Application for 5 year BSBA/MBA Program in Accounting at Shippensburg University

PLEASE TYPE OR PRINT. Email to kscommerer@ship.edu or hand carry to the Accounting Department, GRH 328. If you have any questions, please call Tina Commerer at 717-477-1436.

An accelerated BSBA/MBA program is proposed for students who are qualified on the basis of scholastic aptitude, academic performance, and accounting-related work experience. Students who qualify for this program may earn both the Bachelor’s and Master’s of Business Administration within a total period of ten semesters and two summer sessions. Students would be admitted provisionally at the beginning of their fourth year upon meeting the admission requirements.

**STUDENT INFORMATION**

<table>
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<tr>
<th>Date of Application:</th>
<th>Name (Last, First, Middle):</th>
<th>Student Identification Number (not Social Security Number)</th>
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<tr>
<th>School email address:</th>
<th>Phone:</th>
<th>Other Phone:</th>
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<tr>
<th>Class Standing</th>
<th>Credits Earned</th>
<th>GPA</th>
<th>Major</th>
<th>Assigned Advisor</th>
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<td>Jr.</td>
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<td>Accounting</td>
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<td>End of 2nd semester of your junior year</td>
<td>Must have completed a minimum of 75 credit hours</td>
<td>Minimum of 3.2 GPA overall and</td>
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<td>Minimum of 12 credits of 300 – level accounting courses taken at Shippensburg including ACC 310 and ACC 312)</td>
<td>Minimum of 3.2 GPA in 300 – level Accounting courses.</td>
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Procedures to apply

1. Complete this application and submit along with supporting documents (see below) to Accounting Department (GRH 328) or email to kscommerer@ship.edu. Applicant must submit a letter of application explaining their reason for applying to this program.

   □ Resume
   □ Written evidence of having completed and/or secured a 3-credit accounting internship in the summer before your senior year.

3. Detailed plan worked out in conjunction with the department chair/academic advisor (see below)

   Starting date of internship:
   □ 3 credits = Minimum 120 work hrs.
   □ 6 (six) credit internships start at 240 hours and 9 (nine) credit internships require a minimum of 360 hours.

Detailed plan

**SUGGESTED PROGRAM PLAN for 150 hours – ACCOUNTING STUDENTS**

---FIRST & SECOND YEARS---

Same as suggest Program for BSBA (63 credits)

---THIRD YEAR---

**Fall Semester** (15 credits)

ACC 310 – Intermediate Accounting I
ACC 312 – Cost Determination & Analysis
FIN 311 – Financial Management

□ General Education Elective
□ General Education Elective

**Spring Semester** (15 credits)

ACC 311 – Intermediate Accounting II
ACC 306 – Tax Accounting (Spring ONLY)
MGT 305 – Organizational Behavior

ISM 300 – Info Tech & Bus. Operations
□ General Education Elective

---SUMMER (3 credits)---

Internship – Accounting (3 credits)

---FOURTH YEAR---

**Fall Semester** (15 credits)

ACC 404 – Auditing (fall ONLY)
ACC 401 – Advanced Financial Accounting
MGT 447 – Business & Society

□ General Education Elective
□ General Education Elective

MBA 502 – Managerial Accounting

**Spring Semester** (15 credits)

MGT 497 – Strategic Management

□ 400 – level accounting elective
□ MBA 529 – Global Managerial Finance
□ General Education Elective
□ General Education Elective

---SUMMER (6 credits)---

2 MBA electives

---FIFTH YEAR---

**Fall Semester** (6 credits)

MBA 565 – Info Mgmt & Analysis
MBA 554 – International Business
MBA 556 – Organizational Leadership

**Spring Semester** (9 credits)

MBA 552 – Entrepreneurship
MBA 577 – Supply Chain Management
MBA 593 – Strategic Management

Applicant Signature: ___________________________ □ Approved □ Denied Date: __________ MBA Course special permission: □ Approved □ Denied

Department Chair Signature: ___________________________ □ Approved □ Denied Date: __________

MBA Director Signature: ___________________________ □ Approved □ Denied Date: __________

Once student is approved into the 5 year program they must follow the steps below:

1. Complete the “Undergraduate Request to take a Graduate Level Course” this will be passed through the department chair, the dean, and the Dean of Grad Studies. This will also ensure that the credit taken as an undergrad will count toward a graduate degree. **This form should be completed prior to scheduling the first graduate course.** Ideally, if the student is taking their first graduate level course during the fall semester of their fourth year, they should complete this form during their second semester of their third year.

2. The student should then begin applying to the MBA program by the beginning of the spring semester of their senior year. GMAT is not required if accepted into the 5 year program and all MBA courses are passed with a B or better.