



**The University of Southern Mississippi
College of Business**

Graduate Programs

**Master of Business Administration
Master of Professional Accountancy**

Accredited by the Association to Advance Collegiate Schools of Business

EARNED EXCELLENCE



**THE BEST BUSINESS SCHOOLS IN THE WORLD
THE BEST ACCOUNTING PROGRAMS IN THE WORLD**

February 1, 2010

**BUILDING
BETTER
BUSINESS**

**COLLEGE OF
BUSINESS
SOUTHERN MISS**

For more information contact:

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THE UNIVERSITY OF SOUTHERN MISSISSIPPI

College of Business Graduate Programs

Thank you for your interest in the College of Business graduate degree programs at the University Of Southern Mississippi (USM). We offer a superior education that is both affordable and accessible to working professionals. Graduate degrees are available in the following subject areas:

- Master of Business Administration (MBA)
- Master of Professional Accountancy (MPA)
- Dual MBA/Master of Public Health degrees
- Dual MBA/Master of Sports Management degrees

The graduate and undergraduate programs in the USM College of Business are accredited by both the Southern Association of Colleges and Schools (SACS) and the Association to Advance Collegiate Schools of Business (AACSB). Accreditation represents a standard of excellence that prospective students and employers look for in a business degree program.

AACSB accreditation in particular is the benchmark which assures quality in a graduate business education:

- Degrees from AACSB-accredited schools are recognized all over the world
- Less than 5% of the world's business schools have AACSB International accreditation
- USM offers the only campus-based AACSB-accredited business and accounting program south of Jackson, MS

There are five USM campuses in south MS, including the main campus in Hattiesburg and satellite campuses in Gulfport, Long Beach, Ocean Springs and the Stennis Space Center. The MPA and full-time MBA programs are offered in Hattiesburg. The Gulf Park campus provides evening courses for working professionals who wish to complete their MBA on a part-time basis.

If you have any questions about our program, please contact one of our advisors.

Sincerely,

Elizabeth K. LaFleur, D.B.A.
Coordinator of Graduate Programs

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MBA and MPA Admission Requirements

Applicants to the College of Business Master of Business Administration (MBA) and Master of Professional Accountancy (MPA) programs must hold an undergraduate degree from a fully accredited, four-year institution of higher learning. The Southern Miss MBA and MPA programs are open to students from all academic disciplines, but applicants with no undergraduate background in business may need to complete up to 33 credit hours of undergraduate core prerequisites in math, statistics, economics and business. In addition, the MPA program requires 24 hours of undergraduate accounting courses. Applicants with undergraduate degrees in business and accounting will find that most, if not all, prerequisites have been met. Applicants from other disciplines will need to meet with a program counselor to review undergraduate transcripts and determine which prerequisites are needed.

The MBA program requires the successful completion of 33 credit hours of graduate work with a cumulative GPA of 3.0 or better. The MPA program requires the successful completion of 30 credit hours of graduate work with a cumulative GPA of 3.0 or better. A part-time program is available for students whose professional or personal commitments prevent them from pursuing the MBA or MPA on a full-time basis.

Application Requirements

The application has two components. First, students must complete the online application to the Graduate School. The Dean of the Graduate School determines if the applicant meets the minimum criteria (in terms of GPA, undergraduate degree, completion of tests, etc.) to enter the University. The second part of the process is the submission of additional information to the College of Business for evaluation by the Graduate Programs Admissions Committee. The College of Business collects the applicants resume, letters of recommendation, personal essay and other materials which may be used to evaluate professional experience, motivation for graduate study, and written communication skills.

Application materials can be submitted in any order, with the exception of the online application to the Graduate School. The application to the Graduate School and payment of the application fee initiates the creation of the application file. From there, all materials must be received by the appropriate office by the posted application deadline.

The application materials submitted to the Graduate School include:

Application to Graduate School: The graduate application form can be acquired online at <http://www.usm.edu/gradapp/>. This form must be completed and submitted to the University of Southern Mississippi Graduate School. The application fee is \$35, and can be paid online by using the “Pay Fees Here” link at <http://www.usm.edu/gradapp/>.

Transcripts: Official transcripts from every institution of higher learning previously attended must be submitted to the Graduate School. For example, students who attended a community college and transferred those credits to a degree program at a four-year college must submit transcripts from both the community college and the college or university that granted their degree.

Graduate Management Admission Test (GMAT): Completion of the GMAT is required for admission into the program. There is no minimum score requirement, as performance on the GMAT is only one component of the application package. Request that your official GMAT score report be sent directly to the University of Southern Mississippi in Hattiesburg. The GMAT code number for Southern Miss is 1479. For information about the GMAT, and to schedule an exam, visit www.mba.com.

GMAT review books and programs can be helpful, and are recommended for everyone taking the test, particularly individuals who have been out of the academic environment for a few years or more. Free sample tests are included in the cost of exam registration and can be downloaded from www.mba.com. Additional review guides can be purchased from www.mba.com. New and used study guides are available for purchase at Amazon.com. The customer reviews presented at the Amazon.com online store are particularly helpful when selecting supplementary study materials.

We strongly recommend that everyone taking the GMAT utilize available study guides and complete the free sample tests provided by www.mba.com before taking the test.

The application materials required by the College of Business include:

Personal Essay: The personal essay provides an opportunity to highlight the unique qualities and experiences that distinguish you as an applicant and demonstrates your written communication skills. You may wish to comment on your long-term career objectives and how graduate education will help you attain your goals. Discuss your most important strengths and abilities, as well as the weaknesses or shortcomings you wish to address while in the program. Please limit your essay to two pages.

Three Letters of Recommendation: The required forms are available at the Southern Miss Graduate School web site: <https://www.usm.edu/gradapp/>. Make certain that the letters are not exclusively written by personal references, but that letters prepared by employers and teachers are included as well.

Resume: Please provide a current resume, as work experience is considered an integral part of the application process.

Cover Letter: Please include a cover letter along with your resume and personal essay.

Assistantships: A limited number of assistantships are available to selected full-time students. If you wish to be considered for an assistantship, please indicate your desire in the cover letter, as well as on the designated spaces of the graduate application form. Requests for assistantships must be received by March 15 of each year, and supported by a complete application package. Assistantships are awarded on a competitive and comparative basis.

Mailing Address for the Graduate School for transcripts and check payments of application fees:

The University of Southern Mississippi
Graduate School
118 College Drive #10066
Hattiesburg, MS 39406-0001

Mailing Address for the College of Business Graduate Program. Submit letters of recommendation, the personal essay, resume and cover letter directly to:

The University of Southern Mississippi
College of Business
Graduate Academic Services
118 College Drive, #5096
Hattiesburg, MS 39406-0001

International Applicants: In addition to the documentation listed above, students whose native language is not English must submit a Test of English as a Foreign Language (TOEFL) report from a test administered within the past two years. The minimum score to be considered for regular admission is a 550 on the written exam, 250 for the computer exam. All materials should be directly sent to:

The University of Southern Mississippi
International Student and Scholar Services
118 College Drive, #5151
Hattiesburg, MS 39406-0001

For further instructions, refer to the International Student Scholar Services website at:
http://www.usm.edu/internationaledu/ISSS_1/admission.htm

Deadlines

<u>Deadline</u>	<u>Semester Admitted</u>
March 1	Summer (part-time students only)
March 15	Full-time students requesting a Graduate Assistantship for Fall
June 1	Fall (For students not requesting an assistantship)
November 1	Spring (part-time students only)

Admission Status

Admission into the MBA and MPA programs is comparative and competitive. The relative strengths and weaknesses of each prospective student's complete application package are carefully considered and weighed against other applications. Students may be admitted on a regular basis, a conditional basis, or may be denied admission into the program.

Regular Admission Status is granted to applicants who submit a satisfactory application package by the published deadline, have a cumulative GPA of 2.75 or above (calculated on a 4.0 scale) for the last two years of undergraduate study, and a grade point average of at least 3.0 on undergraduate courses (prerequisites for non-business majors) in the field of proposed study.

Conditional Admission Status is granted to applicants who submit a satisfactory application package by the published deadline, but have a GPA of 2.5 – 2.749 (calculated on a 4.0 scale) for the last two years of undergraduate study. Graduate students who are admitted to the graduate program on a conditional basis must earn a grade of B or better on the first 9 hours of graduate level coursework in order to remain in the program.

Denial of Admission. Applicants who submit an unsatisfactory application package, who do not meet the application deadline, or do not have the minimum 2.50 GPA for conditional admission to the University Graduate School are denied admission.

Transfer Credits. A maximum of 6 hours of graduate transfer credits may be counted toward MBA degree requirements. The credits must be from a fully-recognized and accredited graduate program, reflect a grade of B or better, cannot be a pass/fail course, and must be deemed applicable to the applicant's graduate program. Credits older than six years cannot be accepted, and the course work may not have counted toward another graduate degree. Applicants who wish to transfer 6 hours cannot count non-degree courses taken at the University of Southern Mississippi toward their graduate degree.

Non-degree Status. Students who do not plan to transfer credits from another program, who wish to take MBA courses for purposes other than the attainment of a graduate degree, or who meet admission requirements for the Southern Miss Graduate School and would like to begin taking courses before completing their graduate application, may take up to 6 hours of MBA classes under Non-degree Status. Students seeking non-degree hours must meet all course prerequisites, maintain a GPA of 3.0 and submit an application to the Graduate School each semester they enroll in classes as non-degree. Students who eventually apply and are admitted into the MBA program may transfer these hours to the required program coursework.

MBA Program Degree Requirements

Pre-Program Course and Proficiency Requirements for the MBA

All applicants, including those with an undergraduate degree in business, must meet the following pre-program requirements:

- Computer proficiency
- Demonstrated written communication skills
- MAT 102 Business Calculus/Applied Calculus
- BA 301 Statistics
- MGT 300* Management for Organizations
- ACC 200* & ACC 300* Introduction to Financial Accounting/Managerial Accounting
- ECO 201** & ECO 202** Principles of Macroeconomics/Principles of Microeconomics
- MGT 325* Operations Management
- MKT 300* Principles of Marketing
- FIN 300 Principles of Finance

These courses may be completed at Southern Miss, or at another accredited university or college, including community colleges. Courses listed above with a * are offered online by the Southern Miss College of Business at least once per year. Courses marked with ** are available online through the Mississippi Virtual Community College (www.msvcc.org). The Mississippi Gulf Coast Community College equivalents to 100- and 200-level prerequisites are listed at <http://www.usm.edu/business/students/mccte.php>.

Applicants will need to provide transcripts as proof of the satisfactory completion of Prerequisite courses. Also, courses taken at other colleges and universities will need to be approved for Prerequisite credit. Specifically, the courses must cover the same material at the same level of study.

MBA Core Course Requirements

The graduate-level required courses for the MBA program are listed below, totaling 33 hours of graduate coursework. The 600-level courses may not be taken until all pre-program and core Prerequisite requirements are satisfied.

• MBA 600	Organizational Behavior and Leadership	3 hours
• MBA 605	Marketing Management	3 hours
• MBA 610	Analytical Decision Making	3 hours
• MBA 611	Managerial Accounting	3 hours
• MBA 620	The Global Economy	3 hours
• MBA 640	Financial Management	3 hours
• MBA 650	Global Business Systems	3 hours
• MBA 660	Strategic Management	3 hours
• 3 MBA	Approved Graduate Electives*	9 hours

The MBA 660 course is a capstone course to be taken in the final semester of the MBA program. Therefore, admission into MBA 660 is subject to departmental approval. Prior to graduation, all MBA candidates must take a final comprehensive exam, which is administered in the MBA 660 course.

* Approved graduate electives are courses offered by the College of Business. Requests for approval of out-of-College graduate electives must be submitted in advance, and will be reviewed on a case-by-case basis.

MPA Program Degree Requirements

Undergraduate Prerequisite Courses for the MPA

All applicants, including those with an undergraduate degree in business, must meet the following pre-program requirements. Note that most applicants with bachelor degrees in business have met these requirements.

- MAT 102 Calculus for Business
- BA 200 Legal Environment of Business
- BA 411 Advanced Business Law
- BA 301 Managerial Statistics I
- MIS 309 Business Process Systems & Controls
- ECO 201 Principles of Macroeconomics
- ECO 202 Principles of Microeconomics
- MGT 300 Management for Organizations
- FIN 300 Principles of Finance
- MKT 300 Principles of Marketing
- MGT 400 Global Managerial Policy and Strategy

Undergraduate Accounting Prerequisite Courses for the MPA

The following undergraduate accounting course prerequisites must be met before admission into the MPA program. Note that most of the accounting prerequisites are met by students with bachelor degrees in accounting.

- ACC 200 Introduction to Financial Accounting
- ACC 320 Elementary Cost Accounting
- ACC 325 Intermediate Accounting I
- ACC 327 Intermediate Accounting II
- ACC 330 Federal Income Tax Accounting
- ACC 401 Advanced Accounting I
- ACC 407 Government & Not for Profit Accounting
- ACC 409 Auditing

Applicants will need to provide transcripts as proof of the satisfactory completion of Prerequisite courses. Also, courses taken at other colleges and universities will need to be approved for Prerequisite credit. Specifically, the courses must cover the same material at the same level of study.

MPA Core Course Requirements

The required courses for the MPA program are listed below. A minimum of 30 hours of graduate level business courses must be taken with at least 27 hours numbered over 600. MBA 500-level courses and MBA 611 do not count towards the required 30 graduate business hours. The 600-level courses may not be taken until all pre-program and core Prerequisite requirements are satisfied.

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| • ACC 605 | Current ACC Theory & Research | 3 hours | Spring |
| • ACC 610 | Advanced Auditing | 3 hours | Fall |
| • ACC 620 | Advanced Cost/Managerial Accounting | 3 hours | Fall |
| • ACC 630 | Tax Seminar I | 3 hours | Fall |
| • ACC 631 | Tax Seminar II | 3 hours | Spring |
| • ACC 660 | Controllership | 3 hours | Spring |
| • MBA 640 | Financial Management | 3 hours | Fall |
| • 3 Approved Graduate Business Electives | | 9 hours | |