Please complete and return this form to the Office of the Registrar – Evaluations, 1001 Rogers Street, Columbia, Missouri 65216. You can also submit this form to your local campus.

Complete this form to request permission to use one of the following undergraduate courses to replace the associated graduate-level course requirement. This form is only to be used by students pursuing a Master of Business Administration Accounting Emphasis. No other courses, course replacements, nor degree programs will be considered for substitution.

GUIDELINES

- Coursework proposed for substitution must be completed prior to admission to the MBA.ACCT program, and within the last seven years.

- Coursework proposed for substitution must be earned with a grade of “B” or higher.

- Undergraduate coursework proposed for substitution will be approved only as follows:
  - ACCT 481 \( \rightarrow \) BUSI 581
  - ACCT 485 \( \rightarrow \) BUSI 585
  - ACCT 384 \( \rightarrow \) BUSI 584
  - ACCT 488 \( \rightarrow \) BUSI 588

- Students pursuing master’s degrees must complete a minimum of 36 hours of graduate-level coursework. **If you are approved to use undergraduate coursework to meet any of your MBA.ACCT course requirements, you are still responsible for completing at least 36 hours of graduate-level coursework.**

- You must indicate (on this form) which graduate-level coursework you plan to complete in order to reach the minimum degree requirement of 36 hours of graduate-level coursework.

- You must submit official transcript(s) for all undergraduate course substitution requests which include courses completed via transfer credit.

COMPLETE AND RETURN THE SECOND PAGE OF THIS FORM TO THE OFFICE OF THE REGISTRAR
## MBA.ACCT Undergraduate Course Substitution Form

**Student Name:** ____________________________  **College ID #:** ______________

**Current program enrollment:** (check one)

☐ Day  ☐ Evening  ☐ Online  ☐ Graduate  ☐ Nationwide Campus (list campus): __________

**Substitution Requested**

<table>
<thead>
<tr>
<th>Substitution Requested</th>
<th>Hours</th>
<th>Grade</th>
<th>Replacement graduate-level course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ACCT 481 for BUSI 581 (Federal Income Tax)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ACCT 485 for BUSI 585 (Fund. Govt. Acct.)</td>
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<tr>
<td>☐ ACCT 384 for BUSI 584 (Intermediate Acct. III)</td>
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<tr>
<td>☐ ACCT 488 for BUSI 588 (Adv. Financial Acct.)</td>
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</tbody>
</table>

Was this course completed at Columbia College?  ☐ YES  ☐ NO

If NO, list accompanying official undergraduate transcripts:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

**Additional Information:**

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

**Student Signature:** ____________________________  **Date:** __________