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BerkeleyHaas

PHD PROGRAM

<u>Haas Preliminary Examination</u>

The Business Administration preliminary exam is designed to cover material from key core courses associated with the designated academic plan. All students within the same field must take the exam in their field at the same time and must pass the exam before the start of their third year. All students must be in **<u>good academic standing</u>** and meet Haas policy to be eligible to take this examination.

To learn more about the specifics of your program's exam, please review the **<u>curriculum</u>** for your program carefully.

The following expectations for the exam vary from program to program:

-Year in which the exam is administered
-What material, coursework, or content is covered
-Whether it is an open or closed-book exam
-Whether a 1st or 2nd-year research paper is required and factored into the cumulative exam grade
-*The deadline for or timing of the exam (between May and June). August for the field exams with the Department of Economics.
-The duration of the exam
-Whether it is taken anonymously
-The specific exam instructions
-The specific format, including whether it is written or oral, one or two parts
-Who will schedule and administer the exam:
    -Marketing and MORS by group
    -BPP, Haas Real Estate Urban Economics, Finance, and Accounting administered by Haas PhD Program Office (please see details below)
    -Real Estate Urban Economics Economics field exam administered by the Department of Economics

Please contact Lisa Sanders Villalba at phdstudents@berkeley.edu with any questions about your upcoming exam.

Preliminary Exams Administered by the PhD Program Office
Please note the following scheduling policies for exams administered by the Haas PhD Program Office (BPP, RE, Finance, Econ, and Accounting):
-Please consult the PhD Program Office before you schedule any plans between **May 15- June 30**. If you anticipate a potential conflict during this time, please contact the Haas PhD Program Office phdstudents@berkeley.edu before February 1.
-Exam dates will vary from year to year; please do not assume the exam will be scheduled in the same week as past exams. Note: BPP deadline is June 15
-Exams will be administered within business hours in the PDT zone.
-During the busy exam season, two Haas exams will not be scheduled during the same week as another Haas exam administered by the PhD Program Office.
-Please consult the PhD Program Office directly with any concerns or questions about the exam.

Satisfactory Grade

Students are told the results of their exam approximately four weeks after completing the exam. Students must receive a grade of **S (Satisfactory/85%)** or better on all parts of the exam before the start of their fifth semester to remain in good academic standing. Please refer to the **Haas Preliminary Exam Grading Key**.

Progress Probation and Dismissal
The PhD Program Office may recommend that the Graduate Division place a student on **progress probation,** probation due to lack of progress, or **dismiss** a student if they do not meet the **Haas Good Academic Standing Policy** or if they **do not pass the exam**. If the faculty evaluating the exam do not recommend a second attempt at the examination, a student may be recommended for dismissal. If the faculty recommend a second attempt, an official letter will be issued to outline:

1. the nature of the problem or deficiency;
2. the steps to be taken to correct the deficiency;
3. a reasonable period in which to correct the problem or to show acceptable improvement;
4. and an approximate date on which the student's record will next be reviewed.

If a student does not pass the second attempt at the examination, the student may be recommended for dismissal.

Once a student has passed the preliminary exam in Business Administration, they may be eligible for the **MS in Business Administration**.

Policy

*Please consult the **Student Handbook** for policies and procedures for each of these critical program milestones.

All students sitting for the exam must act with **academic integrity** and abide by **UC Berkeley's Graduate Student Academic Misconduct Policy.** The use of ChatGPT and other LLMs is a violation of the honor code.