

# OFFICE OF GRADUATE ACADEMIC ADVISEMENT & STUDENT DEVELOPMENT

## PROFICIENCY EXAM GUIDELINES

Any currently enrolled graduate student who did not receive waiver based on transcript evaluation is eligible to take a proficiency exam. PLEASE NOTE: Students may NOT sit for an examination for a course already taken in the Lubin Master's program. In addition, an exam may be taken only once. Students who do not pass the examination must complete the corresponding course and may NOT retake the exam.

**Sign-Up:** Proficiency exams are offered once per semester and will be announced via the Lubin Graduate Student Listserv. If you have not already subscribed for Listserv announcements, you may sign up here: <http://www.pace.edu/lubin/students/the-lubin-listserv/>. Once the dates and times are announced, please complete a Proficiency Examination Form available at the Office of Graduate Academic Advisement & Student Development – OGAASD - (NY: 4<sup>th</sup> Floor West, Section E and WP: Room 516), bring it along with payment to the Office of Student Assistance. After payment validation, return the form to the OGAASD no later than one week before the examination date. Space is available on a first come, first served basis. Students are encouraged to sign-up as soon as possible.

**Cost:** Each exam is \$160.00.

**Grading:** All exams are graded on a pass/fail basis. Results are mailed to students approximately six to eight weeks after the exam date. Please Note: Results of examinations will not be given over the phone.

*Once your exam eligibility has been verified, you will receive a confirmation email from the Office of Graduate Academic Advisement & Student Development. The email will include the Course Outline(s) for the exam(s) you signed up for.*

If you have any questions or need additional information, contact the  
**Office of Graduate Academic Advisement and Student Development:**

**New York:**

1 Pace Plaza (4<sup>th</sup> floor, West, Section E)  
New York, NY 10038 212 618 6440  
[gradadviseny@pace.edu](mailto:gradadviseny@pace.edu)

**White Plains:**

1 Martine Avenue (room 516)  
White Plains, NY 10606 914 422 4188  
[gradadviseny@pace.edu](mailto:gradadviseny@pace.edu)

**Examinations:**

Course Number	Course Name	Description
MBA 640	<u>Accounting for Decision Making</u>	Problems Closed Book <b>Exam Length:</b> 2.5 Hours
MBA 642	<u>Marketing Management</u>	Essay Closed Book <b>Exam Length:</b> 2 Hours
MBA 644	<u>Macroeconomics in a Global Environment</u>	Multiple Choice Closed Book Basic Calculator <b>Exam Length:</b> 3 Hours
MBA 646	<u>Data Analysis for Decision Making</u>	Problems Closed Book Computer Based <b>Exam Length:</b> 3 Hours
MBA 647	<u>Decision Modeling for Management</u>	Problems Closed Book Computer Based <b>Exam Length:</b> 3 Hours
MBA 648	<u>Managerial Finance</u>	Problems and Short Answer Questions Closed Book (but can bring in sheet with formulas only) Basic Calculator <b>Exam Length:</b> 3 Hours

**PLEASE NOTE:**

Any electronic device other than a simple calculator is **NOT ALLOWED**