

Master of Business Administration Program BUS 596 - Comprehensive Examination

The Master of Business Administration (MBA) program requires students to pass the written comprehensive exam. The written comprehensive exam will be offered three times every year. Usually, it is given in a four-hour session on the Friday of the fourth week of the Fall, Winter, and Spring quarters. A student may take the comprehensive exam a maximum of three times. Students registered for BUS 596 are notified by letter of the date, time, and location of the comprehensive exam.

Eligibility

To be eligible to take the comprehensive examination, the student must satisfy all of the following requirements:

- Student has successfully completed his/her required core program of study or currently be enrolled in his/her last quarter of required core coursework,
- Student has advanced to Candidacy (G3),
- Student has a GPA of 3.0 or higher,
- Student has no outstanding incomplete grades,
- Student has a minimum C grade in all courses,
- Student is not on academic/disciplinary probation.

Registration Procedure

To take the comprehensive exam, students must register for BUS 596 by the add deadline for each quarter.

Content of Comprehensive Examination

The comprehensive exam is composed of eight questions covering the following topics:

1. Management Skills and Ethics
2. Accounting
3. Information Systems
4. Strategy
5. Management
6. Marketing
7. Finance
8. Economics

Questions are prepared and graded by the faculty of the required courses in the MBA program. The four-hour comprehensive examination is designed to integrate and focus knowledge gained from courses and professional reading. Questions asked reflect broad educational experiences and encourages the student to integrate knowledge. Examination questions are not course-specific or instructor specific.

Comprehensive Examination Format

Graduate Programs Office will secure the use of computer labs for the exam offerings. Students prepare their answers to the examination questions using word processors available in the computer labs. Students with disabilities who desire reasonable accommodations should contact the CSULA Office for Students with Disabilities (SA), Tel.: (323) 343-3140.

Graduate Programs Office will create a table of random numbers and assign each candidate a number. Each student will then record this number at the top of the exam answer. The faculty grading the exam will only see the number and the answer and will not know who the student is. This will allow for blind grading.

All materials required for the exam are supplied to the students at the time of the exam. No lap tops or other materials are allowed during the exam. Old exams are not available for students to review.

Evaluation

Students are required to answer six of eight questions. All responses are evaluated on a pass – fail basis. Students who receive a passing grade on five out of six or six out of six questions are eligible to receive an MBA degree subject to fulfilling the other MBA requirements. If the fail grade is obtained in more than one question, the student will be allowed to retake the exam to the time limits.

Failure

A failed written comprehensive exam can be repeated. However, a student must pass the comprehensive exam on the third attempt in order to remain in the program.

Notification of Grades

Comprehensive examination grades are available to students at the end of the quarter in which they took the examination in the form of official transcripts and grade reports. In addition, students are able to view their grades online via GET system. A grade of “CR” indicates “Credit” and that the student has passed the comprehensive exam. A grade of “NC” indicates “No Credit” and that the student did not pass.

Appeals

A student may appeal any aspect of the examining procedure and grade. Such an appeal should be given with an exploration of the matter with the Director of Graduate Programs. Intention to file such an appeal should be given as quickly and in no case later than two weeks from the occurrence of the event on which the appeal is based.

Guidelines for Grading Comprehensive Exams

The representative faculty for each area will be responsible for having the corresponding area exams graded. Any failed exam will have all failed questions graded by three faculties. The grading of area exams shall be done anonymously. Names of students will not be revealed to any faculty.