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BULLETIN
Graduate
Programs

Helena, Montana www.carroll.edu

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Graduate Programs Bulletin 2017-2018 (effective Summer 2018)

The Carroll College Graduate Bulletin refers to graduate-specific academic policies, program information, and tuition and fees information. Please refer to the full Carroll College Catalog and the Student Handbook for additional college policies and other important information that applies to both undergraduate and graduate students. Information pertaining to Carroll's accreditation, history and mission, services, and people is found in the full Carroll College Catalog. The Carroll Code of Student Conduct is found in the Student Handbook.



Contents

| | |
|--|-----------|
| GRADUATE LEVEL ADMISSION | 1 |
| Procedure..... | 1 |
| Application Deadlines..... | 1 |
| Criteria for Admission to the Master of Accountancy Program..... | 2 |
| Background Curriculum for Master of Accountancy..... | 2 |
| GRADUATE LEVEL FINANCIAL AID | 3 |
| GRADUATE LEVEL TUITION, FEES AND PAYMENT | 5 |
| Graduate Level Application Fee..... | 5 |
| Tuition and Fees..... | 5 |
| Room and Board..... | 6 |
| Campus Apartments..... | 6 |
| Meal Plans..... | 7 |
| ACADEMIC POLICIES FOR GRADUATE STUDENTS | 9 |
| Study Load..... | 9 |
| Good Standing and Academic Probation..... | 9 |
| Restoration of Good Standing..... | 10 |
| The Pass/Fail Grade..... | 11 |
| Repeating a Course..... | 11 |
| Transfer of Credit..... | 11 |
| Honorary Societies..... | 12 |
| Requirements For Graduation..... | 12 |
| Catalog Year and Aging of Credits..... | 12 |
| DEGREE REQUIREMENTS | 13 |
| COURSE DESCRIPTIONS | 15 |





Graduate Level Admission

APPLICANTS FOR ADMISSION TO CARROLL COLLEGE GRADUATE programs must hold a bachelor's degree or its equivalent from an accredited and approved institution. Admission to the graduate programs is based on evidence that the applicant will be able to successfully complete a program leading to a post-baccalaureate degree, certificate, or credential in the field to which the student is applying.

Carroll College does not admit applicants on provisional status to graduate programs. However, a department may recommend that an individual take additional courses or examinations for future consideration for admission.

Procedure

Application for admission should be made online at www.carroll.edu. Supporting documentation, such as official transcripts and test scores, must be mailed to:

Office of Admission
Carroll College
1601 North Benton Avenue
Helena, MT 59625

Application Deadlines

Fall Semester: July 1

Spring Semester: December 1

Summer Semester: April 1

Criteria for Admission to the Master of Accountancy Program

1. Evidence of a bachelor's degree in any field from a U.S. or international regionally accredited post-secondary institution with a cumulative grade point average of at least 2.75 on a 4.0 scale.
2. Evidence of completion of the Background Curriculum for Master of Accountancy listed below.
3. Graduate application and official transcripts per Carroll College Graduate Admissions.
4. Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE) (with score converted to comparable GMAT) score of at least 430. The GMAT or GRE may be waived for the following applicants:
 - Professionals with 5 or more years of experience.
 - Carroll College Accounting majors with an overall GPA of at least 3.25 on the last 60 credits.
5. Proof of English for those whose first language is not English: TOEFL (85) or IELTS (7.0). This requirement can be waived on a case-by-case basis or if the student has obtained a bachelor's degree from a US regionally accredited institution and is otherwise admissible to the program.
6. Students may enroll either full-time or part-time in the Master of Accountancy program.

Background Curriculum for Master of Accountancy

Required for students whose undergraduate degree is not in accounting—Carroll courses listed below, or equivalents:

| | |
|--------|--|
| BA 301 | Business Law |
| BA 303 | Intermediate Accounting |
| BA 306 | Marketing |
| BA 311 | Individual Federal Taxation |
| BA 313 | Managerial Finance |
| BA 315 | Cost Accounting |
| BA 360 | Accounting and Finance Information Systems |
| BA 375 | Fundamentals of Management |
| BA 405 | Auditing |
| EC 201 | Principles of Economics |



Graduate Level Financial Aid

FINANCIAL AID ADMINISTERED BY THE FINANCIAL AID OFFICE IS designed to assist students in paying for their expenses associated with earning a graduate degree. Financial aid is available to assist in paying for tuition, fees, books, supplies, and the student's living expenses while enrolled. Students may qualify for Federal Work-Study, and loans only. Graduate students are not eligible for any Carroll College gift aid or tuition benefits.

A graduate program student may be eligible for graduate level, Federal Unsubsidized Stafford Loan limits based on their annual FAFSA results and aggregate loan limits (\$20,500 annual limit). First time Stafford Loan borrowers must complete a Federal Direct Stafford Loan, Master Promissory Note (MPN). Graduate students may also be eligible for a Federal Graduate PLUS Loan which is a loan available to graduate students who need extra funding after receiving the annual maximum in Stafford Loans. These are credit based loans. Each year a graduate student may apply for a Graduate PLUS Loan using the online application form at studentloans.gov. First time Graduate PLUS borrowers must also sign a Master Promissory Note (MPN). Federal Work-Study may be available for those that qualify. For information regarding aid at Carroll, view our Federal Loan Financial Aid webpage. (Pending Graduate Program aid approval from the Department of Education, expected September 2018).

Please see the full Carroll College Catalog for the financial aid, student rights and responsibilities and policies specific to federal aid, including Satisfactory Academic Progress and the Return of Title IV Funds.





Graduate Level Tuition, Fees and Payment

All charges listed in the financial section are those that are current at the time of the printing of this catalog. These charges are subject to change without notice by the College.

Student tuition, room and board, and applicable course fees are due **by August 1 for fall semester and January 1 for spring semester**. Summer tuition and fees are due five days prior to the start of each summer session. Students unable to meet these obligations may apply for financial assistance through the Financial Aid Office, prior to the first day of classes.

Graduate Level Application Fee (non-refundable)\$55

This one-time fee is submitted with the initial application

Tuition and Fees

Tuition and fees are adjusted on an annual basis. The following fee schedules for graduate programs are in effect for the 2017-2018 and 2018-2019 academic year:

Master of Accountancy Tuition: per semester credit \$525

Graduate Student Fee: per semester \$100

Fee supports technology, student services, use of Hunthausen Activity Center and access to campus events

Master's Degree Graduation Fee (one-time fee during the final semester) \$100

Room and Board (Optional)

Graduate students have the option to live on campus in the residence halls or apartments. Graduate students residing at the college may choose to have a meal plan.

1. Room and board rates include the non-transferable right to occupy the room assigned and to participate in the meal plan except during vacation periods when the residence halls and dining facilities are closed as indicated in the official college calendar. In determining the room and board rates, it is understood that students will not necessarily be present at every meal served. No refunds are made for meals missed. Students with special dietary needs are not automatically granted exceptions to the board requirements. Students who have special diets prescribed by a physician should consult the Dining Services Director.
2. Carroll does not assume responsibility for loss or damage to any student's personal property. Students are encouraged to obtain renter's insurance for their personal property or consult their parent's homeowner's insurance policy for coverage.
3. Personal effects of returning students may be left in the room during the regular term vacations. However, all personal effects must be removed from the college residence halls at the end of the academic year or upon withdrawal from the college.
4. Occupancy of the student room or boarding on campus is not permitted after a student withdraws from the college. The College does currently allow recent alumni to continue their leases in the Campus Apartments pending availability.

Campus Apartments

The apartments, which opened May 2014, are a great new addition to the on-campus living options. Open to 3rd-year and above undergraduate students as well as graduate students, these two and three-bedroom units require a 12-month lease. Graduate students are able to rent a campus apartment to live with approved same-gender roommates, their spouse and/or dependent children. The unfurnished apartments include stainless steel appliances. Utilities are billed by apartment. Parking permits can be purchased to access campus parking. Apartment renters are required to pay a deposit.

Apartment Rates (2018-2019):

3-bedroom \$1,245 per month (based on unit price)

2-bedroom \$930 per month (based on unit price)

Note: Charges listed are subject to change without notice.

Meal Plans

Meal plan selections are for the academic year and are non-transferrable. Students are offered the opportunity to change their meal plan selection through the first week of school each semester. Students must show their ID/meal card to enter the dining hall and when using their Flex Cash.

Carroll College Meal Plan Selection

| Meal Plan | Block Meals | Flex | Available To | Cost per Semester |
|--------------------|-------------|-------|---|-------------------|
| Saints | Unlimited | \$105 | All students | \$2,472 |
| Halo | 225 | \$250 | All students | \$2,362 |
| Charlie | 190 | \$325 | All students | \$2,250 |
| Purple | 115 | \$175 | Junior, Senior and Graduate students only* | \$1,294 |
| Apartment/Commuter | 70 | \$200 | Senior, Graduate and Apartment residents and commuters only** | \$887 |

**Junior, Senior, and Graduate students may also choose Saints, Halo, or Charlie meal plans.*

***Apartment residents and commuters may also choose Saints, Halo, Charlie, or Purple meal plans.*

All meal plans have access to breakfast, lunch, and dinner. Unused meals are not transferrable to future semesters.

- Block meal plans give students a set number of meals and Flex Cash. Students with the Block plan can choose to eat at any time the dining hall is open.
- Flex Cash are dollar amounts that can be used at all campus dining locations. Unused flex cash from fall semester will carry over to a spring semester meal plan, **providing a meal plan is purchased spring semester**. Unused flex cash does not carry over at the end of spring semester.

For dining hours and further information, please check the website <http://www.carrolldining.com> or contact the general manager of Sodexo at (406) 447-5194.

See the full Carroll College Catalog for a description of other elective fees such as transcript fee, parking permit, as well as important Payment Information.





Academic Policies for Graduate Students

THE ACADEMIC POLICIES LISTED BELOW ARE INTENDED FOR ALL graduate level programs; however, specific programs may have additional policies detailed in their section.

Please refer to the full Carroll College Catalog for additional academic policies that apply to both graduate and undergraduate students, including those related to registration, attendance, withdrawal, grading, and grievances, as well as Carroll's Academic Integrity Policy and Family Educational Rights and Privacy Act (FERPA) policy.

Study Load

Students must be registered for 6 graduate level semester credits to be considered full-time. The normal full-time study load can vary between 6-12 credits per semester. Students who officially represent Carroll College by participating in extracurricular, competitive activities, including but not limited to intercollegiate athletics or forensics, must be enrolled in a minimum of 6 graduate credits and may be required to enroll in more for eligibility reasons.

Good Standing and Academic Probation

The grade point average required to maintain good academic standing for graduate students at Carroll College is 3.00. In order to remain in good standing, a student must have a 3.00 grade point average for both the semester and cumulative work.

When semester grade reports indicate that a student has failed to meet the minimum scholastic standards (3.00 grade point average), the student is not in good academic standing.

After a semester of unsatisfactory work, a student enrolled for 6 or more semester hours will be placed on academic probation; however, acute or significant failure to meet minimum academic standards after one semester may warrant academic suspension. Likewise, academic suspension may result upon completion of a second consecutive semester of unsatisfactory work or upon completion of a total of 3 non-consecutive semesters of unsatisfactory work.

A student who has been suspended is not eligible to apply for readmission for at least one academic year.

Suspension may result after one semester of unsatisfactory work should very poor performance warrant such action. The associate vice president for academic affairs, in consultation with appropriate faculty and staff, will evaluate these cases and make an appropriate determination.

The records of part-time students will be reviewed after the student has attempted 6 or more semester credits. If a total of 6 or more semester credits have been attempted and cumulative grade point average is unsatisfactory (below 3.00), the student will be placed on probation.

The grades earned at Carroll College alone will determine the grade point average of the student at Carroll.

Students on academic probation as a result of work at Carroll College may not hold offices in student activities and organizations, nor may they participate in any varsity sports contests, intercollegiate forensic competitions, main stage theatre productions, the Gold Team Ambassadors or Carroll sponsored education abroad.

The academic standing of a student who withdraws from the College and then seeks re-admission will be based on that of the student's last term of attendance at Carroll.

Students must meet the grade point average described above to be considered as making satisfactory progress. Students who fail to make satisfactory progress may be declared ineligible for financial aid, either institutional or under the Title IV Federal Aid program. Grade point averages falling below this 3.00 standard are considered unsatisfactory. **Please see the full Carroll College Catalog for the financial aid, student rights and responsibilities and policies specific to federal aid, including Satisfactory Academic Progress and the Return of Title IV Funds.**

Restoration of Good Standing

Full-time students (6 Carroll credits or more) on academic probation are restored to good standing when their semester grade point average is 3.00 or above **and** their cumulative grade point average is 3.00 or above when enrolled as a full-time student. A part-time student on probation must complete at least 6 credits with grades of the quality required to be restored to

good standing. A student with satisfactory performance in a semester, but a continued unsatisfactory cumulative grade point average, will remain on probation until the cumulative average is above the minimum.

The Pass/Fail Grade

Graduate courses may not be taken pass/fail.

Repeating a Course

Students who receive a grade below a “B-“ may repeat the course at Carroll. Only grades below a “B-” may be repeated. In such cases the most recent grade shall be the one counted in computing the grade point average required for graduation. The credit hours for a course will be counted only once. However, the original course(s) and grade(s) will remain on the transcript. Students cannot attempt to repeat a course under this policy more than 2 times. Grades earned for courses repeated at other institutions and accepted as transfer credit are not calculated into the Carroll College grade point average.

Transfer of Credit

The following criteria will be used to determine whether or not a course from another college will be accepted for transfer credit at Carroll:

1. The course in question must be from a regionally accredited college or university.
2. The student must have received a “B-” or better in the course; courses taken on a pass/fail basis will not be eligible for transfer.
3. A maximum of 6 graduate semester credits will be allowed to transfer.
4. Grades earned at other institutions are not calculated into the Carroll College grade point average.
5. Any post-secondary coursework taken within 5 years of being admitted or readmitted to the campus will be included in the transfer analysis.*
6. Coursework that falls outside the 5 year guarantee period may be included in the evaluation, at the discretion of the registrar and appropriate department chair.*
7. Students are responsible for sending an original translated copy of their foreign transcripts directly to the Registrar’s Office.

**No graduate credit, from either Carroll College or a transfer institution, older than 10 years at the time of graduation, may be used to fulfill graduate degree requirements.*

Honorary Societies

Sigma Beta Delta

Sigma Beta Delta, an international honor society for business students, was established to honor students who attained superior scholarship and achievements in business programs in schools and colleges with regional accreditation. Sigma Beta Delta signifies wisdom, honor, and pursuit of meaningful aspirations. To be inducted into the society, students must rank in the upper 20 percent of their junior, senior, or master's class and be recommended by faculty officers. Sigma Beta Delta encourages students to distinguish themselves through honorable service to humankind. Carroll College evidences this service through KIVA micro-loans in emerging economies.

Requirements For Graduation

A degree seeking graduate student enrolled at Carroll College may pursue a one-year program leading to the Master of Accountancy.

Catalog Year and Aging of Credits

Students are expected to satisfy the graduation requirements in effect the year of initial enrollment as degree candidates at the College providing they can complete requirements within a continuous five-year period. If graduation requirements change after that date, students have the option of petitioning to satisfying either the requirements in effect at the time of admission or the requirements of a subsequent catalog. If a student interrupts attendance or transfers from one program to another, he or she must graduate under the requirements in effect at the time of re-admission or transfer. No graduate credit, from either Carroll College or a transfer institution, older than 10 years at the time of graduation, may be used to fulfill graduate degree requirements.



Degree Requirements



MASTER OF ACCOUNTANCY

ASHLEY STARK HOPE, D.B.A., CPA
BELLE MARIE, D.B.A., CPA, CMA, CIA, CFE
TBD

MACC Mission Statement

The Business Department's mission is consistent with Carroll College's dual goals of vocation and enlightenment. Inspired by the college's liberal arts traditions, the mission of the MACC is to provide students with the strong ethical foundation and globally informed knowledge and skills necessary for today's dynamic professional environment.

Student Learning Outcomes

Upon successful completion of the Master of Accountancy program, students will be able to:

1. Develop ethically sound organizational strategies by applying different ethical philosophical perspectives to accounting problems in a manner that ensures compliance while promoting operational success and societal well-being.
2. Evaluate and analyze financial reporting conceptual frameworks, principles, and rules for various entities.
3. Examine risk management issues for a variety of entities and design appropriate data analytic plans.
4. Analyze technical accounting problems and formulate solutions using skills and knowledge necessary for professional accountancy as evidenced in the Certified Public Accountant exam.

5. Demonstrate research, analysis, writing, and presentation of complex accounting issues (e.g., ethical and legal issues; tax theory, planning and preparation; fraud prevention and detection; financial reporting including governmental and not-for-profit entities; and ESG issues) for academia and/or the profession.

Curriculum Requirements

To earn the Master of Accountancy degree from Carroll College, the following requirements must be met:

Completion of 30 graduate semester hours

Completion of all program requirements

Achievement of a minimum 3.0 cumulative grade point average

| | |
|--------|--|
| BA 501 | Professional Ethics and Legal Issues for Accountants |
| BA 503 | Financial Accounting Theory, Research, and Practice |
| BA 506 | Advanced Auditing |
| BA 507 | Advanced Accounting Topics |
| BA 510 | Not-for-Profit Accounting |
| BA 511 | Tax Theory, Research, and Practice |
| BA 521 | Advanced Taxation Topics |
| BA 526 | Forensic Examination and Data Analytics |
| BA 536 | Sustainability and Integrated Reporting |
| BA 575 | Contemporary Issues in Business Environment |

Notes:

1. *All Master of Accountancy students must earn a grade of “B-” or better in all required courses.*
2. *With the Department Chair’s approval, undergraduate students (regardless of whether or not they intend to pursue the Masters of Accountancy) will be allowed to enroll in the following courses:*

| | |
|--------|----------------------------|
| BA 506 | Advanced Auditing |
| BA 507 | Advanced Accounting Topics |



Course Descriptions



Please refer to the full Carroll College Catalog for Common Terms and Course Numbers and Class Cancellation policies.

BA: Business, Accounting, and Finance

Department of Business, Accounting, and Economics

BA 501 Professional Ethics and Legal Issues 3 credits
for Accountants

This course examines the professional and legal responsibilities of accountants with emphasis placed on the professional standards for certified public accountants. Legal implications of business transactions and situations that create potential ethical dilemmas are explored. The course hones research and presentation skills. Prerequisites: Admission to the Master of Accountancy. Summer semester.

BA 503 Financial Accounting Theory, 3 credits
Research, and Practice

Financial reporting conceptual frameworks, principles, and rules for various entities are explored in this course. Students are expected to demonstrate knowledge as well as the ability to apply the skills in a variety of financial reporting situations. Prerequisites: Admission to the Master of Accountancy. Fall semester.

BA 506 Advanced Auditing 3 credits

This course is an in-depth examination of the auditing and attestation standards for both issuers (public companies) and non-issuers (nonpublic companies). Topics include contemporary auditing issues, ethical responsibilities of the auditor, and the ability to research complex situations. Prerequisites: Admission to the Master of Accountancy. Spring semester.

BA 507 Advanced Accounting Topics 3 credits
Complex issues in contemporary financial reporting including business combinations, partnerships, and international transactions are explored. Prerequisites: Admission to the Master of Accountancy. Fall semester.

BA 510 Not-for-Profit Accounting 3 credits
This course examines unique aspects of not-for-profit entities along with the related reporting intricacies. Prerequisites: Admission to the Master of Accountancy. Spring semester.

BA 511 Tax Theory, Research, and Practice 3 credits
In-depth coverage of federal income tax theory and practice related to individual, partnership, and corporate tax issues. The course hones research and presentation skills in addition to application of tax law to a variety of complex tax situations. Prerequisites: Admission to the Master of Accountancy. Fall semester.

BA 521 Advanced Taxation Topics 3 credits
This course explores complex tax issues with particular focus on federal income tax law related to trusts, estates, and gifts. Prerequisites: Admission to the Master of Accountancy. Fall semester.

BA 526 Forensic Examination and Data Analytics
Fraud motivation, forensic auditing tools and techniques, and legal issues are examined in this course. The course includes data analytics as applied to forensic investigations and financial reporting issues. Prerequisites: Admission to the Master of Accountancy. Spring semester.

BA 536 Sustainability and Integrated Reporting 3 credits
This course explores contemporary issues related to the integration of social responsibility, environmental issues, and long-term profitability in an entity's reporting. GRI sustainability reporting guidelines, the IIRC framework, and the environmental, social, and governance (ESG) standards of the SASB are examined. Prerequisites: Admission to the Master of Accountancy. Summer semester.

BA 575 Contemporary Issues in Business Environment 3 credits
Contemporary issues such as governance, globalization, economic concerns, information systems, financial and operational management, and strategic planning are among the topics covered in this course. Prerequisites: Admission to the Master of Accountancy. Summer semester.

Carroll College



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www.carroll.edu

406-447-4300