

Master of Science in Business Administration

Policies, Requirements, and Procedures for Current PhD Students

Haas School of Business

Policies

It is the responsibility of the student to be aware of and abide by the following policies:

- UC Berkeley Graduate Division Guide to Graduate Policy on [Master's Degrees](#)
- [Berkeley Haas Good Academic Standing Policy](#)

Students who already have a master's degree from any institution in another academic program, which the Associate Dean of the Graduate Division deems to be closely related to Business Administration, are not eligible to receive a Master of Science degree in Business Administration.

Applying for and being awarded the Master of Science degree in Business Administration does not preclude a PhD student from receiving their PhD degree. The MBA, which is a professional degree, does not preclude a PhD student from receiving a Master of Science degree in Business Administration.

If you are considering a Master's degree from another academic unit, you must consult the PhD Program Office to get prior approval. Only currently enrolled Haas PhD students are eligible for the MS degree.

Requirements

To earn a Master of Science, you must satisfy the following requirements:

- 1) Complete 24 units (two years) of approved graduate-level coursework made up of required core courses and electives for your specific program. Please refer to the core required courses listed in your [program curriculum](#).

*Academic Senate regulations state that a minimum of 12 units must be in 200-level courses in Business Administration (PHDBA courses) to earn an MS in Business Administration.

*If there are approved changes to the core coursework requirements, please send proof of approval from your field advisor to phdstudents@berkeley.edu.

*No more than 6 units of a 24-unit Plan II program may be research units.

*293, 299, and 602 courses cannot be used to fulfill course requirements for the MS BA.

*Students can have no more than one Incomplete per year of the degree program in a non-required course, up to a maximum of two incompletes.

2) The required GPA for the MS Degree follows the Haas PhD Program ***Good Academic Standing Policy***: Take core courses for a letter grade to achieve the minimum grade of B or better in each core course and a cumulative core GPA of 3.0 (B) by the end of the second year.

In addition to the Haas GPA requirements for core courses, students must have at least 3.0 based on letter grades of C- or better on two-thirds of all coursework taken (core and non-core courses), per Graduate Division policy.

*Students cannot be on probation during the semester in which they receive the degree.

*Have no more than two courses of unfinished coursework, defined as Incomplete (I), No Grade (blank), and/or No Record (NR) on the transcript.

*Have no more than one-third of the total units of all coursework graded Pass/No Pass or Satisfactory/Unsatisfactory. Excluded from this are PHDBA 299, PHDBA 602, courses offered only S/U, and group seminars. Group seminars are courses that end with "S" (i.e. PHDBA 229S).

3) Students must pass the [preliminary examination](#) with a grade of S (Satisfactory) on *all* parts of the group preliminary exam OR achieve an average grade of S (Satisfactory) on all parts of the exam. Please note that students must take and pass the core courses covered in the exam and complete a total of 12 PHDBA units before they are eligible to sit for the exam. Also, if required by your group, write a potentially publishable research paper on a Business Administration topic that at least one ladder-rank faculty member approves.

Please note: These requirements are separate and different from the requirements for the PhD degree.¹

4) After passing the preliminary exam, students may follow procedures for master's degree conferment.

Procedures to Confer Master's Degree (Plan II)

Step 1: Confirm adherence to Graduate Division and Haas PhD Program policies.

Step 2: Email the PhD Program Office at phdstudents@berkeley.edu after completing the requirements.

Step 3: The Program Office will review your eligibility.

Step 4: If the Program Office determines that a student is eligible, the Program Office will submit a recommendation for conferment to the Graduate Division for final review. All recommendations are submitted at the end of the fall semester.

Step 5: The Graduate Division will review the Program Office recommendation to determine final eligibility for conferment. If a student is eligible, the Graduate Division will process the conferment of the degree. The Graduate Division will notify the Program Office if a student isn't eligible.

Timeline for Conferral:

Applications for MS degree conferment will be reviewed by the Graduate Division roughly two months after the completion of the fall semester in which the degree is conferred. Recommendations for degree conferral are only submitted by the PhD Program Office at the end of the fall semester each year.

Certificate of Completion:

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Depending on when you complete this capstone, it may be several months before your degree is officially conferred and posted to your transcript. The Graduate Division will send you a Certificate of Completion once the degree has been conferred. This is an official document that provides evidence to a third party that you have completed your degree requirements before the degree is posted to your transcript.

¹In particular, the PhD degree requires an average grade of S (satisfactory) on *all* parts of the preliminary exam.