MBA.ACCT Undergraduate Course Substitution Guidelines and Requirements

Students who wish to use an undergraduate course in place of one of their MBA.ACCT requirements must adhere to these guidelines:

- Complete one of the following courses prior to admission to the MBA.ACCT program: ACCT 481, ACCT 485, ACCT 384, or ACCT 488.
- The undergraduate courses may only replace their graduate counterpart: ACCT 481 for BUSI 581, ACCT 485 for BUSI 585, ACCT 384 for BUSI 584, and/or ACCT 488 for BUSI 588.
- Complete additional graduate level course work to replace the substituted hours, to reach a minimum 36 hours.
- Course work must have a grade of “B” or higher
- Credit must have been earned within the last seven years

The following materials are required for the substitution to be made to the student’s record:

- Complete Undergraduate Course Substitution Form
- Official transcript (if applicable)

Complete request packets should be submitted to your campus advisor or, if you are a main campus (Columbia, Missouri) student, to the Columbia College Evaluations Department. Campuses will submit the information to the Evaluations Department for processing. The Evaluations Department will verify that the packet is complete and the substitution will be made on the degree audit. The Evaluations Department will then notify the respective campus and student of the outcome.
### Undergraduate Course Substitution Form

**Date:** ____________  
**Campus:** ____________________________________________

**Student Name:** ____________________________________________  
**Student ID:** ____________

<table>
<thead>
<tr>
<th>Substitution Requested</th>
<th>Credit Hrs.</th>
<th>Grade</th>
<th>Replacement Graduate Level Course</th>
<th>Credit Hrs.</th>
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</thead>
<tbody>
<tr>
<td>☐ ACCT 481 for BUSI 581 (Fed. Income Tax)</td>
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<td>☐ ACCT 485 for BUSI 585 (Fund. Govt. Acct.)</td>
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<td>☐ ACCT 384 for BUSI 584 (Intermed. Acct. III)</td>
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<tr>
<td>☐ ACCT 488 for BUSI 588 (Adv. Financ. Acct.)</td>
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Was this course completed at Columbia College?  
☐ YES  ☐ NO

If NO, list accompanying official undergraduate transcripts:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Additional Information:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Signed: ____________________________________________  
Date: ____________