook: http://graduate.ucr.edu/pub_forms.html

If you need additional assistance or information not addressed in the Student Handbook, please contact the Graduate Professional Programs Office at (951) 827-6200.
MBA PROGRAM
The MBA Program at AGSM is situated in a living laboratory, Inland Southern California, one of the fastest-growing and changing regions in the world. This environment is an ideal location where students and faculty can perform cutting-edge research and experience firsthand how business works. Our Sloan Center for Internet Retailing is the world’s leading university research center for e-commerce marketing.

Our faculty features preeminent scholars and leaders in their fields. Our distinguished faculty engages and encourages students through their own academic success and research.

The UCR MBA Program is leading thinkers, leading growth. Our mission is to produce leaders whose ability to think about the challenges they face and provide them with skills to lead growth in both our region and the world.

Learning Goals
Each AACSB-accredited business school defines specific learning goals for its own students. AGSM’s learning goals for the MBA program are:

Learning Goal 1: Professional Integrity/ Ethical Reasoning Skills
Students will be able to recognize ethical issues, demonstrate familiarity with alternative frameworks for ethical reasoning, and discern trade-offs and implications of employing different ethical frames of reference when making business decisions.

Learning Goal 2: Global Context Skills
Students will be conversant with major economic, social, political, and technological trends and conditions influencing foreign investment and development of the global economy and demonstrate an understanding of the cultural, interpersonal and analytical competencies required for engaging in global business activities.

Learning Goal 3: Written Communication
Students will demonstrate proficiency in written communications by creating documents with appropriate content and conclusions.
Learning Goal 4: Technology Skills
Students will be able to integrate and apply the tools and techniques of business, drawing on a broad-based knowledge of the major functions (accounting, economics, finance, information systems, marketing, operations management, and strategy) to solve complex business problems and make sound business decisions.

Curriculum
The UCR MBA Program has both a Full-Time MBA and Part-Time MBA option tailored to fit each student’s specific needs. No matter which program you choose, you are guaranteed an extraordinary experience in education and experiential learning with our world-class faculty.

To satisfy the course requirements of the two-year, full-time MBA Program, students are required to complete a total of 20 courses (80 quarter units). A full-time academic load is four courses or 16 quarter units. Of the required units for graduation, 36 will be from core subjects. Students are also required to complete the non-degree credit workshop, MGT 404: Communications, Leadership, Teams, and Ethics.

The curriculum includes five major components:
1) 9 required core courses plus MGT 404
2) 7 elective courses and a Thesis or 9 elective courses
3) MGT 298I - Fieldwork In Management
4) Capstone Course
5) Case project (no unit credit) or a thesis (8 quarter units)

Program Prerequisites
MGT 403- Review of Quantitative Methods for Management
The MGT 403 prerequisite may be met in one of three ways:

1) Equivalent college level course work completed within 3 years prior to enrollment as verified by transcripts.
2) Students who have taken prerequisite coursework more than 3 years prior to
enrollment may take a prerequisite waiver exam prior to the first day of instruction. **MGT 403** will be waived for students who achieve a passing grade on this exam.

3) Successful completion of **MGT 403** taken during the first two quarters in residence.  

*Unit credit is not awarded toward the degree for successful completion of the program prerequisite.*

**Core Courses**
The core consists of 9 courses (36 units) that provide for the development of managerial skills applicable within any organization. All students are expected to take the core subjects within the first three quarters of the MBA Program, unless they have had equivalent upper division or graduate courses elsewhere.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 200</td>
<td>Organizational Behavior and Theory</td>
</tr>
<tr>
<td>MGT 201</td>
<td>Quantitative Analysis</td>
</tr>
<tr>
<td>MGT 202</td>
<td>Financial Management</td>
</tr>
<tr>
<td>MGT 203</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>MGT 205</td>
<td>Information Systems</td>
</tr>
<tr>
<td>MGT 207</td>
<td>Operations Management for Competitive Advantage</td>
</tr>
<tr>
<td>MGT 209</td>
<td>Marketing Management</td>
</tr>
<tr>
<td>MGT 211</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>MGT 235</td>
<td>Strategic Management</td>
</tr>
</tbody>
</table>

Students may petition to waive core subjects on the basis of equivalent work. To waive a core course, the student must have received a minimum grade of A- in the course to be used for the waiver. Students must submit a catalog course description, syllabus, and/or class textbook to the assigned MBA faculty member and the Graduate Advisor in order to obtain approval. **Approval of a core course waiver does not waive units required for the degree, but rather it allows students to substitute an additional elective.**

**Students must achieve a minimum cumulative core course GPA of 3.0.** Students who fail to meet this minimum GPA will be required to repeat the core subject, if eligible, or they may be dismissed.
from the program.

Full-time students should take most of the core subjects within their first three quarters in the MBA program. The core subjects are intended to provide basic managerial skills which serve as the background for taking the more advanced work in functional areas.

Failure to complete the core subjects early diminishes the value of the courses which students take in their areas of interest.

**Elective Courses**

Students are required to complete nine elective courses (36 units); thesis students take seven electives (28 units) plus eight units of MGT 299 for thesis credit. Electives are selected with the assistance of a faculty advisor to meet an individual’s educational and career goals. Students are able to develop specialization in one or more sub-fields as per their personal interests. Students may also take campus courses in related disciplines such as economics, statistics, computer science, and sociology with prior approval of the Graduate Advisor.

For specific course descriptions, please refer to the General Catalog 2012-2013 ([http://catalog.ucr.edu/](http://catalog.ucr.edu/)).

<table>
<thead>
<tr>
<th><em>Areas of Study</em></th>
<th>Courses Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>204, 225, 226, 228, 229; 240A; 240B; 241; 245; 277; 278ABC</td>
</tr>
<tr>
<td>Finance</td>
<td>MGT 227; 231; 232; 237; 244; 252; 274; 276</td>
</tr>
<tr>
<td>Entrepreneurial Management</td>
<td>MGT 246; 261; 263; 268; 269</td>
</tr>
<tr>
<td>General Management</td>
<td>Selection of electives from several functional areas</td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>MGT 210; 216; 217; 218; 222</td>
</tr>
<tr>
<td>International Management</td>
<td>MGT 215; 237; 248; 272</td>
</tr>
</tbody>
</table>
Areas of Study | Courses Offered
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Management Information Systems | MGT 230; 264; 265; 280; 281; 282
Marketing | MGT 228; 233; 243; 247; 248; 249; 253; 254; 257
Management Science | MGT 221; 236; 239
Operations Management | MGT 224; 239; 259; 266; 267

*A maximum of 6 electives plus an internship may be taken in one functional area.

MGT 298I- Fieldwork in Management
All students are required to complete 4 units of MGT 298I after completion of at least half of the MBA coursework. A maximum of 8 units of MGT 298I may be counted toward the MBA degree. Fully employed students may be allowed to develop projects related to their current employment.

The Fieldwork in Management course provides students with the opportunity to bridge the gap between the classroom and the world of work, explore possible career options, develop contacts, and build their resume.

For Fieldwork in Management requirements, project outline, forms, and approval process, please go to our website (http://agsm.ucr.edu/mba_internship/students.html).

After completing a minimum of 5 weeks and 120 hours at their internship site, students submit a 10-20 page paper that applies course concepts to the work completed or present an analysis of aspects of the organization and its practices. Additional readings, meetings, and papers may be required by academic supervisors.

Students who register for MGT 298I must first complete and file the appropriate petition with the Career Services Office. A copy of the final written product, the student evaluation form, and a one-page summary must be submitted to the Academic Supervisor as well as the MBA Career Services Office at the completion of the course.
MGT 290- Directed Studies & MGT 297- Directed Research are independent study courses in which students propose an outline of research they would like to complete in an area of special interest. A faculty member will review a student’s proposal for academic quality and, in areas of his/her expertise, serve in a tutorial and evaluative capacity. Students receive academic credit and a grade of S/NC (satisfactory/no credit) for the course.

Students who register for MGT 290 and/or MGT 297, must first complete and file the appropriate petition with the Graduate Division.

A maximum of 8 units may be counted for degree credit from the following courses: MGT 290, MGT 297, and MGT 298I.

MGT 238- Capstone Course
The capstone course is a team-taught, integrative case course that focuses on managing the complex tasks of the total organization. It examines the interdependence of the functional areas of management. Student teams analyze cases involving several functional areas and recommend actions for improvement.

Students are required to submit either a group case analysis as part of the capstone course or an original thesis. The case analysis acts as a comprehensive examination for students who choose not to write a thesis. The course is normally taken during the student’s last quarter in the program.

Thesis or “Comprehensive Exam” (Case Analysis)
MBA students are required to submit either an industry-based group case analysis as part of the capstone course (MGT 238) or an original thesis. The case analysis serves in lieu of a comprehensive examination for students who choose not to write a thesis. Cases judged not acceptable must be revised within one quarter to an acceptable level.

The thesis is a two or more quarter research endeavor initiated during a student’s final year in the program. It is expected that most students will develop theses related to advanced work in their
electives. Students may enroll in a maximum of eight units of thesis credit: MGT 299: Research for Thesis or Dissertation.

MGT 299- Research for Thesis or Dissertation
Students who choose to only enroll in 7 elective courses are also required to complete 8 units of thesis credit. The thesis is a 2 or more quarter research endeavor during a student’s final year of study. It is expected that most students will develop theses related to advanced work in their electives. A faculty member will review a student’s proposal for academic quality and, in areas of his/her expertise, serve in a tutorial and evaluative capacity. Students receive academic credit and a grade of S/NC (satisfactory/no credit) for the course.

Restrictions
Normally, only upper division or graduate level coursework may be used as a basis for waiving a graduate level course.

• A maximum of 1/3 of the units to be applied toward the MBA degree may be taken outside the program.
• A maximum of eight units may be counted for degree credit among MGT 290, 297 and 298I
• A maximum of six electives plus an internship may be taken in one functional area

Intercampus Exchange Program & Transferring Units from Other Institutions
Students who are not able to find courses appropriate to their research interests may cross-register on other campuses within the UC systems (UCLA and UC Irvine are sufficiently close) and other accredited institutions with MBA programs. Students may transfer a maximum of 8 quarter units of credit for course work completed with a minimum grade of “B” towards their MBA degree as elective units only. MBA students are not allowed to enroll in any course that would substitute for a required core course.

Students must consult with the Graduate Advisor and Dean of the Graduate Division for approval prior to taking courses on other campuses.
Globalization, a revolution in technology, and increased regulation affecting internal accountants and external auditors have all contributed to demands for additional accountants with education beyond the baccalaureate degree.

With a launch date of fall 2012, the Master of Professional Accountancy (MPAc) program at the A. Gary Anderson Graduate School of Management will fill this growing demand for qualified certified public accountants (CPAs), especially with a California law effective for years after 2013 that will require 150 semester hours (or 225 quarter hours) of applicable college credit.

Designed to be completed in three quarters, the goal of the 48-unit MPAc program is to prepare students with the 20/20 vision needed to become the ideal accounting and auditing professionals in the year 2020 and beyond. Our students will benefit from a quality business education of a University of California caliber and learn from leading scholars and practitioners in the field. In addition, many influential business professionals at international accounting and auditing firms proudly call UCR their alma mater and actively recruit and support UCR students.

Curriculum
The MPAc will be offered as a one-year program (48 units) for graduates of a baccalaureate degree with a concentration or major in accounting. These students typically will be graduates of accounting programs from UCR and other colleges and universities.

Students will be deemed to have a concentration or major in accounting if his or her prior work includes 48 semester (72 quarter) units of accounting and business-related subjects, including a minimum of 24 semester (36 quarter) units in accounting subjects. The remaining 24 semester (36 quarter) units may include additional accounting subjects or other business-related subjects as listed below.
Accounting courses must include:
- Introductory Financial Accounting
- Managerial Accounting or Cost Accounting
- Intermediate Financial Accounting—at least 2 semesters or 3 quarters
- Federal Income Taxation of Individuals or Business Entities
- Auditing

Business-related subjects may include courses in:
- Accounting Information Systems
- Advanced Accounting
- Advanced Auditing
- Advanced Taxation
- Business Administration
- Business Communications
- Business Law
- Ethics
- Business Management
- Computer Science/Information Systems
- Economics
- Finance, e.g., Financial Management
- Marketing
- Statistics
- Management Science/ Operations Research

Prerequisites
The MPAc program is open to eligible students from undergraduate backgrounds in business, accounting, economics and other related fields. A student does not need to have an undergraduate degree in accounting. However, it is required that a student have taken at least five to six accounting courses including intermediate accounting and auditing courses in addition to five to six business courses.

Core Courses
The core consists of 5 required courses (20 units).

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 225</td>
<td>Professional Accounting and Auditing Research</td>
</tr>
<tr>
<td>MGT 229</td>
<td>Sustainability and Ethical Control Systems</td>
</tr>
<tr>
<td>MGT 240B</td>
<td>Advanced Taxation</td>
</tr>
</tbody>
</table>
Students may petition to waive core subjects on the basis of equivalent work. To waive a core course, the student must have received a minimum grade of A- in the course to be used for the waiver. Further, students must submit a catalog course description, syllabus, and/or class textbook to the assigned MPAc faculty member and the Graduate Advisor in order to obtain approval. **Approval of a core course waiver does not waive units required for the degree, but rather it allows students to substitute an additional elective.**

**Students must achieve a minimum cumulative core course GPA of 3.0.** Students who fail to meet this minimum GPA will be required to repeat the core subject, if eligible, or they may be dismissed from the program.

**Elective Courses**

Students are required to complete seven elective courses (28 units). Electives are selected with the assistance of a faculty advisor to meet an individual’s educational and career goals. The balance of the 28 elective units will include other courses in accounting, courses offered by AGSM in other graduate programs and by other departments in UCR. Students may also take campus courses in related disciplines such as economics, statistics, computer science, and sociology with prior approval of the Graduate Advisor.

For specific course descriptions, please refer to the General Catalog 2012-2013 (http://catalog.ucr.edu/).

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 278A</td>
<td>Auditing and Assurance Services: Theory and Practice</td>
</tr>
<tr>
<td>MGT 278B</td>
<td>Information Technology and Auditing and Assurance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*Areas of Study</th>
<th>Courses Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>226; 240A; 240B; 241; 245; 277; 278</td>
</tr>
<tr>
<td>Finance</td>
<td>MGT 227; 231; 232; 237; 244; 252; 274; 276</td>
</tr>
<tr>
<td>Areas of Study</td>
<td>Courses Offered</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Economics</td>
<td>ECON 200A; 206; 204A,B; 205A,B; 212</td>
</tr>
<tr>
<td>General Management</td>
<td>Selection of electives from several functional areas</td>
</tr>
<tr>
<td>Statistics</td>
<td>STAT 200A,B; STAT 203A,B; STAT 205, STAT 207A,B; STAT 210A,B,C; STAT 215, STAT 216A,B; STAT 220A,B;STAT 230, STAT 240</td>
</tr>
<tr>
<td>International</td>
<td>MGT 215; 237; 248; 272</td>
</tr>
<tr>
<td>Management Information</td>
<td>MGT 230; 264; 265; 280; 281; 282</td>
</tr>
<tr>
<td>Marketing</td>
<td>MGT 228; 233; 243; 247; 248; 249; 253; 254; 257</td>
</tr>
<tr>
<td>Management Science</td>
<td>MGT 221; 236; 239</td>
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</tbody>
</table>

Students should be able to complete the coursework for this program in one academic year. Admission is only fall quarter. Required courses and sufficient elective courses will be offered every year. The program requirements will satisfy education requirements for California CPA licensing.

**California CPA Licensing Requirements**

California law regarding CPA licensing will require that in 2014, all California CPA candidates must have 150 semester hours (225 quarter hours) of college education prior to licensing. Beginning in 2014, the requirements for CPA candidates will be:

- A bachelor’s degree
- 36 quarter units (or 24 semester units) in accounting-related subjects
- 36 quarter units (or 24 semester units) in business-related subjects (accounting courses beyond the 36 required quarter units (or 24 required semester units) may apply toward the business units.
- 225 quarter units (or 150 semester units) of education including 45 quarter units (30 semester units),
beyond the 180 quarter units (120 semester units), in accounting, business courses related to accounting and ethics.

- Passing the Uniform CPA Examination.
- One year of general accounting experience supervised by a CPA with an active license, and
- Passing an ethics course.

Tracks
The flexibility of the MPAc Program allows students to pursue at least three specialization tracks.

- IT Auditing
- Corporate Auditing and Assurance
- Corporate Accounting

In addition to the required program courses, in the IT Audit Track a student might consider selecting courses from the following: MGT 241-Accounting Systems and Control; MGT 226-Fraud and Forensic Auditing; MGT 230-Databases for Management; MGT 264-Information Systems Resources; and MGT 281-Systems Analysis and Design.

A student in the Corporate Auditing and Assurance Track may consider selecting courses from the following: MGT 226-Fraud and Forensic Auditing; MGT 241-Accounting Systems and Control; MGT 278C-Internal Auditing; …

A student in the Corporate Accounting Track may consider courses from the following: MGT 204-Cost and Management Accounting; MGT 241-Accounting Systems and Control; MGT 278C-Internal Auditing; MGT 231-Corporate Finance; MGT 237-International Finance; MGT 276-Corporate Financial Policy and Control; …

Comprehensive Examination
Students must pass a comprehensive examination, which is taken after advancing to candidacy and at the end of all coursework (in the last week of the Spring Quarter), to receive the degree. The exam will be computerized, objective in format, and four (4) hours in length, and will cover the topics taught throughout the entire program. It
will consist of objective and research questions covering issues in the practice of a Certified Public Accountant. This exam will ensure that all students receiving the degree have internalized the central lessons of the degree, which is necessary if they are to act as overseers of public trust.

**Purpose**
The exit exam is intended to meet the UC Riverside requirements of the Master’s degree. This exam will test a student’s comprehension of material covered in the MPA program. Satisfactory completion of the exam is necessary for the MPAc degree to be awarded.

**Procedure**
The exit exam will be taken at the end of the Spring term, prior to graduation. Students will be assigned a four-hour time block in which to complete the exam. The exam will consist of one two-hour section of objective questions and one two-hour section on professional research and case analysis. The examination will be taken in a computerized setting.

**Content**
The exam will focus on the following areas:

I. Auditing and Assurance  
II. Financial Accounting and Reporting  
III. Taxation  
IV. Professional Accounting Research  
V. Accounting Information Systems

These parts are intended to test on the core areas of the MPAc curriculum.

**Satisfactory Completion**
Satisfactory completion means that the student has received a sufficiently high grade so as to indicate that they have achieved a reasonable retention and mastery of the materials delivered in the degree program. The specific level of grade needed to receive a passing grade will vary from year to year depending on the difficulty and content of the exam. However, in no case will a passing grade be below 75% as defined below. Students may retake the exam a maximum of three times, although the exit exam must be passed in order for a degree to be conferred.
**REGISTRATION AND ENROLLMENT**

The AGSM graduate programs enable students to develop individualized programs in keeping with their career interests. In the case of the MBA program, its interdisciplinary nature, both within its own curriculum and in accepting courses from other disciplinary departments, also provides a range of opportunity for students to study in their areas of interest and professional need.

**Advising and Advisors**

It is critical that students utilize faculty advice and recommendations in advance of course registration. The Graduate Advisor works as a faculty advisor for all first-year students. Prior to registration each quarter, the Graduate Advisor will meet with first-year students to approve their course plans. Second-year students select electives with the advice of faculty in their specific areas of interest.

**Fees and Tuition**

Effective 2012-2013 the fees per quarter for full-time graduate students are as follows.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Residents</th>
<th>Non-Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee</td>
<td>$324</td>
<td>$324</td>
</tr>
<tr>
<td>Educational Fee</td>
<td>$3,740</td>
<td>$3,740</td>
</tr>
<tr>
<td>Student Center Fee</td>
<td>$110</td>
<td>$110</td>
</tr>
<tr>
<td>Nonresident Tuition</td>
<td>$0</td>
<td>$4,082</td>
</tr>
<tr>
<td>UCR GSA Fee</td>
<td>$24.18</td>
<td>$24.18</td>
</tr>
<tr>
<td>Graduate Student Health Insurance</td>
<td>$588</td>
<td>$588</td>
</tr>
<tr>
<td>Premium (GSHIP±)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation Center Fee</td>
<td>$59</td>
<td>$59</td>
</tr>
<tr>
<td>Student Services Fee</td>
<td>$6</td>
<td>$6</td>
</tr>
<tr>
<td>Professional School Fee $</td>
<td>$7,118 per quarter</td>
<td>$7,118 per quarter</td>
</tr>
<tr>
<td>Total</td>
<td>$11,969.18</td>
<td>$16,051.18</td>
</tr>
</tbody>
</table>
MPAc Program Fees
Total tuition costs associated with the MPAc program amount to $38,400 ($800 per unit x 48 required units for graduation)

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,800</td>
<td>$12,800</td>
<td>$12,800</td>
</tr>
<tr>
<td>* $800 per unit x 16 units per quarter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total: $38,400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

± Students who have private health insurance comparable to UCR’s coverage can apply for a GSHIP waiver. To review applicability visit: http://campushealth.ucr.edu/

§ The Professional School Fee is prorated for part-time students. These fees cannot be refunded except when a student formally withdraws from UCR during the first 5 weeks of the term.

* All fees subject to change. Please check with the Registrar’s Office for current fees.

Approved half-time students are applicable for a reduction of certain fees. Students are not able to change their status after the third week of classes.

Half-time students are able to register in 8 quarter units or less. University financial aid is not available for students taking less than 6 quarter units.

Enrollment
It is the student’s responsibility to initially enroll in courses and to confirm course enrollment. Failure to enroll by scheduled deadlines may result in a lapse of student status, an assessment of a late fee, or a delay in financial aid.

Students can use their Growl account (www.growl.ucr.edu) to enroll and drop classes, check their degree progress, change their contact information and PERMPINs, view their grades or their billing statements, and set their privacy restrictions.

Students may add and drop classes during the first three weeks of instruction at no cost in accordance with approval from their Graduate Advisor. Drops made after the second week of instruction begins will result in a “W” (withdrawn) notation on a student’s transcript.
ACADEMICS
A graduate at UCR must achieve at least a 3.0 GPA to obtain a degree.

Academic Probation
At AGSM, any student who falls below a 3.0, in either the core courses, the quarter GPA, or in all courses taken while in the program, will be placed on academic probation at the end of the quarter in which this occurs. The student must raise their GPA above a 3.0 by the end of the next quarter. Two consecutive quarters of a GPA below 3.0 constitutes grounds for dismissal. This is true for part-time as well as full-time students. An excessive number of incomplete grades is also grounds for probation and possible dismissal.

Students may be dismissed from UCR for non-academic reasons also; such as: violation of university-wide policies and campus regulations and off-campus conduct when such conduct affects one’s suitability to be a member of the academic community.

Incomplete Grades
The grade “I” (incomplete) is a provisional grade that denotes a student’s work was of passing quality but incomplete for good cause. The grade “I” may be replaced upon completion of the work and approval by the specified instructor. If a course graded “I” has not been successfully completed after one additional quarter or by the time the student is ready to graduate, whichever is less, it will be replaced by a grade of “F” or by “NC.” Extension of the time limit may be granted by petition when circumstances warrant.

Grade Reporting
Members of the Graduate Professional Programs Office staff do not inform students of their grades or return exams or other papers to them. Grade reports are available through Growl at the end of each quarter. Students may also obtain them in person from the Registrar’s Office.
Leave of Absence
Leaves of absence must be submitted via written petition to the Graduate Advisor and the Graduate Dean for approval. Graduate Division forms can be downloaded from their website:
http://graduate.ucr.edu/pub_forms.html

FINANCIAL ASSISTANCE
UCR and AGSM offer a variety of fellowships, academic program awards, scholarships, and financial aid to new and continuing students. Other scholarships and forms of financial aid must be completed separately by each applicant. Competition for these awards is keen, so it is recommended that students apply as early as possible to maximize their chances of receiving the most available funding.

Half-time students are not eligible to hold University fellowships or for employment as GSRs or TAs as determined by the Graduate Council.

Fellowships
Each year AGSM awards several fellowships to new and continuing students on the basis of merit only and merit plus financial need. All incoming students are considered for fellowships upon admission. Recipients must be in good academic standing and within normative time to the degree. Minimum GPA for continuing students is a 3.50.

Teaching Assistantships (TAs)
AGSM offers numerous TAships to qualified first and second year students. TAs lead discussion sections and provide assistance to faculty in undergraduate Business Administration courses. Applications for these positions are normally accepted in the spring quarter for the following academic year. TAs must be academically eligible, full-time, and maintain a minimum 3.0 GPA.

Each new TA is required to attend the Teaching Assistant Development Program’s (TADP) orientation. TADO provides services to experienced TAs as well, including a teaching
resource library, teaching portfolio development and assessment consultations, and seminars on professional development. For more information on training requirements and upcoming seminars, contact TADP (tadp@ucr.edu).

_TAs whose native/first language is not English must also pass the SPEAK test._ Those who score a conditional pass (40-45) can be appointed a TA but are required to participate in the appropriate English language classes at the UC Extension Center and retake the test. Students who receive a clear pass (50-60) are eligible to be appointed TAs.

Research Assistantships (GSRs)
Graduate Student Researcher positions for one or two quarters are available periodically to assist AGSM faculty with research. GSRs work with faculty in a variety of research areas such as marketing research, economic development, finance, and accounting. There will also be periodic opportunities for “reader” positions to assist faculty with grading. Students interested in these positions should contact the faculty members with whom they are interested in working. GSRs must be academically eligible, full-time, and maintain a minimum 3.0 GPA.

Employment Awards: PFR & GSHIP
Students who are appointed at 25% or more during an academic quarter as a GSR or TA are entitled to PFR (Partial Fee Remission) and GSHIP (Graduate Student Health Insurance Premium) remission. This entitlement pays the entire health insurance premium, and most, but not all, of a student’s mandatory university fees (not including non-resident tuition or professional school fees). AGSM provides a list of eligible students to the Graduate Division for these entitlements before student bills are printed.

Other Sources of Funding
Students may visit the Reference Librarian in any campus library for help in searching the internet for sources of financial support. One source is the Office of Research web page:
(www.ora.ucr.edu). You can also visit:

- California Student Aid Commission (www.csac.ca.gov)
- FASTWEB (www.finaid.org)
- The Foundation Center (http://foundationcenter.org)

**Financial Aid Office**

Federal Loans are available to domestic graduate students through the Financial Aid Office. Applicants must complete FAFSA online (www.fafsa.ed.gov). Although there is no deadline for submitting FAFSA, students who wish to use loan funding to pay fees should apply no later than one month prior to the fee payment deadlines for each quarter. Borrowers must complete a promissory note, complete any required pre-loan counseling, and enroll in classes before loan funds may be disbursed.

A Deferred Payment Plan is available to distribute the cost of fees and tuition over three installments per quarter. This service is available for an additional fee. For more information, visit the Student Business Services Office: http://www.sbs.ucr.edu

**Taxes**

Students (domestic and international) receiving financial support should be aware that part or all of their awards might be subject to federal and state income tax.

TAships, RAships, and Fellowships are considered taxable income. AGSM’s Professional Fee Fellowship award is nontaxable.

The International Services Center presents an annual Income Tax Return Information Seminar every winter quarter. International students should plan on attending to learn more about federal and state tax regulations for non-immigrant visa students.
CAREER SERVICES
AGSM’s Career Services provides an array of resources to assist students with lifelong career management. It partners and works with MBA Students to help them achieve their career goals.

Students will have access to a variety of career-related workshops, events, and resources which will help them develop a marketing strategy for their career pursuits. They will also have access to several national job databases listing opportunities at all levels of professional experience. There is online access to books and journals to assist with company research, resume writing, and interview preparation.

AGSM’s Career Services further offers:

- One-on-one career counseling, including self-assessment, research, and implementation
- Industry and job function overviews
- Career assessments, targeted job search, goal setting, and self-directed search
- Professional development in areas of résumé writing, interview skills, offer evaluation, networking, internships, and job search
- Mock interviews to improve interviewing skills through the use of an online program.
- Career-related resources
- Employer information sessions
- Online internships and job posting website
- Collaborative events with the UCR Career Center

UCR CAMPUS RESOURCES
There are many student resources available to graduate students. We encourage students to take advantage of these resources to better their educational experience with the AGSM.

R’Mail
AGSM and UCR only use students’ R’Mail Email Accounts for electronic communications. Administrative departments, professors, and other students will use R’Mail to communicate with students and send important information. In addition, R’Mail accounts do not expire after graduation.
For more information on logging into R’Mail, changing e-mail password, and forgotten passwords, visit http://cnc.ucr.edu/rmail/access.html.

GROWL
Once the students set up their R’Mail account, they can access their Growl account. Growl allows students to view their Statement of Account for fees, tuition, and register for classes (http://growl.ucr.edu).

Student Mailboxes
Students are assigned mailboxes for program related use. They are located in the lower level of Anderson Hall South. Each student’s mailbox has their name labeled along the top of the box. Students should not have personal mail or subscriptions sent to these mailboxes. TAs should use their TA mailboxes in OLMH for TA assignments.

Student Lounge
Students have their own private lounge located in the lower level of Anderson Hall South. It is designed to provide a place for students to gather and discuss topics of interest. There are two student computers located within the lounge for student use.

Computer Lab
Students can use the Computer Lab located in the lower level of Anderson Hall.

UCR Card
The UCR Card is a multi-functional campus ID card. It is the official photo ID of UCR, and it provides students with access to library privileges as well as the Sports Recreation Complex. Photos are taken at the UCR Card Office at the HUB in Suite 249. A valid form of ID is required, and the cost of the card will be billed directly to the student’s Growl account.

UCR Library System
The UCR Library system includes collections of more than 2 million bound volumes, 13,000 serial subscriptions, and over 1.6 million microfilms in four of its five facilities. Hours are posted at http://library.ucr.edu
Printing and Reprographics (P&R)
P&R is a full service printing facility with 3 locations to serve UCR. They provide full-color publications, Xerox and color laser copying, bindery, course packet printing, lecture notes, sample tests, lamination, and fax services. For more information visit http://printing.ucr.edu.

Transportation and Parking Services (TAPS)
*All vehicles parked on campus between 7:00am and 10:00pm, seven days a week, must display a valid UCR parking permit.*
Permit and other transit information is available for review at www.parking.ucr.edu. Information and links for alternative transportation options such as buses and train services from areas within the Inland Empire, are also available.

Student Recreation Center (SRC)
This 80,000 square foot facility features a Fitness Center dedicated to free-weights, weight machines, exercise bikes, treadmills, and stair climbers. In addition, there are 4 racketball courts, a squash court, 3 multi-purpose rooms, and 4 full size basketball courts that are also marked for volleyball and badminton. All regularly enrolled graduate students are assessed membership fees as part of registration.

STUDENT ORGANIZATIONS

AGSM Student Association
The AGSM Student Association officers, elected by AGSM students, are invited to attend most faculty meetings, represent student interests, advise the dean, arrange social and intellectual events, and generally provide for self-government in students’ affairs. This student advisory function is regarded as an essential feedback device for improving the educational process in AGSM. Elections are held every spring quarter. To learn more, email president@agsmsa.org.

Student Ambassadors
Ambassadors serve as spokespersons for AGSM, network with faculty and administration, interact with other students and seek to enhance prospective students’ knowledge about various
student services and programs offered at AGSM. The program is a great opportunity for students to develop communication and leadership skills. Student Ambassadors are appointed on an annual basis, beginning with the fall of each academic year. For more, contact mba@ucr.edu.

Beta Gamma Sigma (BGS)
Founded in 1913, Beta Gamma Sigma is the only business honor society recognized by AACSB International. Graduate students in the top 20% of their class are eligible for membership. The mission of BGS is to encourage and honor academic achievement in the study of business, to foster personal and professional excellence, to advance the values of the Society, and to serve its lifelong members.

UCR Graduate Student Association (GSA)
All graduate students are automatically members of UCR’s Graduate Student Association (GSA), which seeks to represent their views and promote their interests with the faculty and administration, both at the campus level and systemwide. GSA also administers the Minigrant Program, providing travel grants to graduate students presenting scholarly papers or posters at regional and national professional conferences. Visit gsa.ucr.edu.

Accounting Society
The Accounting Society is committed to helping its members explore accounting careers in the public, private, and government sectors. Through a series of networking activities, the organization links AGSM students to valuable contacts in the field of accounting. Guest speakers are invited to speak at the Accounting Society’s monthly meetings.

The American Marketing Association (AMA)
The American Marketing Association (AMA) is the world’s largest and most comprehensive professional society for marketers, with nearly 45,000 members in 100 countries. The UCR Chapter of AMA provides members with guest speakers from nationally known advertising agencies and Fortune 500 companies, including Colgate-Palmolive, Neutrogena, and General Electric.
The A. Gary Anderson Graduate School of Management is known for its small classes and accessible professors. This learning environment allows students to have closer ties with the faculty and with each other. Working on real business problems in small teams is the best way to prepare for your career.

Faculty can be reached by email address formatted firstname.lastname@ucr.edu. For a complete listing of AGSM faculty go to http://agsm.ucr.edu/faculty/. Contact the SoBA front desk at 951-827-6329 for telephone numbers not listed.

Disclaimer:
Every effort has been made to ensure the accuracy of the information presented in this Student Handbook. However, this information is subject to change or elimination without notice. Students should consult with the Graduate Advisor for current information.

Designed and produced by
Jessica Zuzik and Iselda Salgado, and edited by Irene Song