



UNIVERSITY OF CENTRAL FLORIDA

# Taxation MST Graduate Program Handbook

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# Taxation MST

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

## Introduction

The Master of Science in Taxation (MST) degree is awarded upon completion of a minimum 30 credit hours and passing the end-of-program comprehensive exam. In the total plan of study a minimum of 21 credit hours of the course work must be completed in accounting/tax courses. Students, with the assistance and approval of the program adviser, may select other courses that reflect their interests.

Total Credit Hours Required: 30 Credit Hours Minimum beyond the Bachelor's Degree

## Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

# Timeline for Completion

This program can be taken on a full or part-time basis.

The following is a sample schedule for the Accounting Foundation Core requirements. It is important to follow this sequencing of courses as pre-requisites apply.

## Year 1

Fall	Spring	Summer
<ul style="list-style-type: none"><li>• ACG 3131 Financial Accounting Concepts and Analysis (3 credit hours)</li><li>• ACG 3361 Cost Accounting I (3 credit hours)</li><li>• BUL 3130 Legal and Ethical Environment of Business (4 credit hours)</li></ul>	<ul style="list-style-type: none"><li>• ACG 3141 Intermediate Financial Accounting II (3 credit hours); (ACG 3131)</li><li>• ACG 4401 Accounting Information Systems (3 credit hours); (ACG 3131)</li><li>• TAX 4001 Taxation of Business Entities and Transactions (3 credit hours); (ACG 3131)</li></ul>	<ul style="list-style-type: none"><li>• ACG 4651 Auditing (3 credit hours); (ACG 3141 and ACG 4401)</li></ul>
Semester Total: 10 credit hours	Semester Total: 9 credit hours	Semester Total: 3 credit hours

## Examination Requirements

The satisfactory completion of an end-of-program comprehensive examination is required. In addition, students must show clear evidence of proficiency in oral and written communication and computer usage.

## Graduate Research

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

Research Policies and Ethics Information: UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For polices including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: [research.ucf.edu](http://research.ucf.edu).

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: [catalog.ucf.edu](http://catalog.ucf.edu) > Policies > General Graduate Policies.

## Financial Support

Students with qualifying assistantships or university-wide fellowships will receive financial packages that include an assistantship or fellowship stipend, tuition remission, and health insurance. Qualifying fellowships are accompanied by tuition waivers. Qualifying assistantships include single appointments of at least .50 FTE (20 hrs/week) or two appointments of at least .25 FTE (10 hrs/week). Tuition remission is in the form of either tuition

waivers or tuition payments that cover in-state (resident) tuition. Non-resident students with financial packages are not charged out-of-state tuition or the non-resident financial aid fee.

For additional information about funding for graduate school, please visit [funding.graduate.ucf.edu/](https://funding.graduate.ucf.edu/).

## **Key points about financial support:**

If you are interested in financial assistance, you are strongly encouraged to apply for admission early. A complete application for admission, including all supporting documents, must be received by the priority date listed for your program under "Admissions."

You must be admitted to a graduate program before the university can consider awarding financial assistance to you.

If you want to be considered for loans and other need-based financial assistance, review the UCF Student Financial Assistance website at [finaid.ucf.edu](https://finaid.ucf.edu) and complete the FAFSA (Free Application for Federal Student Aid) form, which is available online at [fafsa.ed.gov/](https://fafsa.ed.gov/). Apply early and allow up to six weeks for the FAFSA form to be processed.

UCF Graduate Studies awards university graduate fellowships, with most decisions based on nominations from the colleges and programs. To be eligible for a fellowship, students must be accepted as a graduate student in a degree program and be enrolled full-time. University graduate fellowships are awarded based on academic merit and therefore are not affected by FAFSA determination of need.

Please note that select fellowships do require students to fill out a fellowship application (either a university fellowship application, an external fellowship application, or a college or school fellowship application). For university fellowship applications, see Financing Grad School.

For information on assistantships (including teaching, research, and general graduate assistantships) or tuition support, contact the graduate program director of your major.

For more information on scholarships for graduate business students visit the [Scholarship Information webpage](#) on the [College of Business Administration website](#).

## **Graduate Student Associations**

### **Beta Alpha Psi**

[bapucf.com/](https://bapucf.com/)

Beta Alpha Psi is the premiere national honors organization for financial information students and professionals. The primary objective of Beta Alpha Psi is to encourage and give recognition to scholastic and professional excellence in the business information field. This includes promoting the study and practice of accounting, finance and information systems; providing opportunities for self-development, service and association among members and practicing professionals, and encouraging a sense of ethical, social, and public responsibility.

### **Student Accounting Society**

[ucfsas.com](https://ucfsas.com)

The Student Accounting Society (SAS) at the University of Central Florida is a professional organization that encourages students to learn about the various career opportunities available within the field of accounting. Members of the Student Accounting Society meet with accounting professionals on a weekly basis to learn about

various subjects, including career paths, resumes, interviewing, internships, and more. Aside from professional development, the Student Accounting Society provides members with networking opportunities with students and faculty and tutoring in accounting classes.

For a listing of other student organizations associated with the business disciplines visit the Student Organizations webpage on the [College of Business Administration website](#).

## **Graduate Student Association (GSA)**

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit [facebook.com/groups/UCFgsa/](https://facebook.com/groups/UCFgsa/).

## **Professional Development**

For information on career management, internship and job placement services for MBA and graduate business students visit the [Professional Development website](#) on the [College of Business website](#).

## **Executive Development Center**

The Executive Development Center offers programs that range from broad-based professional development to topic-specific workshops. Distinguished UCF faculty and leading practitioners teach these certificate and non-degree programs that train participants in the areas of branding, finance, leadership, and strategy. For additional information, Please visit [business.ucf.edu/centers-institutes/executive-development-center](https://business.ucf.edu/centers-institutes/executive-development-center).

## **Faculty Center for Teaching and Learning**

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. To that end, they offer several programs for the professional development of Graduate Teaching Assistants at UCF.

### **GTA Training** (mandatory for employment as a GTA)

This training provides information and resources for students who will be instructors in a two-day workshop. The seminars cover a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.

### **Preparing Tomorrow's Faculty Program**

This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.

For more information [fctl.ucf.edu/](https://fctl.ucf.edu/) > Events > GTA Programs or call 407/823-3544.

## **Pathways to Success Workshops**

Coordinated by the College of Graduate Studies, the Pathways to Success program offers free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit [graduate.ucf.edu/students/](https://graduate.ucf.edu/students/).

## Graduate Research Forum

The Research Forum will feature poster displays representing UCF's diverse colleges and disciplines.

The Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster presentation in each category will be given and all participants will receive recognition.

The College of Graduate Studies and the Graduate Student Association invite all UCF students, community, and employers to attend the Graduate Research Forum. For more information, contact [researchweek@ucf.edu](mailto:researchweek@ucf.edu).

## Graduate Excellence Awards

Each year, the College of Graduate Studies offers graduate students who strive for academic and professional excellence the opportunity to be recognized for their work. The award categories include the following:

**Award for Excellence by a Graduate Teaching Assistant** – This award is for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)

**Award for Excellence in Graduate Student Teaching** – This award is for students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

For the nomination process and eligibility criteria, see the College of Graduate Studies administrative [website](#).

## Other

Students should take opportunities to present a poster or a topic of research at a conference. To obtain financial support to present at a conference (other than through your program) or to engage in comparable creative activity at a professional meeting, visit the Graduate Travel Fellowship section at [graduate.ucf.edu/funding/](http://graduate.ucf.edu/funding/).

For information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, see their website: [csgs.org/](http://csgs.org/) > Awards.

For grant-proposal writing resources: [uwc.cah.ucf.edu/](http://uwc.cah.ucf.edu/)

## Job Search

For information on career management, internship and job placement services for MBA and graduate business students visit the [Professional Development website](#) on the [College of Business website](#).

UCF's Career Services department offers a wide range of programs and services designed to assist graduate students. These services include evaluation and exploration of career goals, preparation for the job search and job search resources. To learn more, visit their website at [career.ucf.edu/](http://career.ucf.edu/).

The Office of Professional Development in the College of Business Administration offers career management, internship and job placement for graduate business students. For information visit [business.ucf.edu/](http://business.ucf.edu/).

The Kenneth G. Dixon School of Accounting offers an Internship Program to provide to the student an educational enhancement through professional practical experience. An internship is a three-credit accounting or tax elective in the student's graduate program. Questions should be directed to the internship coordinator, Dr. Charles Kelliher.

Office: BA I - 444  
Phone: 407.823.5128  
E-mail: [charles.kelliher@bus.ucf.edu](mailto:charles.kelliher@bus.ucf.edu)

## Forms

- [College of Graduate Studies Forms and References](#)  
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)  
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)  
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

## Useful Links

- [Taxation MST](#)
- [College of Business](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Delta Sigma Pi](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)
- [Housing, off campus](#)
- [Knights Email](#)
- [Learning Online](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [Register for Classes](#)
- [Shuttles Parking Services](#)
- [SmartPros Accounting Newsletter](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Global](#)
- [UCF IT](#)
- [University Writing Center](#)

# Grad Faculty

**Asterisk** = has previous committee experience, which qualifies the person to serve as vice chair

## **Allen, Darryl**

College: College of Business Administration

Disciplinary affiliations: Accounting

Contact Info: [darryl.allen@bus.ucf.edu](mailto:darryl.allen@bus.ucf.edu)

## **Arnold, Vicky \***

College: College of Business Administration

Disciplinary affiliations: Accounting

Research interests: Judgment and decision making in accounting

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Websites: <http://web.bus.ucf.edu/faculty/varnold/>

## **Baudot, Lisa**

College: College of Business Administration

Disciplinary affiliations: Accounting

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## **Hornik, Steven \***

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Disciplinary affiliations: Accounting

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## **Kelliher, Charles**

College: College of Business Administration

Disciplinary affiliations: Accounting

Research interests: Behavioral research, tax education, technology

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Websites: <http://www.bus.ucf.edu/faculty/ckelliher/>

## **Poziemski, Elizabeth**

College: College of Business Administration

Disciplinary affiliations: Accounting

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## **Robb, Sean \***

College: College of Business Administration

Disciplinary affiliations: Accounting

Research interests: Capital markets, earnings management, international accounting, non-financial disclosures

Contact Info: [srobb@bus.ucf.edu](mailto:srobb@bus.ucf.edu)

Websites: <http://www.bus.ucf.edu/faculty/srobb/>

## **Roberts, Robin \***

College: College of Business Administration

Disciplinary affiliations: Accounting

Research interests: Accounting and auditing regulation, social and environmental accounting, corporate social responsibility

Contact Info: [rroberts@bus.ucf.edu](mailto:rroberts@bus.ucf.edu)

**Sutton, Steven \***

College: College of Business Administration

Disciplinary affiliations: Accounting

Research interests: Accounting, auditing, accounting information systems, management control systems

Contact Info: [Steve.Sutton@ucf.edu](mailto:Steve.Sutton@ucf.edu)

**Trompeter, Gregory**

College: College of Business Administration

Disciplinary affiliations: Accounting

Research interests: Auditing, fraud

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