

**Graduate Programs**  
**College of Accountancy and Commerce**  
**Saint Louis University**

**ADMISSION REQUIREMENTS**

**Masteral Degree**

Stage 1: Basic Admission Requirements

- Possession of a Bachelor's Degree or equivalent/title (any field) from a university or from other recognized institutions of higher learning. If the applicant is not a holder of a baccalaureate degree in Commerce or Business Administration, he/she is required to take up additional **12 units of business subjects** in the undergraduate/masteral units or other subjects in the field of specialization. These shall be subject to the same criteria as major subjects and may be taken concurrently with graduate subjects. The 12 units of business subject include the Accounting for Non-Accountants Adm 202a. The grading system in the graduate program applies.
- The following **credentials** are to be submitted with the application form before an applicant is allowed to take admission test.
  - Transcript of Records of undergraduate and graduate work, original and two (2) photocopies.
  - Accomplished Reference Report Form from one (1) employer/ immediate supervisor.
  - Recent 2" x 2" Photo (4 copies)
  - For working students, an official permit from their employer/supervisor indicating the maximum number of units they are allowed to enroll.
  - Application and testing fee.All pertinent documents (e.g. transcript of records, number in the registry of graduation) should be handed **before** formal admittance.
- Must have **at least two years of relevant work experience**
- Assessment of the General Weighted Average (Bachelor's Degree) with an **overall grade of 80%** or equivalent.

Applicants who meet these requirements will be allowed to take the entrance examination.

Stage 2: Pass Entrance Exam

- Communication Skills Test – An essay that basically test the applicant's written skills.
- Test – Applicants need to take the SLU Graduate Program Entrance Examination (GPPE)

Stage 3: Interview

- All applicants must be personally interviewed by the Graduate Program Coordinator and/or the College Dean.

**COURSE REQUIREMENTS:**

Basic Courses. . . . .	12 units
Major Field of Concentration. . . . .	15 units
Cognate Courses. . . . .	6 units
Thesis. . . . .	<u>6 units</u>

TOTAL. . . . . 39 units

**COURSE SEQUENCING:**

The following suggested sequence takes into consideration the goal of completing the program within two (2) years:

	First Semester	Second Semester	Summer
YEAR 1	4 basic courses	3 major courses 1 elective course	2 major course 1 elective course
Oral Comprehensive Examination (Public Lecture)			
YEAR 2	Thesis I	Thesis II	

**CURRICULUM FOR THE MASTER OF SCIENCE IN ACCOUNTANCY (MSAC)**

**Basic Courses:**

- MSAc 101 *Research Methods and Practices in Accounting*
- MSAc 102 *Quantitative Business Analysis and Statistics*
- MSAc 103 *Philosophy for Accountancy Practitioners*
- MSAc 104 *Organizational Behavior and Processes*

**Field of Concentration:**

*From any combination of the following:*

- MSAc 201 *Assurance and Other Public Accounting Services*
- MSAc 202 *International Accounting*
- MSAc 203 *Administration of Accounting Practice and Services*
- MSAc 204 *Current Developments in Auditing EDP Systems*
- MSAc 205 *Current Developments in Accounting Information Systems*
- MSAc 206 *Trends and Issues in Business Laws and Taxation for Accountants*
- MSAc 207 *Advanced Management Accounting and Control*
- MSAc 208 *Contemporary Accounting and Accounting Research Issues*
- MSAc 209 *Contemporary Auditing and Auditing Research Issues*
- MSAc 210 *Accounting Measurement and Disclosure*

*Elective Courses:*

***From any combination of the following:***

- MSAc 301 ***Financial Management***
- MSAc 302 ***Legal Environment of Philippine Business and Corporate Management***
- MSAc 303 ***Investment Analysis and Management***
- MSAc 304 ***The Teaching of Accounting***
- MSAc 305 ***Current Developments in Public Sector Accounting***

*Other graduate level subjects approved by the Graduate Program Coordinator and College Dean*

## **FINAL REQUIREMENTS FOR COMPLETION**

Oral Comprehensive Examination

- MSAc 401 ***Thesis I***
- MSAc 402 ***Thesis II***

## **ENROLLMENT PROCEDURE**

***(For FIRST TIME ENROLLEES – Freshmen, Transferees, Degree Holders, Foreign Students, Cross-enrollees)***

1. Process Pre-Admission at Graduate Program Coordinator's Office (5<sup>th</sup> Floor, Diego Silang Bldg.)

- ◆ Secure and fill-up the "Application for Admission to the Graduate Program (Form 1)"
- ◆ Submit the following:
  - Official Transcript of Records / Certified True Copy of OTR (*for verification purposes*)
  - Photocopy of OTR
  - Computation of General Average (at least 80% or equivalent) [*For SLU graduates, you can have your general average be computed at the MIS Office*]
- ◆ Take Communication Skills Test (Form 2)
- ◆ Secure GPC's Pre-evaluation of Student Applicant (Form 3)
- ◆ Secure "GPEE-form for Payment of Testing (Form 4)" [*For Pre-admitted applicants*]

2. Proceed to Accounting Office

- ◆ Present "GPEE-form for Payment of Testing" and pay corresponding GPEE fees

3. Proceed to Graduate Program Coordinator's Office (5<sup>th</sup> Floor, Diego Silang Bldg.)

- ◆ Present SLU Receipt Transaction (Re: Payment of GPEE fees)
  - ◆ Secure “GPEE-form for Taking the Tests (Form 5)”
4. Proceed to SLU Guidance Center, S-112
- ◆ Present the “GPEE-form for Taking the Tests” duly endorse by the GPC
  - ◆ Take Graduate Program Entrance Examination (GPEE)  
*NOTE: The GPEE will be administered daily during the regular enrolment period.*
5. Proceed to Graduate Program Coordinator’s Office (5<sup>th</sup> Floor, Diego Silang Bldg.)
- ◆ Submit results of GPEE
  - ◆ Secure Reference Report (Form 6)
  - ◆ Secure Permit to Enroll in the Graduate Program
    - (Form 7) GP-A for SLU Employees
    - (Form 8) GP-B for non-SLU Employees
6. Process Admission at Student Affairs Office (S312)
- ◆ Secure and Process “Permit to Enroll”
7. Proceed to Registrar’s Office
- ◆ Window 6
    - Submit the following:
      - = Official Transcript of Records / Certified True Copy of OTR
      - = Honorable Dismissal / Transfer Credentials
      - = duly approved and endorsed “Permit to Enroll”
  - ◆ Computer Section
    - Encoding of Biodata
8. Proceed to Graduate Program Coordinator’s Office (5<sup>th</sup> Floor. Diego Silang Bldg.)
- ◆ Submit the following:
    - Form duly signed by the Registrar’s Office
    - Reference Report
    - Permit to Enroll in the Graduate Program duly signed and/or approved by Head of Office  
(Form GP-A or Form GP-B, whichever is applicable)
  - ◆ Fill-up the following forms
    - Student Data Form (Form 9) (attach 2x2 ID picture)
    - Evaluation Form (Orange Form)
9. Encoding and printing of enrolled courses. Secure Computer Printout.
10. Proceed to Accounting Office for payment of fees

NOTE: Foreign Students to report to the Registrar’s Office before proceeding to the Accounting

## Office

11. Proceed to Image Innovations (3<sup>rd</sup> . Floor, Diego Silang Bldg. beside Student Affairs Office) for perpetual ID processing.

12. During start of classes proceed to Main Library (5<sup>th</sup>. Floor Library Bldg.) for registration of ID.

### ***(For OLD STUDENTS who stopped for one year or more)***

1. Process Pre-Admission at the Graduate Program Coordinator's Office (5<sup>th</sup> Floor, Diego Silang Bldg.)

- ◆ Secure Permit to Enroll in the Graduate Program
  - Form GP-A for SLU Employees
  - Form GP-B for non-SLU Employees

2. Proceed to Registrar's Office

- ◆ Secure "Form A"

3. Process Re-admission at Student Affairs Office (S312)

- ◆ Secure and Process "Permit to Enroll"

4. Proceed to Registrar's Office

- ◆ Window 6
  - Submit Credentials
  
- ◆ Computer Section
  - Encoding of Biodata

5. Proceed to Graduate Program Coordinator's Office (5<sup>th</sup> Floor, Diego Silang Bldg.)

- ◆ Submit the following:
  - Copy of FINAL GRADE (Pink Form) of last term attended
  - Permit to Enroll in the Graduate Program duly signed and/or approved by Head of Office  
(Form GP-A or Form GP-B, whichever is applicable)
  
- ◆ Fill-up the following forms
  - Student Data Form (attach 2x2 ID picture)
  - Evaluation Form (Orange Form)
  
- ◆ Secure Application for Comprehensive Examination (for those who are in their last term for academic subjects)

5. Encoding and printing of enrolled courses. Secure Computer Printout.

6. Proceed to Accounting Office for payment of fees

NOTE: Foreign Students to report to the Registrar's Office before proceeding to the Accounting Office

7. Proceed to Main Library (5<sup>th</sup>. Floor Library Bldg.) for registration of ID.

***(For ALL OTHER STUDENTS)***

1. Process Pre-enrollment at Graduate Program Coordinator's Office (5<sup>th</sup> Floor, Diego Silang Bldg.)

◆ Secure FINAL GRADES

- Students with FAILED or DROPPED grades, consult the Graduate Program Coordinator and/or Dean of the College
- Students with INC or NFE grades, see your respective Professors. Obtain completion of grades before processing your enrollment for the current semester

◆ Secure Permit to Enroll in the Graduate Program

- Form GP-A for SLU Employees
- Form GP-B for non-SLU Employees

2. Process Enrollment at Graduate Program Coordinator's Office (5<sup>th</sup> Floor, Diego Silang Bldg.)

◆ Submit the following:

- Copy of FINAL GRADE (Pink Form) of last term attended
- Copy of duly approved COMPLETION GRADE SHEET FOR INC/NFE MARKS, if applicable
- Permit to Enroll in the Graduate Program duly signed and/or approved by Head of Office  
(Form GP-A or Form GP-B, whichever is applicable)

◆ Fill-up the following forms

- Student Data Form (attach 2x2 ID picture)
- Evaluation Form (Orange Form)

◆ Secure Application for Comprehensive Examination (Form 10) (for those who are in their last term for academic subjects)

3. Encoding and printing of enrolled courses. Secure Computer Printout.

4. Proceed to Accounting Office for payment of fees

NOTE: Foreign Students to report to the Registrar's Office before proceeding to the Accounting Office

5. Proceed to Main Library (5<sup>th</sup>. Floor Library Bldg.) for registration of ID.

## **GUIDELINES DURING ACADEMIC STUDIES**

### **Orientation Program**

The Graduate Program of CAC conducts its orientation program at the beginning of the first semester of every school year. This is conducted to provide a background of the graduate program; to explain the policies and guidelines, and other matters regarding the expectations of graduate students from the CAC Graduate Programs. The Orientation Program is spearheaded by the College Dean.

### **Programming of Subjects and Scheduling**

As much as possible, subjects in the graduate programs shall be scheduled on a rotational basis, with more flexible arrangements on Saturdays and special provisions during the summer period. **Classes with less than five (5) students shall be dissolved**, unless excepted on merit by the College Dean, upon the recommendation of the Graduate Program Co-ordinator.

### **Retention Policies and Grading System**

Retention policies strictly apply from initial enrolment onwards, up to thesis or dissertation defense. Hence, there is no need for a fixed probationary or qualification period. All graduate students are on probation at every stage of the program.

The following rating equivalence is recommended:

97-99	1	A+
95-96	1.25	A
93-94	1.5	A-
91-92	1.75	B+
89-90	2	B
87-88	2.5	B-
85-86	3	C
Below 85	5	F

As much as possible, a uniform transmutation system shall be applied in all Colleges. Normally, the passing grade of 85 in the graduate level requires more than

50% of the total raw score. However, considering the nature of the program and the level of difficulty of the subject, modifications may be made by the faculty upon consultation with the GPC and the approval of the College Dean.

The following transmutation formulae are affirmed –

A = Student's Raw Score; B = Total Raw Score

Weight	Passing Level = 50% = 85	Passing Level = 60% = 85
50%	$[(A/B) \times 15] + 35$	$[(A/B) \times 18.75] + 31.25$
40%	$[(A/B) \times 12] + 28$	$[(A/B) \times 15] + 25$
60%	$[(A/B) \times 18] + 42$	$[(A/B) \times 22.5] + 37.5$
1/3	$[(A/B) \times 10] + 23.33$	$[(A/B) \times 12.5] + 20.83$
2/3	$[(A/B) \times 20] + 46.67$	$[(A/B) \times 25] + 41.67$

Lowest possible Grade = 70; Highest possible grade = 99

(an average periodic grade that is lower than 70 will be rounded off to 70; an overall grade of 100 will be rounded off to 99)

Upon consultation with the GPC and approval by the College Dean, each faculty may decide on the respective weights to be given to class standing, periodic examinations, etc. At the beginning of the term, the said grading system shall be explained to the students.

A student should maintain a final grade of 85 or higher for all subjects. A student who fails or gets a mark of **D or UD in any subject shall be disqualified from completing the program.**

To proceed to thesis/dissertation writing, **a total average grade of at least 90** in the academic subjects, comprehensives and/or public lecture included, is required.

The **passing grade is 85**. A final grade of 83 or 84 cannot be given. A NC (“no credit”) mark may not be given to a student who fails. This policy applies to all Colleges without exception.

A student who does not complete the requirements of the course (INC, “incomplete”) or is unable to take a final examination (NFE, “no final examination”) shall be given a final grade

- of NC if the mid-term grade is passing
- the same as the mid-term grade but not exceeding a grade of 80 if the mid-term grade is failing.

In accomplishing the final grading sheet, the faculty shall follow the preceding paragraph, but shall indicate, in the “Remarks” column, INC or NFE, where such marks are applicable. This shall serve as the College Dean’s reference, in consultation with the

GPC and with the faculty concerned, for allowing the removal of an INC or an NFE mark for a meritorious case.

For a meritorious case, a student is given only **one (1) month** from the date of release of final grades **to remove any INC or NFE mark**. A NC mark or a failing mark due to NFE or INC that is not removed within the allowed period shall become permanently noted as “Failed” in the “Remarks” column.

Other marks that can be given in the graduate programs are:

- **NYS (“not yet submitted”)** – given to a student enrolled in thesis/dissertation writing;
- **NG (“no grade”)** – given to a student enrolled as an auditor
- **WP (“withdrawal with permission”)** – given to a student who withdraws enrolment from the course or a subject for a valid reason and with the explicit permission of the College Dean; redeeming points – e/g, gravity of the case, previous performance in the program – have to be considered especially when granting a WP late in the term;
- **D (“dropped”)** – given to a student who incurs absences beyond the allowed limit for the term; and
- **UD (“unofficially dropped”)** – given to a student who is officially enrolled but neither submitted his/her classcard(s) nor attended classes.

In computing the final average grade, the mark NC shall be given a grade equivalent of 80.

A NC mark shall disqualify a candidate from academic scholarship and/or graduation with honours.

### Attendance

Regular class attendance is expected of every student.

The following limitations and procedures on absences shall apply:

<b>Frequency of Classes</b>	<b>Maximum</b>	<b>Submission by Faculty of Classcard To the Student Affairs Office</b>
Regular term, once a week	Four (4)	After the second, fourth and fifth absence
Regular term, twice a week	Seven (7)	After the third, fifth, seventh and eighth absence
Regular term, thrice a week	Eleven (11)	After the fifth, eight, eleventh, and twelfth absence
Summer	Three (3)	After every absence
Intensive courses	Not more than twenty percent (20%) of the allotted period	

### Duration of Studies and Leave of Absence

**Masteral studies** to be completed within **six consecutive SYs** inclusive of summer terms:

**Three (3) years for academic requirements; three (3) years for thesis writing.**

**Doctoral studies** to be completed within **ten consecutive SYs** inclusive of summer terms:

**Five (5) years for academic requirements; five (5) years for dissertation writing.**

Any length of time “saved” during academic studies may not be “credited” as an extension of the period for thesis/dissertation writing. If a student, for any reason whatsoever, has to stop his/her academic studies or thesis/dissertation writing for at least one term, he/she should present a **request for a leave of absence** (Form 11) for the said duration to the GPC, who may endorse the same for the approval of the College Dean. No student may avail of any of the services of the University unless enrolled. This includes library privileges as well as the services of the GPC and the adviser.

If a student fails to complete his/her academic studies within the allotted period, leave(s) of absence included, the following sanctions shall be automatically imposed:

- One year extension or fraction thereof . . . . .six (6) units update of academic courses;
- More than one year to two years . . . . .twelve (12) units update;
- More than two years to three years . . . . .twenty-four (24) units update;
- More than three years . . . . . all units forfeited

If a student fails to complete his/her thesis/dissertation writing within the allotted period, leave(s) of absence included, the same sanctions shall be automatically imposed.

## **Discipline**

Unless otherwise modified herein, all disciplinary provisions in the *SLU Student Handbook* apply as well as to students in the graduate level. The highest penalties (non-readmission or expulsion) shall be imposed in cases of cheating, plagiarism, and ghostwriting.

## **Periodic Examinations**

Periodic examinations (Mid-term, Final) should preferably be written. Oral examinations may only be given upon formal application by the faculty, endorsement by the GPC, and approval of the College Dean. “Take-home” periodic examinations are not allowed.

## **GUIDELINES ON PUBLIC LECTURES**

### A. Preliminary Procedures:

1. At the beginning of the student’s final term for academic subjects, he/she shall file an Application for Comprehensive Examination (Public Lecture.) (Form 10)

Application forms are available at the College Dean's Office or at the Graduate Program Coordinator's Office.

2. After approval of application, the student submits or presents a list of THREE (3) TOPICS related to the discipline being studied.
3. The topics should be submitted at least two and a half (2 ½ ) months before the schedule of the public lecture. This is to give ample time for the preparation of the student's public lecture as follows:

Two months – for research proper

One Week - for panel selection, endorsement and approval

One Week - for acceptance by, and distribution of Outline of Lecture to Examiners and/or Panel members

4. Upon submission of the list of topics, the student should request an audience with the Graduate Program Coordinator (GPC) to present, discuss and/or justify the submitted topics. The GPC shall then choose which is most fitting from the submitted list of topics and endorse it for the approval by the College Dean.
5. Only after approval by the College Dean should the student start to research on the topic for public lecture.

B. In researching for your public lecture, it is suggested that the following guidelines be observed:

1. The content of your public lecture is a product of adequate planning, note taking, analysis, synthesis and interpretation. It cannot be made overnight. This is the reason why you are required to submit a topic at least 2 ½ months before the schedule of public lecture.
2. The content of your public lecture is a result of your thinking. It is the synthesis of your discoveries about a topic and the evaluation of these discoveries. Discoveries in the sense that it consists of information involving ideas, opinions, reports and investigations of experts on the subject matter you have chosen for your public lecture.
3. You can make your public lecture interesting, stimulating and objective by analyzing, organizing and presenting your discoveries. YOU SHOULD BEAR IN MIND THAT A PUBLIC LECTURE IS NOT JUST A SUMMARY OF BOOK OR BOOKS. IT IS NEITHER A COMPILATION OF QUOTED IDEAS LIFTED FROM SOURCES AND JUST MERELY PUT TOGETHER.
4. Quoted ideas have their place in your public lecture and these should be properly documented and sparingly used. You should demonstrate how you handled these

quoted ideas in your lecture. You may use them to prove a point or to present and/or substantiate an idea.

NOTE: The examinee shall hand-in an OUTLINE of his/her lecture to the GPC at least two weeks before the lecture proper for distribution to the examiners/panel members. Needless to say, delay in the submission will delay the scheduling of your public lecture. Remember that only after successfully hurdling the comprehensives and/or public lecture may the student be allowed to proceed to thesis writing.

C. In rendering your public lecture, it is suggested that the following guidelines be observed:

1. Deliver your lecture with your audience in mind. In this particular case, it is the public and/or panel that you have in mind. Remember that one of the objectives of your lecture is to give them new information. It is therefore required to speak clearly and direct to the point so that your audience will learn something from your public lecture by listening to it.
2. Use of overhead projectors, power points, slide projectors, charts, and other presentation equipment and/or materials, as much as possible, should be avoided. If ever they are used, they should be sparingly used. (NOTE: Hard copies of your acetates, power point materials, slides, and other presentation materials should be presented to the GPC for evaluation prior to actual use. (These should be submitted together with the lecture outline). This is to ensure that these materials only contain outlines of the lecture and not the text of the public lecture.
3. The delivery of your public lecture, generally is composed of the following:
  - a. The introduction which may indicate what the public lecture is about and your reason for having researched on the topic.
  - b. The basic questions that the public lecture will seek to answer and the answers to each of them. This is where the researched information will be discussed. Experts with the line up of authorities fully acknowledged will make the lecture authentic. Striking facts, illustrations, or statistics, needless to say, may support the presentation. Conflicting viewpoints accompanied by the foregoing evidences will make your public lecture worth the while listening to.
  - c. The ending of your public lecture consists of generalizations and probable recommendations if there are and if they are feasible. These generalizations are general statements derived from the information presented in answering the questions you had posted earlier. They are sort of conclusions, but sometimes it is rather difficult to conclude from facts presented. In this case, some broad statements covering the body of the public lecture are sufficient.

4. The student's presentation, not to exceed forty (40) minutes, shall be attended by a panel of three faculty members, selected by the GPC and approved by the College Dean, who shall raise questions after the student's presentation. The proceedings, not to exceed one hour shall be open to the public, who may be allowed to ask questions after the student's presentation and the panel's questions. The panel members shall individually grade the student according to the following criteria:

* Presentation of the Lecture	- 10%
* Organization of the Contents of the Lecture	- 30%
* Quality of the Content of the Lecture	- 40%
* Ability to comprehend and answer questions	- 20%

NOTE: The average grade in the public lecture constitutes twenty-five percent (25%) of the student's grade for all academic subjects. A failing grade in academic subjects would mean the termination of the student's graduate studies.

### **GUIDELINES FOR THESIS/DISSERTATION WRITERS**

1. A student enrolling in Thesis/Dissertation I must have
  - a) finished all the academic requirements of their respective programs,
  - b) delivered the public lecture and passed or taken the comprehensive exams and passed
2. Student submits a research topic in his/her field of specialization, which will be evaluated by the GPC
3. Approved topic will be discussed with the student, after which, an adviser will be assigned.
4. Student goes to the prospective adviser for the acceptance of advisorship. (Adviser signs the acceptance slip)
5. Upon acceptance by the adviser, student consults and works with the adviser in preparing the research proposal.
6. The proposal should contain the first two chapters and a partial list of references.
7. The proposal, which is properly endorsed by the adviser, will then be given to the reading panel of three members. The student personally delivers the manuscripts to the panel members and gets the acceptance slips, which he/she submits to the GSO.
8. The panel will be given at least seven (7) working days to read the proposal. Thus, a proposal evaluation meeting will be scheduled 7 days after the distribution of the proposal.
9. A student in Thesis/Dissertation I is expected to defend his/her proposal within the semester he/she is enrolled in Thesis/Dissertation I. However, the minimum requirement to pass Thesis/Dissertation I is the approval of a research topic and the acceptance of an adviser as stated in the memorandum of the VP for Academic Affairs dated July 25, 2001. (Refer#33 p. 11 of the Graduate Programs Policies, Guidelines and Curricula 1998 handbook)
10. Incorporation of suggestions and corrections done during the proposal meeting is a prerequisite to the final approval of the proposal.

11. The student may gather data only after the approval of his/her proposal.
12. Only after the thesis/dissertation topic is approved by the adviser, GPC, and College Dean may the student enroll in Thesis II. He/She shall remain enrolled therein at every term (regular semesters and summer periods), up to and including the final defense. Any major interruption of thesis/dissertation writing, should be covered by a written request for a leave of absence for a specific duration, endorsed by the adviser, noted by the GPC, and approved by the College Dean.

## **GUIDELINES FOR THESIS/DISSERTATION EVALUATION**

### **A. PREPARATION:**

1. Prepare one copy of the manuscript to be carefully examined and duly endorsed by the adviser for reading.
2. Submit one copy to the GPO for distribution approval.
3. For Thesis: Submit six (6) copies of the manuscript:
  - 1 for Advisee
  - 1 for Adviser
  - 1 for GPC
  - 3 for Reading Committee

For Dissertation: Eight (8) copies: 1 for advisee  
1 for adviser  
1 for GPC  
5 for reading committee

4. Copies of the manuscript and the notice of evaluation meeting will be personally distributed by the advisee, after which, the advisee submits the return slip to the GPO.
5. The Reading Committee will be **given 1 week (7 days)** to prepare for a pre-defense evaluation meeting.

### **B. PRE-DEFENSE EVALUATION:**

1. Clarification questions may be asked on Chapters I and II. As much as possible no major changes shall be made, since an “airtight” evaluation on these chapters were supposed to have been done during the evaluation of the proposal.
2. The Reading Committee has to see to it that all the specific problems are properly dealt with in Chapters III and IV.
3. Corrections and suggestions should be accurately and properly noted by the advisee, adviser, and the GPC, and included in the manuscript for the oral defense.
4. If changes are minor and the paper is defensible, a schedule for the oral defense is set. If major changes are to be made, the Reading Committee shall be given sufficient time to go over the corrections. The Committee has to decide whether another evaluation meeting will be necessary or not. If not, then the date of the oral defense will be set.

### **C. ORAL DEFENSE**

1. Questions should deal on Chapters III and IV. However, Chapters I and II may be used as references to clarify questions and answers on Chapters III and IV. Analysis, implications, insights, interpretations should be geared towards fields of specialization.
2. Comments and suggestions on the technical aspects of the manuscripts, such as format, typographical errors or grammar, should be written down and given to the candidate.
3. Comments/corrections/suggestions given during the oral defense should be noted down by both the adviser and the GPC, which will be summarized and given to the Reading Committee for final evaluation of the manuscript.
4. Suggestions made during the oral defense are final. No additional changes in the content nor incorporations should be required after the defense.

### **D. FINAL REQUIREMENTS**

1. The panel members will be given **1 week (7 days) upon receipt**, to go over the corrections of the final draft before the student prepares the final copies of the manuscripts.
2. The student will show one copy of the final corrected draft to the GPC before making several copies, together with a certification that the manuscript was edited by a qualified editor, and duly endorsed by the adviser.
3. Include the name of the Dean of the College of Accountancy and Commerce in the approval sheet.
4. Submit three(3) bound final copies of the thesis (dissertation) to the GPO;
  - 1 – Graduate Program Office
  - 1 – Saint Louis University Library
  - 1 – City Library

a copy of an abstract of Thesis/Dissertation with Curriculum Vitae (hard bound) and soft copy (microsoft word) of the abstract with Curriculum Vitae in CD of the thesis/dissertation.

5. Final copies are **due 150 days after the oral defense**.

If after 150 days, final copies are not submitted, a grace period of one (1) year is given to a student to submit final manuscript.

6. Date of Graduation and Joining of the Commencement Exercises

**Date of graduation reckons with the submission of the final manuscript** and not on the date of the oral defense.

**Zero Balance Policy.** Candidate has to submit the final bound copies before joining the graduation.

### **FORMS**

**Form 1 – Application for Admission to the Graduate Program**

**Form 2 –Communication Skills Test**

**Form 3 – Program Coordinator’s Pre-Evaluation of Student Applicant**

**Form 4 – GPEE-form for Payment of Testing**

- Form 5 – GPEE-form for Taking the Tests**
- Form 6 – Reference Report**
- Form 7 – Form GP-A**
- Form 8 – Form GP –B**
- Form 9 – Student Data Form**
- Form 10 – Application for Comprehensive Examination**
- Form 11 – Letter of Leave of Absence**
- Form 12 – Parts of the Research**
- Form 13b - Evaluation Sheet for the MSAC Curriculum**