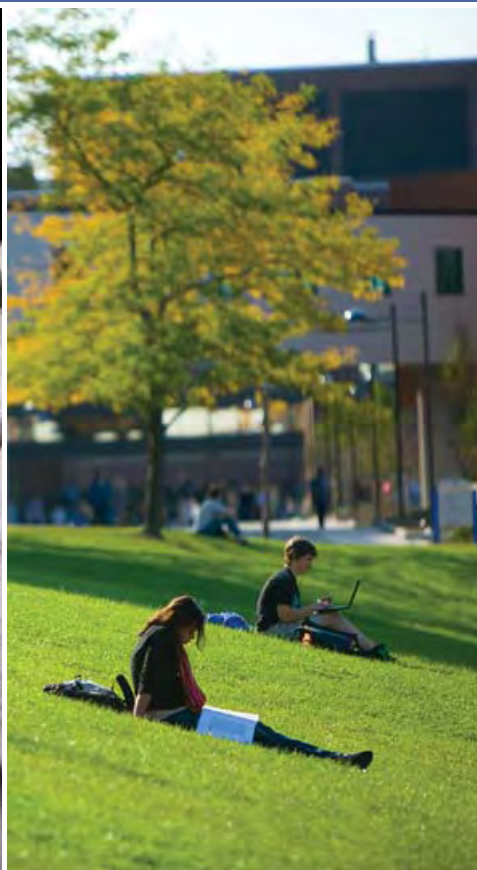


# 2012-2013 Undergraduate Catalog

## ADMINISTRATIVE POLICIES AND PROCEDURES



**University at Buffalo** *The State University of New York*

REACHING OTHERS

## **About the Undergraduate Catalog**

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### **Catalog Accessibility**

For the benefit of prospective students with visual impairments, portions of this catalog can be recorded on tape cassettes or converted to accessible electronic text by Accessibility Resources, University at Buffalo, 25 Capen Hall, Buffalo, NY 14260-1632, 716-645-2608, TTY 716-645-2616.

This catalog, along with course descriptions and faculty listings, is also available online at <http://undergrad-catalog.buffalo.edu>.

Produced by the University at Buffalo Office of the Provost Web Services, March 2012.

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# About the University at Buffalo

The University at Buffalo (UB) is the State University of New York's most comprehensive university center. The university's enrollment is the largest, and its range of academic programs the widest, of any public institution in New York and New England. UB is one of only two public universities in New York and New England to be admitted into the Association of American Universities, an association of the nation's leading public and private research universities.

Students take their place here among a diverse community of approximately 29,000 students, pursuing their interests from more than 100 undergraduate programs, more than 60 minors, and over 200 graduate programs. They participate in the research of our approximately 1,600 full time and 800 part time faculty and over 90 research centers. UB's more than 180,000 living alumni reside in all 50 states and more than 120 foreign countries.

Because of its size and the variety of its programs, UB is a university in the richest sense. Along with graduate and professional education, it also displays remarkable breadth, diversity, and quality in undergraduate programs in the humanities, natural sciences, social sciences, and fine arts, as well as in a variety of undergraduate preprofessional programs. In short, New York State's major public university provides unparalleled opportunities for learning, for career preparation, and for developing a rewarding way of life.

A large university like UB is particularly suited to well-motivated students who are clear about their goals and can take advantage of the vast wealth of educational resources available on campus. Moreover, the demanding, high-quality curriculum at UB is best suited to students whose high school preparation is strong. For such students, well prepared both motivationally and academically, UB can provide an educational experience second to none.

An undergraduate education should be more than training leading to a job; it should be an intellectual challenge, a source of joy, and an adventure. No two students have the same experience at UB, but all who come to UB will find in its classrooms, laboratories, gymnasiums, libraries, computer labs, and faculty offices an unending source of the stimulation they need to learn and grow.



# Student Services

## Academic Advising

Academic advisors are a valuable resource for assisting students in the attainment of their educational goals and adjustment to the academic rigors of university life. Professional advisors offer a broad spectrum of information and services to all undergraduate students. A major aspect of the advisement process is to assist students in becoming independent, self-confident decision makers who are able to solve problems that arise in the process of pursuing their education. Advisors must be certain that all students, especially at-risk students, are kept abreast of the opportunities for academic assistance and support offered to enhance academic success.

Students meet with advisors as often as they choose to explore educational opportunities available within the university and plan a course of study that is consistent with their abilities, achievements, interests, and expectations. Advisors also help students build individual strategies for academic success by assisting them in determining an appropriate course load; interpreting academic requirements, university procedures, and regulations; and consulting with students who are considering a particular major as a field of study. When appropriate, advisors will refer students to other university offices that provide student services, such as Counseling Services, Health Services, Wellness Education Services, Career Services, Financial Aid, the Student Response Center, and the Learning Center. The ultimate goal of academic advising is to empower students to use the tools and resources available to become active and responsible learners.

*For more information, please visit the Undergraduate Advising website at <http://advising.buffalo.edu>.*



## The Center for Academic Development Services (CADS)

The Center for Academic Development Services (CADS) is a unique support service network designed to provide talented students who demonstrate enormous potential with the advice, guidance, and support they need to achieve their maximum academic success. The Center provides a variety of academic support and enrichment experiences. These include, but are not limited to, academic advising, personal and social counseling, tutoring, mentoring, workshops, courses and advocacy. Advising and counseling staff are readily available and will be a source of invaluable support to you.

Students who take advantage of the many services offered by CADS represent an elite and prestigious group of learners. CADS students are involved in every aspect of university life. They participate in leadership activities, are members of Deans' Lists, Honor Societies, and are recognized nationally by "Who's Who Among American University and College Students." We are proud of our students, our program, and our purpose and look forward to serving you.

*For information or assistance, please contact the Center for Academic Development Services, 208 Norton Hall, Buffalo, NY 14260-1830; telephone 716-645-3072; fax 716-645-3075.*

*Please visit our website at <http://cads.buffalo.edu>.*

## Accessibility Resources

The University at Buffalo is committed to equality of opportunity for persons with disabilities to participate in and benefit from all of its programs, services, and activities. To that end, UB makes reasonable accommodations through the coordination and advocacy of Accessibility Resources.

*For more information, please visit Accessibility Resources' website at <http://www.ub-disability.buffalo.edu>.*

## Student Affairs

UB's Division of Student Affairs provides student-centered services and programs to help students delve deep into the UB academic and campus experience. UB Student Affairs is divided into two types of units: student service units and student success units.

Student service units ensure students can fully realize their UB academic experience by:

- Getting the most from campus services
- Living comfortably as campus residents
- Getting around campus conveniently
- Enjoying a wide variety of dining and nutritional options
- Being nurtured in a healthy and safe campus environment

Student success units help students build the distinctive qualities that characterize a University at Buffalo alumnus by:

- Teaching them to extend their curiosity, learn independently and think critically
- Giving them perspective and skills to successfully manage their college transition, their academic experience as well as life's challenges
- Helping them apply what they learn to real-life situations and experience the world as an active member of it

## Student Services

- Giving them tools and the motivation to lead and serve and to critically choose a career path

Student Affairs units include:

- Accessibility Resources
- Campus Dining & Shops
- Campus Living
- Career Services
- Judicial Affairs and Student Advocacy
- New Student Programs
- Off-Campus Student Services
- Parent Programs
- Parking & Transportation Services
- Special Events
- Student Life:
  - Center for Student Leadership & Community Engagement
  - Greek Affairs
  - Intercultural & Diversity Center
  - Marching Band
  - Student Activities
  - Student Union
- Student Wellness Team
  - Counseling Services
  - Student Health Services
  - Wellness Education Services
- University Police

For more information, please visit the Student Affairs website at <http://www.student-affairs.buffalo.edu>.

## Undergraduate Faculty

UB has a distinguished faculty of approximately 1,600 full-time and 700 part-time members. Among them are many scholars and educators who are nationally and internationally recognized in their fields. On the faculty are Nobel Prize winners; a Pulitzer prize recipient; a MacArthur Foundation fellow; recipients of the National Medal of Science and the Bollingen Prize in Poetry; several holders of prestigious Fulbright and Guggenheim awards; many recipients of grants from the National Institutes of Health, the National Science Foundation, the National Endowment for the Arts, the National Endowment for the Humanities, the American Council of Learned Societies, and other agencies that support first-rank scholarship; and an array of nationally published authors and scientists.

Along with these accomplishments, the faculty are at home in the classroom. The State University of New York has recognized more Distinguished Professors, Distinguished Teaching Professors, and recipients of the Chancellor's Award for Excellence in Teaching at UB than at any other institution in the SUNY system.

For listings of departmental faculty, please see the Academic Programs section of the online Undergraduate Catalog at <http://undergrad-catalog.buffalo.edu>.

## University Libraries

Throughout seven locations, the University Libraries offer an outstanding array of resources, technologies, services, and people to support undergraduate research and learning. Extensive print and electronic collections are available to meet the needs of students in both physical and virtual environments. Hundreds of library databases and thousands of electronic



journals and electronic books are accessible via the library website from both on and off campus. Computer workstations, wireless connectivity, and group and individual study spaces are available in each library location. Accommodating the study habits and schedules of students, the Silverman Library on north campus is open 24/7 during the semester.

More than physical and virtual spaces, the Libraries also present numerous services to assist students with their academic studies. The Interlibrary Loan Department provides delivery of library materials from one campus to another, as well as access to documents not available within the Libraries' collections. Librarians are available to answer questions and offer research assistance at reference/information desks in each library unit, as well as via phone, text, and chat messaging. Students can contact their subject librarian to set up an appointment for an individual research consultation—each UB department, program, and course is assigned a personal librarian. In addition to asking a librarian for assistance, students can also develop research skills by attending instructional sessions and workshops offered by the Libraries, or by exploring web-based tutorials, including the Research Tips website and the required Library Skills Workbook.

To learn more about the libraries, visit us in person or online at <http://library.buffalo.edu>. We look forward to working with you!

# Opportunities for UB Students

## Undergraduate Research

UB is committed to nurturing and supporting research and creative works across all academic disciplines. Every day our undergraduates and distinguished faculty engage in research and creative projects that ignite the intellect and enliven the learning process. Through the Center for Undergraduate Research and Creative Activities (CURCA) you can be a part of this exciting world of discovery. CURCA offers a variety of services, including:

- Assisting undergraduate students in preparing for and finding challenging research opportunities or creative performance
- Helping faculty match student assistants to their research/creative projects
- Allowing students and faculty opportunities to present their project findings and display their works to the university community
- Offering funding opportunities for undergraduate students and their faculty mentors in pursuit of new discoveries

For further information, please visit the CURCA website at <http://curca.buffalo.edu>.

## The Ronald E. McNair Post-Baccalaureate Achievement Program (TRIO)

The Ronald E. McNair Post-Baccalaureate Achievement Program at the University at Buffalo (UB) is a federally funded TRiO program sponsored by the U.S. Department of Education. We have been serving the UB community of undergraduate scholars since 1989. Our mission is to prepare eligible and academically talented undergraduate students for admission into doctoral programs (PhD) by providing a simulated graduate school experience. Services include, but are not limited to: research internships, faculty mentorships, GRE preparation, graduate school visits, professional research presentations, speaker series, weekly workshops/meetings, student committees, leadership opportunities and graduate school funding advisement.

For more information or assistance, please contact the Director, Dr. Susan J. Ott, at [sjott@buffalo.edu](mailto:sjott@buffalo.edu), University at Buffalo, 220 Norton Hall, Buffalo, NY 14260-1800; telephone 716-645-5478; fax 716-645-5480.

Please visit our website at <http://cads.buffalo.edu/mcnair> for current information regarding the program.

## Honoraries and Honor Societies

UB supports several honoraries and honor societies recognizing and promoting excellence and achievement among our students.

For a listing and description of each society, visit <http://undergrad-catalog.buffalo.edu/uboverview/honoraries.shtml>.

## Study Abroad

Study abroad enhances the undergraduate academic experience and complements the UB curriculum by allowing students to take courses not available at UB, improve language skills, gain a new perspective in their field of study, and expand their global awareness. It can also help prepare students for graduate school and give them a competitive edge in the job market.

Semester and academic year programs are available which provide greater immersion and allow students to gain the maximum benefit from their time abroad. These programs are typically open to students during the junior year or first semester of the senior year. Short-term programs are also available during the summer and winter intersession. Many summer programs are open to students after the freshman year.

UB Study Abroad offers more than 60 programs in nearly every region of the globe for a wide range of disciplines. An additional 450 programs are available to UB students through other SUNY campuses. Students who study abroad on a UB or SUNY program will stay registered at UB, pay regular UB tuition, and remain eligible for financial aid.

An academically integrated study abroad program offers many advantages but requires careful preparation. For UB and SUNY programs, credits transfer automatically. Study abroad courses can satisfy major, minor, and general education requirements with department approval.

Study abroad is affordable and should be viewed as an educational investment. Program costs vary but there are locations where the cost of living is comparable to a semester at UB. Semester and academic year participants on a UB or SUNY program can apply financial aid to the costs of the program. Partial scholarships are also available through UB and external sources.

Early planning is essential for study abroad. This allows students to determine the best timing and best courses for study abroad and stay on track for graduation. Students interested in semester and academic year programs should begin program research a year in advance to allow time to find the best program and to talk with their departmental advisor about potential courses.

Further information on study abroad is available from Study Abroad Programs, University at Buffalo, 210 Talbert Hall, Buffalo, NY 14260-1604, 716-645-3912.

Information is also available on the UB Study Abroad website at <http://www.buffalo.edu/studyabroad>.

## Acker Scholars

The University at Buffalo Daniel Acker Scholars Program is an individualized program for academically talented students. A component of the University at Buffalo's Cora P. Maloney College, this unique program offers support services and activities that help a diverse group of students with exceptional academic potential maximize their college experience from enrollment to graduation.

Acker Scholars have a long tradition of contributing to student leadership at UB and participating in community service. Since the first class of students enrolled in 1984, participants have gone on to complete medical, dental and law school, MBA programs, and various nationally recognized graduate programs. Our graduates are accountants, corporate executives, engineers, lawyers, teachers—the list goes on—and they stand ready to assume leadership positions at UB and beyond.

For more information, please see our website at <http://cads.buffalo.edu/acker>.

### Finish in 4

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Finish in 4, a four year graduation pledge, is the University at Buffalo's commitment to enhance the undergraduate experience and create the robust, supportive environment in which students may obtain a rich educational experience and timely graduation.

Finish in 4 is a roadmap featuring important requirements for completing a bachelor's degree in four years. It includes:

- communications that delineate academic responsibilities and obligations
- what courses students need to take and when
- what grades and other requirements must be met
- advising resources available to students
- where to go for help with the program
- electronic tools available to students to review progress
- assurances that UB will help students to complete their degrees in 4 years

If a student does all that is required in Finish in 4 and cannot graduate in four years, the university will offer him or her the opportunity to register for the UB courses needed free of tuition and comprehensive fee charges.

All undergraduate majors are eligible except those that include a graduate or advanced professional degree component such as: Doctor of Physical Therapy (DPT), Doctor of Pharmacy Degree (PharmD), Occupational Therapy (OT), BS/MS, BA/MA, BS/DDS, or Double Degrees such as a BA and BS.

*More information about Finish in 4 is available at <http://advising.buffalo.edu/fif>.*

### University Scholars Program

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The University Scholars Program provides educational support to academically talented students who are identified at the point of Freshman admission and awarded a merit-based Provost Scholarship. The program is committed to exposing students to a variety of opportunities and resources designed to enhance their overall academic experience and help them achieve their educational and career goals.

*For more information, please visit the University Scholars website at <http://universityscholars.buffalo.edu>.*

### Honors College

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The University Honors College is one of the most comprehensive and academically rich programs of its kind in the country. The Honors College emphasizes experiential learning, providing transforming life experiences inside and outside of the traditional classroom by encouraging study abroad, internships, and community service. The program fosters in-depth scholarship by encouraging multiple degrees in diverse subjects, undergraduate research, graduate work, capstone courses, and an Honors Thesis. With access to advanced educational opportunities, and special recognition and privileges, our Honors Scholars benefit from the best that a large research university can provide and from the personal attention you'd expect to find at an elite small college.

Each year, the University at Buffalo invites 325 exceptional incoming freshmen students to participate in the Honors College. Students admitted into the program benefit from unique academic opportunities and benefits including special seminar courses, faculty mentors, an undergraduate research and creative activities fund, scholarship support for Honors College

scholars who study abroad, involvement in programs designed to connect our students with faculty across campus, early registration and priority housing. Admission to the Honors College is based on high school performance and standardized test scores. To be competitive for consideration, applicants should present an unweighted high school average of 93 and a combined SAT critical reading and math score of 1300 or ACT score of 29.

The Honors College provides two comprehensive, university-wide options for academically talented students: the Honors College for incoming freshmen students, and the Advanced Honors Program for upper-division current UB and transfer students. Students accepted to each program receive special benefits, allowing them to create educational experiences unique to their individual interests.

With globalization and the shifting economic, technological, and cultural landscape it is likely students will change jobs several times over the course of their career. As a result, they must be creative and nimble to succeed in the international marketplace of ideas. They must be scholars of the first order, be able to work effectively with people of virtually every background, all the while being sensitive to the needs of their community. The Honors College helps prepare students for the 21st century by:

- Emphasizing experiential learning, providing transforming life experiences both inside and outside the traditional classroom by encouraging study abroad, internships, and community service.
- Fostering in-depth scholarship by encouraging multiple degrees in diverse subjects, undergraduate research, graduate work, capstone courses, and an Honors thesis.
- Requiring a detailed annual review of career plans with our professional advisement staff, recognizing that the majority of students change their majors during their university years, often with unexpected opportunities.
- Conferring a strong Honors experience throughout all four years at UB, enhancing the interaction of students and faculty mentors, and producing a strong network of scholars for the future.

The responsibilities of an Honors Scholar include successfully completing 24 credits of honors coursework, including the Honors Colloquium in the fall semester freshman year and completing two Honors seminars, one each semester of the freshman year. Students should maintain a minimum semester and overall Grade Point Average (GPA) of 3.3 during the first year and at least a 3.5 GPA in each successive year to graduate with an overall GPA of 3.5.

Beyond Colloquium (2 credits) and two Honors seminars (3 credits each), students select and complete 16 credit hours of Honors Experiences from the following list before graduation (to reach the required total of 24 honors credits):

- Undergraduate research\*
- Independent study\*
- Internship or practicum\*
- Study abroad\*
- Undergraduate supervised teaching\*
- Graduate coursework
- Departmental Honors coursework
- Departmental Honors thesis or project\*
- Senior Capstone coursework
- Contract Honors coursework
- Honors Experience Petition
- Additional Honors Seminar

*\* Denotes non-coursework category*



## Benchmarks

- 8 credits must be completed by the end of the Freshmen year (credits earned through the Honors Colloquium and two Honors Seminars) and 16 credits total must be completed by the end of the Junior year to maintain good standing in the Honors College.
- A maximum of 9 credit hours per category are allowable.
- At least 3 credits must come from non-coursework categories, denoted with \*.
- A total of 3 Honors Seminars may be taken.
- Courses in a student's major may be used to meet the Honors Experience requirements.

## Advanced Honors Program

Each semester, highly qualified current university students are invited to apply for admission to the Advanced Honors Program. Students are eligible to apply once they have completed 45 credit hours and have a minimum overall GPA of 3.5 (including all transfer credit). The program provides an individualized honors opportunity for academically talented students, including those who may not have been eligible for the Honors College upon admission to the university. In addition to completing an application for admission to the program, students must also write a personal statement addressing their educational goals and aspirations, and must provide one faculty letter of recommendation. Application deadlines are October 1 for the fall semester and March 1 for the spring semester.

The Advanced Honors Program requires the completion of a senior thesis under the direction of two faculty advisors, the completion of three honors courses, and a breadth requirement (e.g., a second major, minor, overseas study, internship/co-op program, or community service). In return, Advanced Honors Scholars receive early registration privileges, opportunities for funding for research, thesis and study abroad experiences, special advisement, and commencement and transcript recognition of their excellence.

## Presidential Scholarship Program

The Presidential Scholarship Program offers full scholarships for four years of undergraduate study at UB for a select group of the top entering freshmen students. These scholarships cover the cost of an undergraduate education at UB, including tuition, room and board, and fees. The value of the Presidential Scholarship increases as educational costs rise. Students awarded the Presidential Scholarship automatically receive admission to the Honors College, enjoying all of the special privileges accorded to Honors Scholars. Presidential Scholarships are awarded on the basis of academic merit.

Competitive applicants should present a score of at least 1470 on the math and critical reading sections of the SAT or 33 composite score on the ACT and a minimum unweighted high school average of 95. Applicants must also submit the Presidential Scholarship application, which is available from the Honors College office and must be on file in the Honors College office by early-January. In addition, students must file the SUNY or the Common Application for admission to UB; this must be on file by December 1 and complete by December 31 of the application year. Offers are made beginning mid-February.

## Performing and Creative Arts Scholarship Program

Scholarships are also available to students with outstanding talent in the Performing and Creative Arts. Students interested in majoring in Theatre (Performance, Technical, Design, Play writing, or Music Theatre), Visual

Studies (Art), Dance, Media Study or Music (including Music Performance) are considered. Performing and Creative Arts Scholars are invited to join the Honors College and receive all the special privileges accorded to Honors Scholars. To be considered, students must have a minimum unweighted high school average of 90 and a minimum combined SAT critical reading and math score of 1230 (or minimum ACT score of 28). If you would like to be considered for this scholarship, you should apply to the university by December 31, as scholarship awards will be based on academic credentials received by this date. An audition or portfolio review, a personal interview and a separate scholarship application are also required. Some departments have specific additional application requirements and deadlines. These Scholarships are awarded beginning mid-February. Performing and Creative Arts Scholars are invited to join the Honors College beginning in March of each year. For more information contact the Honors College office.

Information concerning the Honors College, and applications for Presidential Honors Scholarships, Performing and Creative Arts Scholarships, and the Advanced Honors Program, are available from the Honors College, University at Buffalo, 106 Capen Hall, Buffalo, NY 14260-1670, 716-645-3020.

*Additional information can be found on the Honors College website at <http://honors.buffalo.edu>.*

## Nationally Competitive Fellowship and Scholarship Advisement

There are a number of prestigious national and international scholarship and fellowship award opportunities which carry substantial undergraduate or graduate level funding. These include programs such as the Rhodes, Marshall, Mitchell, Gates Cambridge, Truman, Udall, Goldwater, National Science Foundation among others.

The University at Buffalo Honors College administers the application process university-wide for major fellowship and scholarship awards. *Please note that affiliation with the University Honors College as an Honors Scholar is not required.* Most of these awards require a university endorsement before the applications can be forwarded to the final levels of competition.

Advance preparation for these awards is essential and may begin in the student's freshman year. To help students prepare competitive applications, the University Honors College offers individual advising assistance to all UB students in determining the appropriate fellowship or scholarship students should pursue, developing a competitive profile, selecting recommenders, preparing compelling personal statements, interviewing and developing project proposals or proposed programs of study.

Students may also view these fellowships and scholarships online at the Fellowships and Scholarships website at <http://fellowships.buffalo.edu> or contact Elizabeth Colucci, University Honors College, University at Buffalo, 106 Capen Hall, Buffalo, NY 14260-1700, 716-645-3020.

# Administration

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# Academic Policies and Procedures

## Student Responsibility Statement

The university is committed to the ideal of flexibility and diversity in the educational experience. Certain regulatory procedures are necessary, however, to ensure that the complex needs of a large student body in search of diverse educational goals are met efficiently and smoothly. Students are advised to familiarize themselves with the following details in order to avoid any difficulties along their chosen path to the baccalaureate degree.

By accepting responsibility for their education, students enhance the development of their academic, social, and career goals. As a condition of enrollment, students are responsible for reviewing, understanding, and abiding by the university's regulations, procedures, requirements, and deadlines as described in official publications, including the university's undergraduate catalog, UB websites, and official university email communications. In addition, all students are required to positively affirm their knowledge of, and adherence to, UB's Student Conduct Rules, University Standards and Administrative Regulations prior to their inaugural semester at UB. Asserting a lack of knowledge of university regulations will not be accepted as a basis for an exception to these regulations.

## Admission

### Commitment to Equal Opportunity

Pursuant to university policy, the University at Buffalo is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. Employees, students, applicants or other members of the university community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

### Freshman Admission

Most successful students at the university come with a strong level of preparation in basic academic areas. The following courses are not required for admission to UB, but are suggested as adequate preparation for university-level coursework:

- four years of English (with a substantial writing component)
- four years of social studies
- three years of college-preparatory science
- three years of a second language
- at least three years of college-preparatory mathematics

Some students who haven't completed such a program still qualify for admission; however, it may be necessary to take additional courses to strengthen their knowledge in one or more of those areas after they enter the university.

Freshman admission is based on consideration of a student's academic record: high school average, rank in class, SAT (critical reading and math) or ACT score, and rigor of the high school academic program. SAT or ACT standardized test scores, including writing, must be submitted directly from the testing agency. UB's SAT code is 2925; the ACT code is 2978.

A student essay, recommendations, community service, demonstrated leadership, special circumstances and documented evidence of exceptional creative talent are also considered.

Applicants are strongly encouraged to indicate a choice of major on the application form. This information is used for planning purposes only, since application to a particular academic department as a major generally occurs during a student's sophomore year at the university. The departments of Art and Music and the schools of Architecture and Planning, Engineering and Applied Sciences, Management, and Public Health and Health Professions review credentials at the time of initial application to the university and may offer direct admission to their programs. Architecture requires submission of a design assignment; music requires an audition; and art requires a portfolio in the spring semester of the freshman year.

For fall semester admission, submit an application early in the fall of your senior year of high school, using either the Common Application or the SUNY application. To receive full consideration for UB's merit-based scholarship programs, it is recommended you apply by December 1 and submit all of the required supporting documents (test scores, transcripts and letters of recommendation) by December 31. Scholarship notices are mailed, along with admission offers, beginning in early March.

Please aware that there are two Buffalo SUNY institutions listed on both the Common Application and the SUNY application. Be certain that you are selecting the University at Buffalo when you complete your forms, or your application might go to the wrong school.

### Early Admission

Exceptional applicants who are completing their junior year in high school may be considered for early admission to the freshman class. Students who enroll via this option generally have only one or two remaining high school requirements, which they complete as part of their freshman course load at the university. Information about the admission process and criteria may be obtained from the Office of Admissions.

### Early Decision

Early Decision is an early-application, early-notification program for students applying for freshman admission to the university. Applicants must submit an application no later than November 1. Accepted students will be notified by December 15 and will be expected to withdraw all applications they may have filed at other colleges and universities. Information about applying and admission criteria may be obtained from the Office of Admissions.

### Acker Scholars

The Daniel Acker Scholars Program serves as an integral part of the University at Buffalo's efforts to recruit and retain an academically talented and diverse student body. Through a unique educational experience, the Daniel Acker Scholars Program prepares its students—who have strong leadership potential and a commitment to community service—to be future leaders in their chosen field of study. A component of the University at Buffalo's Cora P. Maloney College, this unique program offers support services and activities to enhance our students' academic and personal growth. Students receive individualized academic and personal advisement, peer mentoring, tutoring, and career guidance, as well as post-graduate experiential learning,

## Academic Policies and Procedures

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research and employment opportunities, and graduate school preparation. For more information, please see our website <http://cads.buffalo.edu/acker>.

### Educational Opportunity Program (EOP)

The Educational Opportunity Program (EOP) offers college access and support to talented students whose educational and economic circumstances have severely limited their college educational opportunities.

The program consists of the CADS Pre-freshman Summer Program, the counseling unit, academic services, the financial aid stipend, and a research/evaluation component.

EOP provides direct services to about 1,000 students; however, its contributions enhance the overall quality of life for the entire UB community in areas that span the academic, personal, and social arenas of student life.

Participants in the University at Buffalo EOP have been identified as talented students with enormous potential who simply need the chance to bring that potential to fruition. The students must meet the same rigorous standards of performance as every other student who graduates from the University at Buffalo. EOP simply affords them the chance to take advantage of the opportunities the University at Buffalo has to offer.

EOP provides students with the advice, guidance, and support to help their potential materialize into academic success and their aspirations become reality. EOP counselors provide students with academic advising; personal, social, and financial counseling; and a host of advocacy-type supportive services.

Past and present program participants have shown themselves to be a prestigious group of students. They are involved in leadership activities in every facet of the university. They are members of the Dean's List and honor societies, and are recognized by Who's Who Among Students in American Universities and Colleges.

Information about EOP is available by contacting the Director, EOP Program, University at Buffalo, 208 Norton Hall, Buffalo, NY 14260-1800, 716-645-3072. Please visit the EOP website at <http://wings.buffalo.edu/eop/>.

### Freshman EOP Admission

The University at Buffalo is committed to providing access to higher education for all capable students. The Educational Opportunity Program (EOP) provides an avenue for admission and means of support for talented students who have not yet reached their academic potential due to barriers in their educational, economic, or personal background. Applicants must be New York State residents who demonstrate a need for financial support. Supportive services, such as counseling and tutoring, and financial assistance are offered to students who qualify for EOP admission.

To be eligible for the program, applicants must meet both the university's EOP academic criteria and the financial guidelines mandated by the State of New York. Further information about these guidelines and about applying for admission may be obtained from the Office of Admissions.

### Transfer EOP Admission

Transfer students who were enrolled in an EOP/HEOP, SEEK, College Discovery, or other EOP-type program at their previous colleges are eligible to transfer into the Educational Opportunity Program at UB. Applicants from a CUNY (City University of New York) school will be considered if they were deemed eligible for such a program but were not selected because of the lottery system.

EOP transfer applicants must have a minimum of 12 completed credit hours with a minimum GPA of 2.5 overall. It is expected that 24 credit hours will have been completed prior to enrollment.

Applicants may use the SUNY application found in any New York State high school guidance office. Transfer applicants will also find SUNY applications in the transfer offices of SUNY two-year colleges. In addition, applications are available from the Office of Admissions or via the Internet. Freshman applicants should be sure to submit the completed applications to their high school guidance counselors, who will forward them to the Application Processing Center (APC), State University Plaza, Albany, NY 12246.

Transfer applicants should have their college transcripts sent directly to the UB Office of Admissions and should send the completed application to APC.

### Honors College

Please see *Honors College* on page 8.

### University Scholars Program

Select freshman are invited to be part of the University Scholars Program. This program provides an enriched academic environment that assists students with making the most of their undergraduate experiences at the university. All University Scholars enjoy exclusive benefits and opportunities designed to expand their educational horizons and prepare them for success in college and beyond. The program eases the transition from high school to college and offers special educational opportunities that are tailored to each student's unique talents, interests, and goals.

For further information about the University Scholars Program, please contact Student Advising Services at 716-645-6013 or see our website at <http://universitiescholars.buffalo.edu>.

### College Study for High School Students

The Advanced College Credit Program provides outstanding high school students with the opportunity to enroll in courses for full credit while completing remaining high school requirements. Applications and further details about admission criteria can be obtained from the Office of Admissions.

### Transfer Admission

A student who has completed at least 12 credit hours of college-level work after receiving a high school diploma (or its equivalent) will be considered a transfer applicant. If 24 or more credit hours have been completed at the time of application, the previous college academic record is reviewed; if fewer than 24 credits have been completed, a high school transcript and SAT/ACT scores must also be submitted.

Transfer students must apply to UB using the SUNY application. A \$50 non-refundable fee is required.

An official transcript from each college attended must be received before a decision can be rendered. An official transcript is sent directly from the registrar's office of the college to the University at Buffalo's Office of Admissions. Transfer students who enroll at UB are required to submit proof of high school graduation. Acceptable proof includes: a final high school transcript confirming graduation or a General Educational Development (GED) score report.

Provisional admission is offered after courses are in progress. Final admission offers are made when official transcripts of all completed courses have been evaluated.

It is recommended that students present a strong record of college study, earning a cumulative grade point average of at least 2.5 on a 4.0 scale. It should be noted, however, that requirements may vary depending

on the academic program. GPAs for transfer course work are computed in accordance with the grading policies in effect at the University at Buffalo.

Admission to the university is granted on a space-available basis. Candidates are urged to submit their application and transcripts early in the semester preceding their intended entry date. Some departments have supplemental admission criteria, higher GPA requirements, departmental application deadlines and limited capacity. Students may wish to arrange an appointment with the academic department in which they are interested. Department phone numbers are listed in the Academic Programs of Study section in the online Undergraduate Catalog at <http://undergrad-catalog.buffalo.edu>.

Please aware that there are two Buffalo SUNY institutions listed on the SUNY application. Be certain that you are selecting the University at Buffalo when you complete your forms, or your application might go to the wrong school.

The University at Buffalo reserves the right to determine its own policies for the admission of transfer students from other institutions, as well as the acceptance and placement of credit.

### University Transfer Credit Policy

The University at Buffalo reserves the right to evaluate all credit-bearing courses.

All credit-bearing courses from accredited institutions of higher learning are considered transferable to the University at Buffalo; the grades earned in these courses are used in overall GPA calculations. The term “accredited,” as used here, refers to the following regional accreditation organizations:

- MSA/CHE, Middle States Association of Colleges and Schools/Commission of Higher Education
- NEASC, New England Association of Schools and Colleges
- NCA, North Central Association of Colleges and Schools
- NASC, Northwest Association of Schools and Colleges
- SASC-COC, Southern Association of Schools and Colleges—Commission on Colleges
- WASC-Sr., Western Association of Schools and Colleges—Accrediting Commission for Senior Colleges
- WASC-Jr., Western Association of Schools and Colleges—Accrediting Commission for Community and Junior Colleges

Credit courses from institutions with other than regional accreditation are evaluated for transfer purposes on a case-by-case basis.

### Official Transcript Evaluation

UB accepts all college-level credits from regionally accredited two- or four-year degree-granting institutions. Applicants can check how their courses have been matched to UB’s courses and requirements on TAURUS, UB’s course articulation website at <http://taurus.buffalo.edu>. Students must submit an official transcript from each institution they have attended to have their courses transferred and evaluated at UB.

Courses transferred from another institution to UB will be transferred with full semester credit value. Conversion of credits from trimester, quarterly and other calendar systems will be completed based on nationally accepted practices. For example, trimester hours are generally equal to semester hours, and quarterly hours are generally equal to two-thirds semester hours.

UB also grants credit for a number of alternative forms of credit. These alternative forms of credit are not considered at the time of admission. They are added to a student’s record after starting courses at UB. Students must submit an official score report to have their alternative credit evaluated.

### Transfer Course Articulation

Transfer course articulation at UB is the outcome of a formal review by academic faculty that compares the content and learning objectives of transfer courses with UB courses and requirements. UB transfer course articulation is available on the TAURUS (Transfer Articulation and University Requirements at UB System) website at <http://taurus.buffalo.edu>. Transferring and continuing students use TAURUS to prepare for transfer to UB and to identify summer courses that match UB degree requirements.

### Readmission of Former Students

All students in academic good standing who withdraw voluntarily are eligible to rereturn. A Re-Entry Form must be filed with the Office of Admissions well in advance of the intended re-entry date.

Students not in good standing—who have voluntarily withdrawn or were dismissed for poor academic performance or whose GPA is less than 2.0 (overall and at the University at Buffalo)—must file the Re-Entry Form and a petition for readmission. The Scholastic Standards Committee will review the requests on the basis of data demonstrating that the students are able to progress satisfactorily toward the completion of their degree programs. Information about Second Chance, UB’s academic forgiveness policy, can be found in the Grading section on page 28 of this catalog.

### Visiting Student Program

Students enrolled at other institutions may apply to study at UB as visiting students for up to one full year without formal transfer. With approval from their home campus, students receive full credit for approved courses completed at UB. Information about applying and admission criteria may be obtained from the Office of Admissions.

The following rules apply to visiting students at UB:

1. The student shall apply for admission as a visitor, specify the courses or program he or she intends to pursue, submit a transcript evidencing the previous study and a statement of approved academic leave from the previous study, and have a grade point average for that previous study comparable to that required by Undergraduate Admissions of incoming transfer students.
2. The student may upon acceptance enroll at UB for two academic year semesters and their immediately preceding or following summer sessions under the same conditions as a matriculated student.
3. A visiting student may apply for admission to UB baccalaureate study. Upon acceptance, the student’s UB courses shall be included in her or his program and considered UB courses for purposes of credits attempted and completed and grade point average.

### Matriculated and Non-Matriculated (Non-Degree Seeking) Students

A matriculated student is one who has applied and has been officially accepted to the university through an undergraduate admission process and is considered to be pursuing a degree.

A non-matriculated student is one who is enrolled on a semester-by-semester or course-by-course basis and has not been accepted as a regular student pursuing a degree.

The following rules apply to non-matriculated students at UB:

1. A non-matriculated student must earn a high school diploma or general education development (GED) certificate prior to enrolling in any course.
2. A non-matriculated student shall attain and maintain at least a 2.0 UB grade point average after attempting nine or more graded

(A-F) undergraduate credit hours. At most three courses taken on a satisfactory-unsatisfactory basis (grades of “S” or “U”) shall have grades of “U.”

- A non-matriculated student may enroll for a maximum number of credits as follows:

Semester/Time Period	Maximum number of credits
Fall or Spring .....	9
6-week summer session .....	8
12-week summer session .....	14
Summer session (Total of both 6-week and 12-week sessions) .....	14
Total credits allowed as a non-matriculated student .....	30

- A non-matriculated student may register for fall or spring semester courses on a space available basis beginning August 1st for fall semesters and December 1st for spring semesters.
- A non-matriculated student may apply for admission to UB baccalaureate study. In that case, he or she shall have the UB courses taken in non-matriculated status included in the assessment for admission on the same basis as if he or she were a transfer applicant. If the student is admitted to baccalaureate study, all UB courses taken in non-matriculated status shall be included in the student’s program and considered UB courses for purposes of credits attempted and completed and grade point average.
- A student dismissed from undergraduate study at UB or another college or university may enroll as a non-matriculated student in a UB summer session subsequent to dismissal upon consultation with a UB academic advisor. Students who enroll in a UB summer session while matriculated but are dismissed prior to or during the summer session in which they have enrolled shall be permitted to pursue the enrolled courses.
- Additional criteria may be required for international students. International students should contact the International Admissions Office.

## University Degree Requirements

### Catalog Rights Statement

The 2012–13 undergraduate catalog and the policies and procedures herein are in effect for the fall 2012, spring 2013, and summer 2013 semesters.

Although the information herein has been reviewed by numerous university faculty and staff members, the text may nevertheless contain errors. Calendars, academic and degree programs, policies, and fees are subject to change at any time by official action of the University at Buffalo or the State University of New York. In addition, changes in policies, procedures, and administration may have occurred since the final publication deadline for this catalog. In case of discrepancies between the online Undergraduate Catalog and departmental websites, the online Undergraduate Catalog is considered definitive.

Upon nomination by the faculty and by vote of the Board of Trustees, degrees are conferred upon students who have met the requirements listed in this catalog.

### University Requirements

Students continuously enrolled at UB or on an official Leave of Absence from UB are governed by the university requirements (e.g., general education) stated in the catalog in effect at the time of their initial matriculation in the university. For example, students who enter the university in fall 2012 and are continuously enrolled through graduation must meet the baccalaureate degree requirements as stated in this 2012-2013 catalog.

### Program Requirements

Students continuously enrolled in a particular degree program (major, minor, or concentration) or on an official Leave of Absence from the program are governed by the requirements of that program as stated in the catalog in effect at the time of their initial entrance into the program. For example, students who are accepted into a major during the fall 2012 semester and are continuously enrolled through graduation must meet the requirements for the major as stated in this 2012-2013 catalog.

Either the university or a program may find it necessary to update requirements for students who have been enrolled in the university or in a program for an extended period.

### Breaks in Student Enrollment

Students who leave the university or a major degree program for one or more semesters without an official Leave of Absence are governed by the requirements stated in the catalog in effect at the time of their most recent readmission to the university or to the major program.

### Class Standing

A student must complete a minimum of 30 credit hours to be classified as a sophomore, 60 credit hours to be classified as a junior, and 90 credit hours to be classified as a senior. Grades of incomplete are not counted as credits completed.

### Matriculation Status

To be considered a candidate for a baccalaureate degree, a student must have been formally admitted to the university in accordance with admission standards. Undergraduate degree candidates do not need to be registered at the university during their final semester before graduation. Students whose most recent UB enrollment is more than 10 years in the past must receive approval from their academic department to apply historical credit to their degree program.

### Minimum Number of Credit Hours

Candidates for bachelor’s degrees must complete a minimum of 120 credit hours, 30 of which must have been completed at the University at Buffalo campus. No more than 18 credits of tutorial coursework (including that of TUT (tutorial) type and course numbers 495-499), 8 credits of athletics activity coursework, and 6 credits of UE 141 Discovery Seminar coursework can count toward the credits required for graduation with a bachelor’s degree. Please see Major Requirement on page 15 for minimum credit hour information for double and combined degrees.

### Academic Residency Requirements

A student must complete a minimum of 30 undergraduate credit hours (the equivalent of one full year of study) at the University at Buffalo in order to earn a degree from the university. The minimum residency requirement for the combined undergraduate and graduate degree is 42 credit hours, of which 18 must be undergraduate and 24 must be graduate.

The following forms of credit may not be used to fulfill the residency requirement: transfer work; proficiency exams; Advanced Placement; military training; study abroad; cross-registration; international baccalaureate credit; and experiential learning.

*Note: Individual schools and departments might have additional residency requirements as part of their transfer policies.*

### Minimum Academic Average

Students must have a minimum cumulative GPA of 2.0, both overall and at the University at Buffalo. As specified in this catalog (Minimum Number of Credit Hours, see <http://undergrad-catalog.buffalo.edu/policies/degree/minimum.shtml>), tutorial, athletic activity, and UE 141 courses beyond the maximum allowed will not be included in the computation of the UB or overall average. Attempted coursework at UB and all transfer credit will be included in the computation of the overall average. In computing a student's average for work completed at another accredited institution, GPAs will be computed in accordance with the University at Buffalo's grading policies (e.g., all attempted hours, including "F"s, will be used to determine the GPA).

Students cannot graduate with an Incomplete "I" grade on their record. (See Incomplete Grades section on page 28.)

### Major Requirement

To qualify for an undergraduate degree, matriculated students must be enrolled in a degree program and satisfactorily complete the requirements of their fields of study, as well as those of the university. This includes all major requirements and general education requirements. See the Academic Programs section of the online catalog at <http://undergrad-catalog.buffalo.edu/academicprograms> for major acceptance criteria and program requirements and the General Education Requirements chart on page 18 for a description of general education requirements.

Additional special degree options are available as listed below. These degree options require great care in planning early in an academic career in order to meet the full requirements. Advisement is available for such planning; however, it is the student's responsibility to ensure that all requirements of a planned program have been completed.

### Double Majors

A double major is the awarding of one degree with two majors (e.g., the student completing a double major of psychology and social sciences interdisciplinary studies earns one BA degree). Students must be accepted into each major and fulfill all requirements of each major in addition to satisfying all university requirements. This may be completed within the usual 120-credit minimum. Double majors must be between departments leading to the same degree. For example, a student may not have a double major between engineering (BS) and psychology (BA). Following conferral of the degree, the student's transcript will note one baccalaureate degree with two majors.

### Joint Majors

A student may elect to work toward a joint major by combining the subjects of two departments (e.g., geography and economics, physics and mathematics). A joint major does not require completion of all of the requirements of each major; rather, it is composed of requirements from each major as determined by the student and the directors of undergraduate studies in each department. Joint majors must be between programs leading to the same degree. For example, a student may not have a joint major between engineering (BS) and psychology (BA). Students wishing to pursue a joint major

between programs leading to different degrees should consider pursuing a Special Major (see the "Special Major" program listing in the online catalog at <http://undergrad-catalog.buffalo.edu/academicprograms/spma.shtml>).

Although a few academic departments, such as economics, geography, mathematics, and physics, have firmly established optional joint majors with other departments, students are normally free to choose their own joint majors. The Social Sciences Interdisciplinary Degree Program does not permit a joint major but uses a double major instead.

The director of undergraduate studies of each department concerned will assist in planning a joint major. In arranging the program, the student must obtain approval from the two departments involved. In special cases, a student may arrange a program cutting across several departments, so that the program involves more than one faculty or school.

### Minors

A minor is a secondary field of study that is typically composed of six courses. The minor offers students a means to complement the major, explore a subspecialty, and/or broaden career alternatives. Minors are available in many subject areas but may not be taken within the student's majors (see Approved Minors chart on page 41). Consult the Academic Programs section of the online catalog at <http://undergrad-catalog.buffalo.edu/academicprograms> for individual minor requirements. A minor alone is not sufficient for graduation: Students can receive a bachelor's degree if they are enrolled in a major program and a minor program, but cannot receive a bachelor's degree if they are enrolled in a minor program and not enrolled in a major program. Some departments require formal application to the Minor program; students should contact the department for application information and deadlines.

### Double Degrees

The double degree is the concurrent awarding of two different baccalaureate degree types (BA, BS, BFA, MusB). If a student completes two majors within one degree type, s/he will be awarded a double major (one degree with two majors), not two degrees, regardless of how many credits s/he earns.

Students pursuing two majors in two different degree types are expected to have the full range of skills, competencies, and experience as students graduating from each of the programs individually. Thus, students must meet all requirements for each major. In no circumstance may the coursework in the second degree be fewer than 30 credit hours.

For double degrees, five criteria must be met:

- Degree types must be different (BA, BS, MusB, BFA);
- No more than two 300- and 400-level courses taken as requirements for one major in one degree can also be counted as part of the required courses for the other major in the other degree, including required elective credits.
- A minimum of 30 credits accrued beyond the full requirements of the degree with the larger number of required undergraduate credits or 150 credits total, whichever is greater;
- All requirements for both programs are fully completed; and
- Submissions of both the Application for Double Degree as well as the Application for Degree in advance of the applicable deadlines (see the Office of the Registrar website at <http://registrar.buffalo.edu> for forms and information).

Students wishing to pursue two degrees should do careful planning early in their academic career with the guidance of both programs to assure that the plan of study meets the criteria noted here.

### Subsequent Degrees

Some students decide to return to their studies after they have received their first undergraduate degree. Once a degree is conferred, the courses and credits from that degree cannot be used in subsequent degrees, and students may not return to add a minor or concentration to the conferred degree. In order to receive a subsequent degree, the student who has previously earned a baccalaureate degree from UB or an accredited U.S. institution must be accepted to UB as a matriculated student and be accepted into the new major. Students pursuing a second bachelor's degree must have the full range of skills, competencies, and experience in the major as students who complete the requirements for the regular degree program. Thus, students must meet all requirements for the major. In no circumstance may the coursework in the second degree program be fewer than 30 credit hours after the conferral of the first degree. Subsequent degrees are subject to the 30 credit hour UB residency requirement. The two degrees must be in significantly different fields of study; therefore, 300- and 400-level coursework completed for the first bachelor's degree will not count toward completing the major requirements of the second degree. In the rare circumstance when a single course taken for the first degree program is a required course in the second degree program, a course substitution in the second degree may be approved by petition from the undergraduate program director of the new program.

### Combined Degrees

This degree option results in the awarding of a single combined degree that joins specific programs or disciplines from two degree levels (e.g., BA/MA, BS/MBA). Combined degree programs offer UB students the opportunity to pursue their educational objectives at an accelerated pace by compressing the courses normally taken at the end of the undergraduate degree with those customarily taken at the beginning of a graduate degree. These programs are designed for students who have demonstrated exceptional promise.

In certain circumstances, the combined degree will not qualify the student for licensure if licensure is based upon the complete undergraduate curriculum. Students in professional programs should discuss licensure requirements with their advisors if they are considering the combined degree option.

Combined degrees have a two-tier tuition structure. Over the course of a combined degree program, the student will be charged the tuition that corresponds to the appropriate divisional rate. For example, if a student in the combined BA/MBA program in management were required to complete three years of undergraduate coursework and two years of graduate coursework, the student would be classified as an undergraduate and billed at the undergraduate rate for the equivalent of three years. At the conclusion of this period, the student's division would change to graduate, and the student would be classified and billed accordingly.

Students choosing to leave the combined degree program and pursue separate undergraduate and graduate degrees will have their billing altered in the following manner. Students who are in the undergraduate portion of the program when they choose to leave the combined degree program will continue with their undergraduate coursework and be billed accordingly; however, these students will not be permitted to take graduate courses until they complete their baccalaureate degree and are admitted formally to a graduate program through the normal process. Students pursuing the graduate portion of the combined degree program when they choose to leave the combined degree program will continue to be charged at the graduate level even for those courses taken at the undergraduate level after this point in time.

The minimum residency requirement for a combined degree is 42 credit hours at UB.

For a listing of Combined Degree Programs, see the Degree Program Summary chart on pages 40-41.

### HUB Academic Advisement Report

The HUB Academic Advisement Report (AAR) is an advising tool that tracks progress toward graduation by showing how courses taken meet graduation requirements for all approved undergraduate programs. In individualized reports, HUB summarizes all general education and program requirements, indicating those that have been satisfied; computes the cumulative GPA; totals all credit hours taken; lists repeated courses and those taken S/U; notes incomplete courses; indicates test scores and credits granted for AP and CLEP examinations; and lists all transfer and UB courses taken.

The HUB Academic Advisement Report is useful in the following respects:

- **As an advising tool:** to determine progress toward completing all degree requirements.
- **Applying to a department:** Reports can be included in the department application process.
- **Analysis of transfer credits:** to verify that all transfer credits have been recorded and applied to degree requirements.
- **Evaluation for degree conferral:** Reports will be used to determine if students have met the requirements for graduation.

HUB Academic Advisement Reports are available for all matriculated undergraduate students via MyUB and can be generated for the current approved major or any other program when considering alternative majors. Students should examine their reports carefully and speak to an advisor if there are questions or discrepancies in the report.

HUB What If reports are also available in the HUB Student Center. These reports allow students and advisors to create scenarios for different majors or courses of study. For example, a student thinking of changing his or her major might wish to view a HUB What IF report to determine how their prior coursework will count in the new major. For more information on HUB What If reports, please contact an academic advisor.

### Early Assurance Programs

#### School of Medicine

Each year, well-qualified undergraduates may receive formal acceptance to the medical school in the second semester of their sophomore year. To qualify, students must possess a minimum approximate overall and science GPA of 3.75 and complete particular science courses. A combined SAT critical reading and math score of 1400 or above is preferred. Upon receipt of the baccalaureate degree, the medical phase begins. This is not an accelerated program. The preprofessional health advisors (*see <http://prehealth.buffalo.edu>*) can provide further information.

#### School of Dental Medicine

Each year, well-qualified undergraduates may receive formal acceptance to UB's School of Dental Medicine (*see <http://www.sdm.buffalo.edu>*) after the second semester of their sophomore year. To qualify, students must possess a minimum overall and science GPA of 3.5 and complete specific science courses. Upon receipt of the baccalaureate degree, the dental phase begins. This is not an accelerated program. The preprofessional health advisors (*see <http://prehealth.buffalo.edu>*) can provide further information.



**School of Pharmacy**

Early Assurance to the PharmD program is restricted to students who enter the University at Buffalo directly from high school as freshmen intended-pharmacy majors and earn a minimum 3.50 GPA in science and math prerequisite courses by the end of their third semester. *For additional requirements, visit [http://www.pharmacy.buffalo.edu/admissions\\_pharmd\\_ea.shtml](http://www.pharmacy.buffalo.edu/admissions_pharmd_ea.shtml).*

**General Education Requirements**

General education requirements can be found in the online Undergraduate Catalog at <http://undergrad-catalog.buffalo.edu/policies/degree/gened.shtml>.

Requirements differ by student status. Please note that there are different requirements for: (1) students who enter as freshmen; (2) students who enter as transfer students; (3) students who enter as transfer students with a completed AA or AS degree from a SUNY institution and with a GETA (General Education Transcript) showing completion of all SUNY general education requirements; (4) re-entering students who were recently enrolled at UB; (5) re-entering students last enrolled more than five years ago; (6) students enrolled for a second bachelor’s degree; (7) students enrolled who have a completed bachelor’s degree from a foreign institution; and (8) students with a registered learning disability. See an academic advisor for details.

**General Education Advising Notes**

S/U grading is not an option in any course used to satisfy General Education requirements. Internship, Independent Study, Undergraduate Teaching, Experiential Learning, and other courses not based on classroom experiences may not be used to meet General Education requirements.

Any given course may be applied toward only one General Education requirement unless explicitly noted otherwise.

Only the specified courses or those that articulate to the specified courses listed for each respective General Education requirement may be used to fulfill that particular requirement. No other courses qualify.

SUNY has established *minimum* General Education requirements for campuses across the SUNY system. UB’s General Education program meets, and in many cases exceeds, these requirements. Students should understand that meeting SUNY General Education requirements at other campuses does not necessarily mean that they have met UB’s requirements or that they are exempt from certain UB requirements.

**Academic Honors**

**Latin Honors**

Students earning baccalaureate degrees are eligible to receive Latin honors based on their UB cumulative GPA on the following scale:

<b>Average (based on 4.0 = A)</b>	
3.20.....	cum laude
3.50.....	magna cum laude
3.75.....	summa cum laude

To qualify for Latin honors, students must present a minimum of 60 credit hours of UB undergraduate coursework, at least 54 of which must be graded credits (i.e., not pass, no pass, satisfactory or unsatisfactory [grades of “P,” “NP,” “S” or “U”]).

**Program Honors**

Each department has the prerogative of awarding the designations “with honors” and “with distinction” to students who achieve a certain level of academic excellence and creativity in the major or minor program.

The award of Program Distinction is based on the UB GPA for the program. A minimum of 50% of credits for the major or minor program must be completed at UB. Although departments may set higher GPA minimums, the University requires a minimum of 3.20 for “with distinction”; 3.50 for “with high distinction”; and 3.75 for “with highest distinction.”

The award of Program Honors is based on criteria which may vary from department to department. Students must complete an honors thesis, project, or honors program seminar. A minimum of 50% of credits for the major or minor program must be completed at UB. Enrollment in a departmental honors program may be a prerequisite. Honors level (“with honors”; “with high honors;” “with highest honors”) may be based on GPA or faculty review of performance on the honors components of the program. Students should consult with their departmental advisor regarding the awarding of departmental honors.

**Graduation**

Students must meet the following criteria in order to have degrees conferred:

**Application for Degree**

Students must apply for graduation via their HUB Student Center prior to the published deadline dates listed below:

June 1 graduation.....	February 15
September 1 graduation.....	June 15
February 1 graduation.....	September 1

Students are encouraged to apply for their degree well before the deadline dates. Applications attempted after the published deadlines will be applied to the next available conferral date. Students who will be receiving two degrees (BA & BS, BS & BFA, etc.) and students in a combined degree program must apply for both degrees at the same time.

A final evaluation of general education and university degree requirements will be completed by a degree auditor in the Office of the Registrar. Each academic department determines if academic major requirements have been met. All university, major, minor, concentration and certificate (if applicable) requirements must be satisfied on the HUB Academic Advisement Report (see page 16) prior to degree conferral.

Students who find that they are not eligible to graduate on their applied degree conferral date complete and submit Graduation Information Change Form: Multiple Major or Minor/Change Date (*see <http://registrar.buffalo.edu/pdfs/gradInfoChange.pdf>*) to inform the Office of the Registrar in writing of their new degree conferral date.

When a degree is conferred, it is noted on the student’s academic record (transcript) and diploma. Diplomas are mailed to the permanent address within HUB within six weeks after the conferral date. Students should make certain that the university has their correct permanent address. To check or update student address information, students should refer to their HUB Student Center (via MyUB at <http://myub.buffalo.edu>).

Grades will not be changed after degree conferral except when errors in the transcript occur.

## GENERAL EDUCATION REQUIREMENTS

For All Students Who Enter Fall 2012 and Spring 2013

**Writing:** Complete ENG 101 and ENG 201, or ENG 102, as placed, unless exempted.

**Library Skills:** Complete the Library Skills Workbook within the first year of study at UB.

**Mathematical Sciences:** Complete one course from the following lists.

**RECOMMENDED COURSES FOR STUDENTS WHO ARE NOT MEETING A SPECIFIC REQUIREMENT OF A MAJOR**

CSE 111 Great Ideas in Computer Science I  
STA 119 Introduction to Statistics

**ADDITIONAL COURSES THAT SATISFY THE MATHEMATICAL SCIENCES REQUIREMENT**

CEP 207 or GEO 410 or MGQ 301 or PSC 408 or PSY 207 or SOC 294 or  
SOC 404 or SSC 225 or STA 111 - STA 112\*  
CSE 113 Introduction to Computer Science I  
CSE 115 Introduction to Computer Science for Majors I  
CSE 116 Introduction to Computer Science for Majors II  
CSE 191 Introduction to Discrete Structures  
MTH 115 or ULC 148 Survey of Algebra and Trigonometry  
MTH 121 or MTH 131 or MTH 141 or MTH 153\*  
MTH 122 or MTH 142 or MTH 154\*  
MTH 181 Conceptual Mathematics I  
PHI 315 Symbolic Logic  
PHI 415 Logical Theory I  
PHI 416 Logical Theory II

\*Courses grouped together are equivalent courses. Students should not take more than one course from each group

**World Civilizations:** Complete UGC 111 and UGC 112 World Civilizations I-II. (\*\*See note at end of this section.)

**Natural Sciences:** Students must complete a two-course sequence, including at least one semester of laboratory. Allowable two-course sequences are outlined in lists below.

**RECOMMENDED COURSE SEQUENCES FOR STUDENTS WHO ARE NOT MEETING A SPECIFIC REQUIREMENT OF A MAJOR**

BIO 129 - BIO 130 Perspectives in Human Biology  
GEO 101 and GEO 106 Physical Environmental Geography  
GLY 101 - GLY 102 Global Environmental Science  
NTR 108 - NTR 109/NTR 110 Human Nutrition/Nutrition in Practice  
PHY 121 - PHY 122 Descriptive Astronomy

**ADDITIONAL COURSE SEQUENCES THAT SATISFY THE NATURAL SCIENCES REQUIREMENT**

BIO 200 Evolutionary Biology and BIO 201 Cell Biology  
BIO 200 Evolutional Biology and BIO 309 Ecology  
CHE 101 - CHE 102 General Chemistry  
CHE 105 - CHE 106 Chemistry: Principles and Applications  
CHE 107 - CHE 108 General Chemistry for Engineers  
GLY 103 - GLY 104 Evolution of the Earth and Solar System  
PHY 101/PHY 151 - PHY 102/PHY 152 College Physics I-II/Lab  
PHY 107 - PHY 108/PHY 158 General Physics I-II/Lab  
PHY 117 - PHY 118/PHY 158 Honors Physics I-II/Lab

Note: School of Architecture majors only may complete ARC 352 and PHY 101; Nursing and OT majors only may complete ANA 113 and PGY 300.

**American Pluralism or Cognate (approved equivalent courses):**

Complete UGC 211 American Pluralism and the Search for Equality or any one of the following: AAS 261, ARC 211, AHI 390, DMS 213, GEO 231, HIS 161, HIS 162, LIN 200, SOC 211, TH 220. (\*\*See note at end of this section.)

Note: UGC 111 - UGC 112 World Civilizations I-II should be completed first.

**Social and Behavioral Sciences:** Complete one 3-credit course offered by APY, CDS, COM, ECO, GEO, LIN, PSC, PSY, SSC, or SOC; or ARC 122, PD 120, PD 212.

Note: Courses used to satisfy any other general education requirement are excluded.

**Language Requirement**

NOTE: See the Foreign Language Placement section on page 19 of this catalog for appropriate placement level.

For native speakers of English, students must demonstrate elementary-level proficiency in a language other than English by doing one of the following:

- Completing a 2-semester first-year sequence of college-level courses in a language other than English (e.g. Spanish 101-102, Modern Greek 191-192).
- Completing a 1-semester college-level Transitional or Heritage language course (Spanish 104, 171, French 104, German 104, Italian 106, Chinese 104 or 105, Russian 104).
- Achieving a minimum score of 600 on a College Board Foreign Language Achievement Test
- Achieving a minimum score of 3 or 4 (depending upon the language and the test) on an AP test in a foreign language

Native speakers of English and native speakers of other languages may also demonstrate proficiency in a language other than English by doing one of the following:

- Showing a high school diploma from a country whose language of instruction is other than English
- Passing a proficiency examination administered by the department which houses the appropriate language. Romance Languages and Literatures: French, Spanish, Italian and Portuguese; Classics: Latin, Ancient Greek; Jewish Studies: Hebrew; Linguistics: all other languages taught at UB. It is suggested that students contact the relevant department to arrange for the proficiency examination as soon as they are in residence at UB. For speakers of languages not taught at UB, see the Office of Student Advisement and Services.

Note: Majors in the following schools and programs are not required to complete language study: Architecture; B.F.A. in Art, Dance, Music Theatre; Bioinformatics and Computational Biology; Biomedical Sciences; Biotechnology; Engineering (except Computer Science); Informatics; Management; Medical Technology; Medicinal Chemistry; Nuclear Medicine Technology; Nursing; Pharmacology and Toxicology; Pharmaceutical Sciences; Public Health and Health Professions.

Note: Some majors and minors require additional semesters of language study.

**Humanities:** Students completing ENG 101 and ENG 201 have met this requirement. Students completing ENG 102 must complete one 3-credit course offered from AAS, AS, AMS, CL, COL, ENG (excluding ENG 101/ENG 201), FR, GER, HIS, HMN, ITA, JDS, LLS, PHI, RSP, SPA, WLP, WS, and other languages.

Note: Courses used to satisfy any other general education requirement are excluded.

**Arts:** Complete one 3-credit course offered by AAP, ART, AHI, DMS, MTR, MUS, TH, or THD; VS; ARC 121 is also an option. (\*\*See note at the end of this section.)

Note: Courses used to satisfy any other general education requirement are excluded.

**Depth Requirement:** Complete any one of the following:

- Third-semester language proficiency (e.g. SPA 151)
- An additional course from the listing of mathematical sciences courses
- UGC 302 or UGC 303 Great Discoveries in Science
- A natural sciences course numbered 200 or higher
- Any one of the following courses: APY 310, APY 328, APY 338, APY 344, APY 345, APY 348, APY 350; ARC 442; CDS 288, CDS 382; GEO 345, GEO 347, GEO 348, GEO 350, GEO 352, GEO 356, GEO 435, GEO 449; PSY 351, PSY 402, PSY 434, PSY 435, PSY 436, PSY 439

Note: Courses used to satisfy any other general education requirement are excluded. Transfer courses must be articulated (i.e., matched) to specific UB courses or requirements in order to satisfy UB's Depth Requirement. SUNYGE waivers do not apply toward UB's Depth Requirement. Students may not petition this policy.

\*\*Note: Students who entered UB with 24 or more transferable credit hours from an institution of higher education other than UB are exempted from the World Civilizations, American Pluralism, and Arts requirements. These credits must have been earned prior to enrollment at UB.

## Transcripts of Transfer Coursework

All final transcripts for transfer credit must be received by the Office of the Registrar by the following dates:

June 1 graduation.....	May 10
September 1 graduation.....	August 10
February 1 graduation .....	January 10

## Settlement of Obligations

All tuition, fees, late charges, and fines must be paid in order to receive diplomas or transcript services, including information about the student's program completion in any form. The Office of the Registrar will hold diplomas for graduates with financial service indicators on their records and diplomas returned due to incorrect addresses for one year after the degree conferral date. After that, the diploma will be destroyed and the student will need to order and pay for a replacement diploma.

## Commencement

Formal commencement exercises are held each May. All students who have graduated the previous September or February, as well as students who have applied for June degree conferral, are eligible to participate in the ceremonies.

*Information regarding commencement activities is available from the Countdown to Commencement website at <http://www.commencement.buffalo.edu>.*

## Graduation Rates

The four-year graduation rate of undergraduate students at the University at Buffalo approximates that of other major public research universities. Consistent with national trends, a number of University at Buffalo undergraduate students extend their graduation date to five years.

## Registration

### Academic Load

#### Fall and Spring Semesters

The normal load for undergraduate students is 15 credit hours per semester. Students are considered full-time when registered for 12 credit hours or more; part time when registered for less than 12 credit hours. Students who wish to register for more than 19 credit hours require permission from an academic advisor. Repeated coursework that will be excluded from GPA calculations per the Repeat Policy (see page 29) is not included in full-time enrollment calculations.

#### Summer Semester

The maximum enrollment is 8 credit hours per summer session and 14 credit hours per summer term. No more than 11 credits may overlap between summer sessions.

## Adding, Dropping, and Resigning Courses

The following deadlines apply to classes offered during the standard 15 week session in fall and spring. Courses offered in shorter, longer, and non-standard sessions will have drop, add and resign deadlines established based on the appropriate portion of class days and may differ from those for the standard 15 week session.

- Students may register for courses and make changes to their class schedule at any time between the start of their enrollment appointment through the end of the 6th day of classes. Courses dropped

during this period will not appear on the students' transcripts. Students may register for courses through the end of the 7th day of classes. (Calculation of the 6th and 7th day of classes includes Saturdays, but does not include Sundays and holidays.)

- For information about withdrawing from courses after the 6th day of classes, see Resignation from Coursework at the University on the Office of the Registrar's website at <http://registrar.buffalo.edu/resignation/howtoregister/resigncourse.php>.
- Students who choose to resign from all courses after the 6th day of classes will be responsible for a financial penalty and receive a grade of "R" for each course resigned until the end of the resignation period. When resigning from a course, students should determine if the course is impacted. Impacted courses cannot be repeated during the fall or spring semesters. (See Priority Registration for Students Attempting a Course for the First Time on page 30.)
- Students can resign from courses until the end of the 11th week of classes.

For sessions that are shorter than the regular 15 week session, drop, add, and resign dates are calculated based on the appropriate percentage of class days.

Students are not permitted to sit in a class without proper registration. Students who are officially auditing a class cannot have the audit grade option converted to a letter grade option retroactively nor are students permitted to register for a class after the end of the 7th day of classes.

Drop, add, and resign dates are available in students' HUB Student Center (via MyUB at <http://myub.buffalo.edu>).

## Administrative Withdrawal from University Coursework

Students wanting to withdraw from the university after the resignation period must consult with their academic advisors for appropriate procedures, justification, and documentation to request an academic withdrawal (grade of "W"). Academic withdrawals are approved only in circumstances where impact to academic performance due to a personal or immediate-family medical event, disability, death, or active military service is documented sufficiently. In a policy approved by the Faculty Senate, requests for academic withdrawal that are based upon extraordinary circumstances are only considered for all the registered courses in a given semester. Requests for academic withdrawal made for selected courses in a given semester cannot be approved. Requests for academic withdrawal can only be approved if submitted within one semester of the event. If a student has already received a semester of academic withdrawals due to an ongoing medical event, he/she will not receive approval for a subsequent semester. However, if a student has received an academic withdrawal because of one medical event and then a different medical event occurs, such circumstances will be considered.

Additional information including specific registration procedures can be found on the Office of the Registrar website at <http://registrar.buffalo.edu>.

## Leave of Absence

Students who will not be enrolling at the university in an upcoming semester should file a Leave of Absence Form with the university in order to secure their status at the time the leave of absence begins. Students seeking a leave of absence must contact an academic adviser prior to the semester the leave is to begin, especially in cases when students intend to visit another college or university. Forms requesting a leave of absence are available on the Office of the Registrar website at <http://registrar.buffalo.edu>.

## Academic Policies and Procedures

A leave of absence may be granted for a maximum of two consecutive semesters but may be renewed for up to an additional year. No more than four semesters of leave of absence are allowed during an undergraduate career. Students may return before the end of their leave of absence, but cannot exceed the approved leave of absence period. Students returning early from a Leave of Absence must contact the Office of the Registrar to be term activated for the semester they originally thought they were going to be away. Students who exceed the leave of absence period are required to re-enter UB via the Office of Admissions re-entry process.

Students must have at least 2.0 UB GPA to be eligible for a leave of absence. Those students who leave UB without having completed at least one semester (student with no UB GPA) are ineligible for a Leave of Absence and will have to file a re-entry form with the Office of Admissions in order to be re-admitted to the university. Students with grades of R or W in their first semester do not qualify for a Leave of Absence.

Students requesting an extension to their Leave of Absence for military service must attach a copy of their orders to the Leave request.

Students convicted of felonies while enrolled at UB are not eligible for a leave of absence.

Students attending other colleges or universities during the approved leave of absence period are required to submit official transcripts of academic work from those institutions. Final transcripts must be submitted to the Office of Admissions at the beginning of the returning semester. College credits earned at other institutions during the leave period will be evaluated as transfer credit. These credits may satisfy major and/or university requirements. For assistance in course selection and subsequent articulation with UB coursework, students should contact an advisor and TAURUS (<http://taurus.buffalo.edu>), UB's course articulation system.

Students who are leaving the university to complete their last semester at another school and would like to graduate from UB should file a Leave of Absence Form in order to keep their UB email account active. Additionally, they must Apply for Graduation (on their HUB Student Center via MyUB at <http://myub.buffalo.edu>) before the appropriate deadline date and regularly check their UB email for graduation-related correspondence.

Leaves of absence are not approved retroactively. Students who leave the university without an approved Leave of Absence will need to fill out a Re-entry Form with the Office of Admissions. Upon re-admittance, these students will be obligated to follow new academic policies, degree and university requirements, and re-apply to their academic majors.

### Cross-Registration

Cross-registration permits full-time UB students to register at various colleges and universities as part of the Western New York Consortium without formal admission or additional tuition charges. Grades for courses taken through the consortium agreement are automatically forwarded to UB and applied to the student's permanent academic record. Only full-time students registered for at least 12 credit hours at UB are eligible to take an additional course(s) at a participating institution. Procedures for cross-registration can be found on the Office of the Registrar website at <http://registrar.buffalo.edu>.

### Registration in Graduate Courses for Undergraduate Credit

All undergraduate students who wish to take graduate courses for undergraduate credit should contact the academic department directly for approval procedures. Please see the Office of the Registrar website at <http://registrar.buffalo.edu/forms> for the proper form.

Permission to take graduate courses for undergraduate credit must be obtained by the end of the drop/add period of the respective semester or summer session.

Eligibility Criteria:

- Junior or senior standing and acceptance into an academic major or approved special major;
- A minimum GPA of 3.0 overall, including transfer credit and completion of prerequisites required for the graduate course; and
- Written recommendation from the course instructor that clearly states the academic necessity and rationale for taking the course, and the endorsement of the department chair.

### Registration in Graduate Courses for Graduate Credit

Undergraduate students are eligible to take graduate courses for graduate credit (with permission from the academic department) if they meet the following criteria: junior or senior standing; acceptance into a major program; and a minimum GPA of 3.0. Please see the Office of the Registrar website at <http://registrar.buffalo.edu/forms> for the proper form.

Undergraduate students may take no more than two graduate courses (not to exceed a total of 8 credit hours during their undergraduate career). These courses may not be applied to the minimum of 120 credit hours required for the bachelor's degree; however, they may later be applied toward a post baccalaureate degree program at UB. This 8-credit-hour limit does not apply to students currently enrolled in an SED-registered combined degree program.

### Course Cancellation Notice

The University at Buffalo reserves the right to cancel any course or section in which the number of students enrolled is deemed insufficient or for which an instructor cannot be secured. All tuition and fees paid for such a course will be refunded. The right to set maximum limits on the number of students allowed to enroll in any particular course or section is also reserved.

### Foreign Language Placement

Correct placement in foreign language courses is an important consideration for UB students and for teachers of foreign languages. See an appropriate advisor for ascertaining correct placement level before registering for a language course. Students who are judged to be misplaced by the instructor will be moved to an appropriate-level language course during the first week of classes. This will ensure not only that students are obtaining the optimal language training for their level of proficiency, but also that there is consistency in proficiency level across students in each class.

The following placement guidelines should be followed:

- Students who have studied a foreign language for less than one year and who have not completed a Regents Examination in that language, or students who are embarking on the study of a new language, should enroll in the first-year sequence (e.g. Japanese 101-102, Thai 191-192). This sequence will satisfy the General Education Language Requirement.
- Students who are transferring college coursework to UB equivalent to a UB first-year first-semester course (e.g. 101 or 191) may enroll in the first-year second-semester course for that language at UB (e.g. 102 or 192), and will satisfy their General Education Language Requirement by completing this course.
- Spanish 104, French 104, German 104, and Chinese 105 are accelerated reviews of the basics of these languages for students who have

studied these languages for more than one year and/or passed a Regents Examination (or equivalent) in this language. These Transitional courses satisfy the General Education Language Requirement.

- Russian 104, Chinese 104 and Spanish 171 are courses for Heritage speakers, i.e. speakers who have good spoken proficiency in one of these languages but have had little or no formal training, including literacy training, in this language. These courses satisfy the General Education Language Requirement.
- Students who have completed at least 3 years of language study and have passed a Regents Examination in that language (or equivalent), and who are capable of doing more advanced work than provided in the Transitional courses (e.g. 104 or 105) will be placed in the first-semester second-year course (or higher) for that language (e.g. Spanish 151, Modern Greek 193). This course (or any higher-level course) will satisfy the General Education Language Requirement. Students should consider this training as an important step toward further language study, future study abroad, and internationalization of their studies.

NOTE: Students who have completed coursework in a foreign language either at UB or at another college or university will not be allowed to register in a course which assumes a proficiency level lower than that already completed. Students may not receive credit for either first-year first-semester courses (e.g. 101 or 191) or first-year second-semester courses (e.g. 102 or 192) if they receive credit for a 104 or 105 course in the same language. Students repeating a course in which a failing grade was received must do so prior to registering in a higher-level course.

Students fluent in a language other than English or whose primary/secondary education was conducted in a language other than English may not take first-year or second-year courses in that language. See the Language Requirement section of the General Education statement on page 18 of this catalog for alternative ways of satisfying the Gen Ed language requirement.

## Course Expectations

### Academic Integrity

#### Preamble

Academic integrity is a fundamental university value. Through the honest completion of academic work, students sustain the integrity of the university while facilitating the university's imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas.

When an instance of suspected or alleged academic dishonesty by a student arises, it shall be resolved according to the following procedures. These procedures assume that many questions of academic dishonesty will be resolved through consultation between the student and the instructor (a process known as consultative resolution, as explained below).

It is recommended that the instructor and student each consult with the department chair, school or college dean, or the Office of the Vice Provost of Undergraduate Education if there are any questions regarding these procedures.

#### Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

- Previously submitted work. Submitting academically required material that has been previously submitted—in whole or in substantial part—in another course, without prior and expressed consent of the instructor.

- Plagiarism. Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one's own.
- Cheating. Soliciting and/or receiving information from, or providing information to, another student or any other unauthorized source (including electronic sources such as cellular phones and PDAs), with the intent to deceive while completing an examination or individual assignment.
- Falsification of academic materials. Fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
- Misrepresentation of documents. Forgery, alteration, or misuse of any university or official document, record, or instrument of identification.
- Confidential academic materials. Procurement, distribution or acceptance of examinations or laboratory results without prior and expressed consent of the instructor.
- Selling academic assignments. No person shall sell or offer for sale to any person enrolled at the University at Buffalo any academic assignment, or any inappropriate assistance in the preparation, research, or writing of any assignment, which the seller knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.
- Purchasing academic assignments. No person shall purchase an academic assignment intended for submission in fulfillment of any course or academic program requirement.

### Consultative Resolution

#### Step 1

If an instructor has reason to believe that a student may have committed an act of academic dishonesty, the instructor shall notify the student suspected of academic dishonesty, then within 10 academic days<sup>1</sup> of discovery of the alleged incident by email to the student's UBIT address with receipt requested, by certified mail return receipt requested, or by written notice delivered in person with a copy countersigned by the student and retained by the instructor.

Once the alleged incident has occurred, the student may not resign from the course without permission of the instructor.

The instructor shall meet and consult with the student within 10 academic days<sup>1</sup> of the date of notification. If the student fails to attend the consultative meeting, the instructor has the authority to reach a decision and to impose a sanction (if appropriate) without consulting the student directly.

At consultation, the instructor shall inform the student of the allegations relating to the specific infringement, and the student shall be given a copy of the Academic Integrity Policy and Procedures.

At the request of either or both parties, the consultation may be recorded. A departmental note-taker (a staff or faculty member, but not a teaching assistant) may record consultation proceedings. The student must agree to the presence of the note-taker, and the student may also have a note-taker in attendance.

### Step 2

If, after consultation with the student, the instructor believes the student did not commit an act of academic dishonesty, no sanctions may be imposed. The instructor will orally inform the student of that finding and, if the student so requests, will provide the student with a written statement confirming that finding. Procedures end.

If, after consultation with the student, the instructor believes the student did commit an act of academic dishonesty, the instructor has the authority to impose one or more of the following sanctions:

1. **Warning.** Provide written notice to the student that he/she has violated a university academic integrity standard and that the repetition of the wrongful conduct may be cause for more severe sanctions.
2. **Revision of Work.** Require the student to replace or revise the work in which dishonesty occurred. (The instructor may choose to assign a grade of “I” [Incomplete] pending replacement or revision of the work.)
3. **Reduction in Grade.** Reduce the student’s grade with respect to the particular assignment/exam or final grade in the course.
4. **Failure in the Course.** Fail the student in the course, to be indicated on the transcript by a grade of “F” without comment or further notation.
5. **Such other reasonable and appropriate sanction(s)** as may be determined by the instructor (or committee at later levels of review) with the exception of those subsequently described under #6.
6. **Recommendation of any of the following University sanctions** (these require approval at the department, college/school, and Vice Provost levels).
  - a. **Failure in the Course with Citation of Academic Dishonesty:** A grade of “F” for the course is recorded on the student’s transcript with the additional notation that the grade of “F” was assigned for reason of academic dishonesty. Only the Vice Provost of Undergraduate Education or his or her designee may impose this sanction.
  - b. **Suspension from the University:** The student is suspended for a definite term upon stated conditions. Only the University President or his/her designee may suspend a student from the University.
  - c. **Expulsion from the University:** The student is expelled, with comment on the transcript. Only the University President or his/her designee may expel a student from the university.

### Step 3

The instructor shall provide the student with a copy of the decision, sanction(s) imposed, and the student’s right to appeal that decision. The instructor’s decision letter shall be sent to the student (via certified, return receipt mail), the department chair, and the Vice Provost of Undergraduate Education within 10 academic days<sup>1</sup> of the date of the consultation meeting. This statement of decision shall be included in the student’s confidential file maintained in the Office of the Vice Provost of Undergraduate Education. The student shall have access to this file.

**University Sanctions.** If the sanctions imposed at the instructor level include recommendation of university sanctions (as listed in consultative resolution, Step 2.6), departmental level procedures are required, and shall be initiated within 10 academic days<sup>1</sup> of the department chair’s receipt of the statement of decision.

**Right to Appeal.** The student may appeal the instructor’s findings. The student’s request for an appeal, including specification of the grounds for appeal, must be submitted in writing to the instructor and to the department chair no later than 10 academic days<sup>1</sup> after the instructor has notified the student of his or her decision.

### Departmental Level Procedures

#### Step 1

The instructor and student have no more than 10 academic days<sup>1</sup> following the filing of the request for the initiation of departmental proceedings to deliver evidentiary materials to the department chair. The instructor and student shall each provide the department chair with a written statement of evidence supporting his or her position, any relevant documentation, and the names of potential witnesses.

If the department chair is the faculty member who has brought the academic dishonesty charge against the student, or if a department is unable to assemble a committee because of a limited number of faculty or students, direct consideration at the college or school level may be requested.

Pending resolution, the instructor shall temporarily assign a grade of “I” (Incomplete). This “I” grade can only be adjusted by resolution of the case.

#### Step 2

Upon review of relevant materials (including all evidence and statements communicated during consultation), if the department chair does not deem it necessary to consider further the circumstances of the case, the department chair will notify the student (via certified, return receipt mail), the instructor, the cognizant academic dean, and the Vice Provost of Undergraduate Education of his or her decision within 20 academic days<sup>1</sup> of receipt of the student’s appeal or instructor’s recommendation. If the sanctions imposed at this stage include recommendation of university sanctions (as listed in Consultative Resolution Step 2.6), decanal level procedures are required (see “Decanal Level Procedures” on page 23).

Alternatively, if the department chair deems it necessary to consider further the circumstances of the case, he or she shall convene the Departmental Adjudication Committee within 20 academic days<sup>1</sup> of the date the department office received the request for initiation of departmental proceedings.

The department office shall convey all evidentiary materials to the Departmental Adjudication Committee, the student, and the instructor at the time the notice of the hearing is delivered. The student and the instructor shall be given at least 72 hours notice of the hearing.

At hearing(s), the Departmental Adjudication Committee shall provide sufficient opportunity for both principals to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of those who contribute information to the committee.

The hearing(s) shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present (under unusual circumstances, if either party is considered to pose a physical threat to the other or to the committee, the chair of the committee may request that either the student or instructor participate by phone) and to have one advisor present at all hearings. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of or advocate for a principal or otherwise address members of the hearing committee.

The technical and formal rules of evidence applicable in a court of law are not controlling, and the committee may hear all relevant and reliable

evidence that will contribute to an informed result. The Departmental Adjudication Committee shall only consider evidence presented at hearing(s). Discussion of a student's formerly alleged or documented academic misconduct shall not be admissible as evidence to determine whether the student is responsible for breaching the university's academic integrity code in the current case, although such history may be introduced and considered during the sanctioning phase. Hearings shall be confidential.

The Departmental Adjudication Committee shall provide the department chair with a written statement of recommendations and reasons for recommendations within 10 academic days<sup>1</sup> of the final meeting of the committee. Recommendations may include:

- **Findings Overturned.** A finding that no academic dishonesty took place and that no sanctions should be imposed.
- **Findings Sustained.** A finding that academic dishonesty occurred, and the committee is in agreement with the sanction(s) previously imposed or recommended.
- **Finding of Different Sanction.** A finding that academic dishonesty occurred, but that the sanction(s) previously imposed or recommended are inappropriate and that greater or lesser sanction(s) should be imposed.

### Step 3

The department chair considers the committee's findings and recommendations and renders a final decision. The department chair's decision and the student's right to appeal that decision shall be submitted in writing from the department chair to the student (via certified, return receipt mail), the instructor, the cognizant academic dean, and the Vice Provost of Undergraduate Education within 10 academic days<sup>1</sup> of receiving the Departmental Adjudication Committee's statement of recommendations.

The department chair shall forward the record of the matter consisting of all written communications, all written evidence, an audiotape or other record of the hearing, and a statement of recommendations to the Vice Provost of Undergraduate Education, where a confidential file will be maintained. The student shall have access to this file.

**University Sanctions.** If the sanction(s) imposed at the departmental level include recommendation of university sanctions (as listed in Consultative Resolution Step 2.6), decanal level procedures are required, and shall be initiated within 10 academic days<sup>1</sup> of the dean's receipt of the statement of decision.

**Right to Appeal.** The student or the instructor may appeal the department chair's findings. The request for an appeal, including specification of the grounds for appeal, must be submitted in writing to the department chair and to the cognizant academic dean no later than 10 academic days<sup>1</sup> after the department chair has notified the student of his or her decision.

## Decanal Level Procedures

### Step 1

The instructor and student have no more than 10 academic days<sup>1</sup> following the filing of the request for the initiation of decanal level proceedings to deliver evidentiary materials to the cognizant academic dean. The instructor and student shall each provide the academic dean with a written statement of evidence supporting his or her position, any relevant documentation, and the names of potential witnesses.

Pending resolution, the temporarily assigned grade of "I" (Incomplete) will continue in place. This "I" grade can only be adjusted by final resolution of the pending case.

### Step 2

Upon review of relevant materials (including all evidence and statements communicated during consultation), if the academic dean does not deem it necessary to consider further the circumstances of the case, the academic dean will notify the student (via certified, return receipt mail), the instructor, the department chair, and the Vice Provost of Undergraduate Education of his or her decision within 20 academic days<sup>1</sup> of receipt of the student's appeal or instructor's recommendation. If the sanctions imposed at this stage include recommendation of university sanctions (as listed in Consultative Resolution Step 2.6), a hearing at the decanal level is required, and procedures below shall be initiated within 20 academic days<sup>1</sup> of the academic dean's receipt of the department chair's statement of decision.

Alternatively, if the academic dean deems it necessary to consider further the circumstances of the case, he or she shall convene the Decanal Adjudication Committee within 20 academic days<sup>1</sup> of the date that the academic dean received the request for initiation of decanal level proceedings.

The academic dean's office shall convey all evidentiary materials to the Decanal Adjudication Committee, the student, and the instructor at the time the notice of the hearing is delivered. The student and the instructor shall be given at least 72 hours notice of the hearing.

At hearing(s), the Decanal Adjudication Committee shall provide sufficient opportunity for both principals to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of those who contribute information to the committee.

The hearing(s) shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present (under unusual circumstances, if either party is considered to pose a physical threat to the other or to the committee, the chair of the committee may request that either the student or instructor participate by phone) and to have one advisor present at all hearings. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of or advocate for a principal or otherwise address members of the hearing committee.

The technical and formal rules of evidence applicable in a court of law are not controlling, and the committee may hear all relevant and reliable evidence that will contribute to an informed result. The Decanal Adjudication Committee shall only consider evidence presented at hearing(s). Discussion of a student's formerly alleged or documented academic misconduct shall not be admissible as evidence to determine whether the student is responsible for breaching the university's academic integrity code in the current case, although such history may be introduced and considered during the sanctioning phase. Hearings shall be confidential.

The Decanal Adjudication Committee shall provide the academic dean with a written statement of recommendations and reasons for recommendations within 10 academic days<sup>1</sup> of the final meeting of the committee. Recommendations may include:

- **Findings Overturned.** A finding that no academic dishonesty took place and that no sanctions should be imposed.
- **Findings Sustained.** A finding that academic dishonesty occurred, and the committee is in agreement with the sanction(s) previously imposed or recommended.

## Academic Policies and Procedures

- **Finding of Different Sanction.** A finding that academic dishonesty occurred, but that the sanction(s) previously imposed or recommended are inappropriate and that greater or lesser sanction(s) should be imposed.

### Step 3

The academic dean considers the committee's findings and recommendations and renders a final decision. The academic dean's decision and the student's right to appeal that decision shall be submitted in writing from the academic dean to the student (via certified, return receipt mail), the instructor, the department chair, and the Vice Provost of Undergraduate Education within 10 academic days<sup>1</sup> of receiving the Decanal Adjudication Committee's statement of recommendations.

The academic dean shall forward the record of the matter consisting of all written communications, all written evidence, an audiotape or other record of the hearing, and the statement of recommendations to the Vice Provost of Undergraduate Education, where a confidential file will be maintained. The student shall have access to this file.

**University Sanctions.** If the sanction(s) imposed at the decanal level include recommendation of university sanctions (as listed in Consultative Resolution Step 2.6), Vice Provostal level procedures are required, and shall be initiated within 10 academic days<sup>1</sup> of the Vice Provost of Undergraduate Education's receipt of the statement of decision.

**Right to Appeal.** The student or the instructor may appeal the academic dean's findings, but only based on claims of limitations on, or violations of, applicable due process. Any such appeal request must describe the specific due process violation(s) claimed and must be submitted in writing to the academic dean and to the Vice Provost of Undergraduate Education no later than 10 academic days<sup>1</sup> after the academic dean has notified the student of his or her decision.

### Vice Provost Level Procedures

#### Step 1

The instructor and student have no more than 10 academic days<sup>1</sup> following the filing of the request for the initiation of Vice Provostal level proceedings to deliver evidentiary materials to the Vice Provost of Undergraduate Education. The instructor and student shall each provide the Vice Provost with a written statement of evidence supporting his or her position, any relevant documentation, and the names of potential witnesses.

Pending resolution, the temporarily assigned grade of "I" (Incomplete) will continue in place. This "I" grade can only be adjusted by final resolution of the pending case.

#### Step 2

Upon review of relevant materials (including all evidence and statements communicated during consultation), if the Vice Provost of Undergraduate Education does not deem it necessary to consider further the circumstances of the case, the Vice Provost will notify the student (via certified, return receipt mail), the instructor, the department chair, and the cognizant academic dean of his or her decision within 20 academic days<sup>1</sup> of receipt of the student's appeal or instructor's recommendation. If the sanctions imposed at this stage include recommendation of university sanctions (as listed in Consultative Resolution Step 2.6), the Vice Provost of Undergraduate Education will pursue appropriate steps to implement or seek implementation of such sanction(s).

Alternatively, if the Vice Provost of Undergraduate Education deems it necessary to consider further the circumstances of the case, he or she shall convene the Vice Provostal Adjudication Committee within 20 academic days<sup>1</sup> of the date on which the Vice Provost received the request for initiation of Vice Provostal level proceedings.

The Vice Provost shall convey all evidentiary materials to the Vice Provostal Adjudication Committee, the student, and the instructor at the time the notice of the hearing is delivered. The student and the instructor shall be given at least 72 hours notice of the hearing.

At hearing(s), the Vice Provostal Adjudication Committee shall provide sufficient opportunity for both principals to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of those who contribute information to the committee.

The hearing(s) shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present (under unusual circumstances, if either party is considered to pose a physical threat to the other or to the committee, the chair of the committee may request that either the student or instructor participate by phone) and to have one advisor present at all hearings. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of or advocate for a principal or otherwise address members of the hearing committee.

The technical and formal rules of evidence applicable in a court of law are not controlling, and the committee may hear all relevant and reliable evidence that will contribute to an informed result. The Vice Provostal Adjudication Committee shall only consider evidence presented at hearing(s). Discussion of a student's formerly alleged or documented academic misconduct shall not be admissible as evidence to determine whether the student is responsible for breaching the university's academic integrity code in the current case, although such history may be introduced and considered during the sanctioning phase. Hearings shall be confidential.

The Vice Provostal Adjudication Committee shall provide the Vice Provost of Undergraduate Education with a written statement of recommendations and reasons for recommendations within 10 academic days<sup>1</sup> of the final meeting of the committee. Recommendations may include:

- **Findings Overturned.** A finding that no academic dishonesty took place and that no sanctions should be imposed.
- **Findings Sustained.** A finding that academic dishonesty occurred, and the committee is in agreement with the sanction(s) previously imposed or recommended.
- **Finding of Different Sanction.** A finding that academic dishonesty occurred, but that the sanction(s) previously imposed or recommended are inappropriate and that greater or lesser sanction(s) should be imposed.

#### Step 3

The Vice Provost of Undergraduate Education considers the committee's findings and recommendations and renders a final decision. The Vice Provost's decision shall be submitted in writing to the student (via certified, return receipt mail), the instructor, the department chair, and the cognizant academic dean within 10 academic days<sup>1</sup> of receiving the Vice Provostal Adjudication Committee's statement of recommendations.

The Vice Provost shall file the record of the matter consisting of all written communications, all written evidence, an audiotape or other record of the hearing, and statements of recommendations in the confidential file



located in and maintained by the Office of the Vice Provost. The student shall have access to this file.

**University Sanctions.** If the sanction(s) imposed at the Vice Provostal level include implementation or recommended implementation of university sanctions (as listed in Consultative Resolution Step 2.6), implementation or recommended implementation of those sanctions shall be initiated within 10 academic days<sup>1</sup> following the Vice Provost's decision in the matter.

**No Right to Further Appeal.** The decision of the Vice Provost of Undergraduate Education is final, and no further appeal is available.

*Note: <sup>1</sup> Academic days are defined as weekdays when classes are in session, not including the summer sessions.*

### Class Attendance

Since the university desires to promote student responsibility, there is no general rule concerning student class attendance; however, every class instructor shall provide to students a course syllabus during the first week of class that specifies attendance policies and dates and times for classes, exams and all other required activities. Classes are to meet at the time and at the location listed in the official university course schedule, unless changed with the consent of the entire class. Instructors may take account of unexcused absences in determining course grades. Also, participation in various university activities (i.e. Athletics) may require mandatory class attendance.

Students may be justifiably absent from classes due to religious observances, illness documented by a physician or other appropriate health care professional, conflicts with university-sanctioned activities documented by an appropriate university administrator, public emergencies, and documented personal or family emergencies. The student is responsible for notifying the instructor in writing with as much advance notice as possible. Instructors may determine a reasonable amount of coursework that should be completed in order to makeup the student's absence. Students are responsible for the prompt completion of any alternative assignments.

In the event that a student absence situation cannot be resolved between the student and the class instructor, or either party is aggrieved by the process, appeal shall proceed sequentially to the department chair, unit dean, and finally the Vice Provost of Undergraduate Education.

For information regarding Procedures for Military Call-Up During the Semester, please refer to the Leave of Absence form at <http://registrar.buffalo.edu/pdfs/leaveofAbsence.pdf>.

### Attendance on Religious Holy Days

On those religious holy days when members of a faith observe the expectation of their place of worship that they be absent from school or work, individual students will be excused from class without penalty if expressly requested. If such a requested absence results in a student's inability to fulfill the academic requirement of a course scheduled on that particular day, the instructor should provide an opportunity for the student to make up the requirement without penalty.

If classes, examinations, study, or work requirements are held on Friday after 4:00 p.m., or anytime on Saturday, similar or make up classes, examinations, study, or work requirements shall be made available on other days whenever it is possible and practicable to do so. Students shall not be charged any fees or experience any adverse or prejudicial effects due to absence from coursework due to religious observance.

In the event that a student absence situation cannot be resolved between the student and the class instructor, or either party is aggrieved by the process, appeal shall proceed sequentially to the department chair, unit dean, and finally the Vice Provost of Undergraduate Education.

### Reading Days

The university calendar formally indicates the last day of classes. Faculty may not schedule classes after the last official day of classes.

University sanctioned Reading Days are incorporated into the university calendar in an effort to provide our students with additional examination preparation time before the commencement of final examination week.

Faculty who wish to conduct study sessions on Reading Days may do so if, and only if, these study sessions are offered on a voluntary basis, no attendance is taken, and no new information is introduced.

Final examinations shall be offered as officially scheduled, and not during university-sanctioned Reading Days.

### Obstruction or Disruption in the Classroom

#### Consequences for Students Engaged in Disruptive Classroom Behavior

The university recognizes that faculty members are responsible for effective management of the classroom environment to promote conditions that will enhance student learning. Accordingly, instructors should set reasonable rules for classroom behavior and must articulate these rules, in writing, in materials provided to the students at the start of the semester. Fortunately, student obstructions or disruptions in UB classrooms are rare and seldom lead to disciplinary actions. The term "classroom disruption" means behavior that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class. Examples could include persistently speaking without being recognized, continuing with conversations distracting the class or, in extreme cases, resorting to physical threats or personal insults.

Lawful, civil expression of disagreement with the instructor or other students is not in itself "disruptive behavior" and is not proscribed under these or any other regulations. However, when student conduct interferes with or prevents the conduct of classes or other university functions or when the safety of members of the campus community is endangered by threats of disruption, violence, or violent acts, the administration has approved the following course of actions:

- If a student is disruptive, he/she should be asked to stop and warned that continuing such disruptive behavior can result in academic or disciplinary action. Many students may be unaware that their behavior is disruptive; therefore, a private conversation with the student is often effective and preferable as an initial step.
- Should the disruptive behavior continue, the faculty member is authorized to ask the student to leave the classroom or site.
- A student may be dismissed from the course for the remainder of the semester, subject to Student Conduct Regulations and due process proceedings, as appropriate.
- If a student refuses to leave the area after being instructed to do so, the student should be informed that this refusal is a separate violation subject to additional penalties.
- If, in the instructor's best judgment, the behavior creates a safety risk or makes it impossible to continue class or function, the instructor should contact Public Safety to assist in removal of the student and/or may dismiss class for that day.

### Behavioral Expectations in the Classroom

To prevent and respond to distracting behavior, faculty should clarify standards for the conduct of class, either in the syllabus, or by referencing the expectations cited in the Student Conduct Regulations. Classroom “etiquette” expectations should include:

- Attending classes and paying attention. Students should not ask an instructor in class to go over material they missed by skipping a class or not concentrating.
- Not coming to class late or leaving early. If a student has to enter a class late, he or she should do so quietly and should not disrupt the class by walking between the class and the instructor. Students should not leave class unless it is an absolute necessity.
- Not talking with other classmates while the instructor or another student is speaking. If a student has a question or comment, he or she should raise a hand, rather than starting a conversation about it with a neighbor.
- Showing respect and concern for others by not monopolizing class discussion. Students must allow others time to give their input and ask questions. Students should not stray from the topic of class discussion.
- Not eating and drinking during class time.
- Turning off electronic devices including cell phones, pagers, and beeper watches.
- Avoiding audible and visible signs of restlessness. These are both rude and disruptive to the rest of the class.
- Focusing on class material during class time. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, and exploring the Internet are unacceptable and can be disruptive.
- Not packing bookbags or backpacks to leave until the instructor has dismissed class.

### Course Syllabi

The course syllabus serves as a contract between the student and professor regarding course expectations and policies. The course syllabus should clearly communicate what the instructor expects of students and what students can expect from the instructor.

A course syllabus must be finalized and distributed to the class during the first week of classes.

All course syllabi should include, but are not limited to, the following components:

- **Course Description.** Statement of general course goals and the academic topics and content covered in the course.
- **Learning Outcomes.** Specific student-focused statements that specify what the student should be able to do at the completion of the course.
- **Course Requirements.** The number of papers, tests, and any other requirements, such as homework, attendance, class participation, laboratory assignments, and clinical performance, that will count toward the final grade. Deadlines for assignments should also be specified.
- **Academic Content.** What the student will be held accountable for, including required readings, lectures, films, field trips, etc.
- **Grading Policy.** How results from various requirements will be combined into a final grade: relative weightings, make-up policy for tests, etc. Grading Policies should also include:
  - Specification of the level of work must be completed in order to obtain specific letter grades (A-F) or a passing grade if the course is graded on a Pass/Fail basis; and

- Reference to the university undergraduate Incomplete Policy (within this catalog) and any additional instructor requirements and comments regarding the use of Incomplete grades.
- **Office Hours.** Specification of when and where the instructor is available for consultation each week.
- **Academic Integrity.** Reference to the University Undergraduate Academic Integrity policy (within this catalog) and any additional instructor requirements and comments regarding academic dishonesty.
- **Accessibility Resources.** Information about the university’s Accessibility Resources Office and the requirement to register with that office in order to receive accommodation for physical and learning disabilities.

During the semester, instructors are expected to conform to their course syllabi, except as unanticipated circumstances require deviation. In such situations, instructors should inform all students and provide an opportunity for discussion with students prior to making a final decision regarding changes in the course syllabus.

In addition, instructors are expected to recognize the following policies as appropriate in class situations:

- Criteria for the grading of papers should be made explicit before the paper is due; and the formats for examinations should be made explicit prior to their administration.
- Grading components, i.e., the activities whose assessments determine the course grade and the proportion of the grade determined by each, shall be specified in course syllabi. If these components are amended while the course is in progress, all students in the course shall be notified of the changes in writing or by electronic mail with sufficient time to adapt to and fulfill the changed requirements. Grades shall not be changed due to completion of additional grade components or assignments specified after the close of the session in which the course is offered.
- All corrected papers and examinations should be available for review by students. If a student believes that an error in grading has been made, he or she should be able to consult with the instructor and receive an explanation.
- Classes are to meet at the time and in the location listed in the official UB course schedule, unless changed with the consent of the entire class.

### Special Course Opportunities

The University at Buffalo recognizes the importance of opportunities for students to integrate the material that they have learned during their time at UB and to participate in faculty research and other practical experiences. A distinctive aspect of undergraduate education at UB is the opportunity for students to work closely with faculty who are actively engaged in research and scholarship. Significant opportunities for participation in UB’s local and regional public service mission are available through fieldwork, practica, internships, and related learning activities. As such, the following course numbers are reserved for special opportunities.

Many of these opportunities are considered to be tutorial coursework, conducted individually with a faculty member. The integrity of the degrees granted by UB requires that a substantial portion of the 120 credits of coursework required for these degrees be completed in lecture, seminar, and/or laboratory courses which have been reviewed and approved by appropriate faculty committees; therefore, no more than 18 credits of tutorial coursework can count toward the credits required for graduation with a bachelor’s degree.

#### 494 Senior Capstone Courses

These courses provide opportunities for students to integrate knowledge from lower-level courses. Frequently they are taught in seminar format; students work closely with faculty members and other students in their department to apply classroom knowledge to practical, real-world situations. Topics may vary, and usually focus on faculty and student interests.

#### 495 Undergraduate Supervised Teaching

The university recognizes the value of using Undergraduate Teaching Assistants (UTAs), both as a learning experience for those who are teaching and in bringing their unique perspectives and approaches to the classroom. However, it is important that the following guidelines be followed to ensure quality teaching and learning experiences.

In order to serve as an Undergraduate Teaching Assistant, students must meet the following minimum requirements:

- Must have at least junior status (at least 60 credit hours completed);
- Must have an overall GPA of 3.0 or higher; and
- Must have received a grade of A- or better in the course in which they are to assist or in a course taken elsewhere that is equivalent.

##### UTA responsibilities:

- UTAs shall not regularly conduct scheduled class meetings, lectures or seminars. If the UTA is expected to make a presentation in a lab or recitation, the material shall be prepared or reviewed by the instructor.
- UTAs shall not assign final grades. If the UTA is expected to grade quizzes or exams, an explicit, annotated key shall be provided by the instructor, who will also supervise the UTA's grading. In all other matters where the UTA exercises judgment, that work shall be closely supervised by the instructor on a weekly basis.

Each course must be approved for UTA use prior to UTAs being appointed.



#### 496 Internships

A number of departments offer hands-on experience in the field as part of their course offerings or degree requirements. Many of these experiences are described in the Academic Programs section of the online Undergraduate Catalog at <http://undergrad-catalog.buffalo.edu>. Participation in these experiences is governed by policies placed by the offering department.

#### 497 Departmental Honors

Each department has the prerogative of awarding the designations “with highest distinction,” “with high distinction,” and “with distinction” to students who achieve a certain level of academic excellence and creativity. Criteria vary from department to department. Enrollment in a departmental honors program may be a prerequisite. Students should consult with their departmental advisor regarding the awarding of departmental honors.

Departmental honors programs must include a minimum GPA requirement and a senior thesis or project. Students completing the thesis or project component of the program should register for that department's 497 course.

#### 498 Undergraduate Research

Students collaborate with faculty mentors on an ongoing faculty research or creative activity project, or conduct independent research under the guidance of a faculty member. This experience provides students with an inquiry-based learning opportunity and engages them as active learners in a research or creative activity setting. Either the student's own project or the faculty member's project to which the student is contributing should utilize the methods for creating new knowledge that are recognized in the field and should result in a unique contribution to the field of knowledge.

For more information about Undergraduate Research at UB, see the Center for Undergraduate Research and Creative Activities website at <http://curca.buffalo.edu>.

#### 499 Independent Study

Students have the option of individualized student work under the guidance of a faculty member. Independent study courses are intended to pursue topics that are not currently offered through regular coursework at UB. In some cases, independent study may be the focal point in the design of an individual program. In others, it may merely add desired depth or breadth to a student's formal degree program. To enroll in independent study, students must identify a member of the faculty or appropriate professional staff member willing to sponsor their work and gain approval of the appropriate department.

#### Distance Education

The University at Buffalo offers distance education sections of certain courses. All distance education sections are designated with a campus of “virtual” in the course schedule. For information on a specific distance education course, please contact the offering department.

If a course requires specific equipment or skills, students must have access, in advance of registering for the course, to information about any hardware and software requirements and prerequisite skill level. Students enrolled in distance education courses will have access to services traditionally provided in person; i.e. libraries, labs, academic advising, career services, financial aid counseling, personal counseling, disability services, and other student services as appropriate.

All existing UB policies, i.e. grading, course evaluation, and admission criteria, apply to all activities bearing UB academic credit, including distance education.

### Grading

#### Explanation of Grades

The current grading system provides the following alternatives.

Grade	Grade Points	Interpretation
A	4.0	High Distinction
A-	3.67	High Distinction
B+	3.33	Superior
B	3.0	Superior
B-	2.67	Superior
C+	2.33	Average
C	2.0	Average
C-	1.67	Average
D+	1.33	Minimum Passing Grade
D	1.0	Minimum Passing Grade
F	0.0	Failure
>F<	0.0	Failure for Reason of Academic Dishonesty
(grade)H	Grade points for the grade indicated prior to the H	Honors
I/default grade	None	Incomplete*
J or Blank	None	Reporting error (temporary grade)
N	None	No Credit-Official Audit (arranged at time of registration)
P	None	Pass
R	None	Resigned Officially
S	None	Satisfactory
U	None	Unsatisfactory
W	None	Administrative Withdrawal
***	None	No Credit/No Points
@	Not Applicable	Course Repeated for Average
#grade	None	Fresh Start or Second Chance Program-Credit Hours Not Counted

\* See Incomplete Grades section on page 28 for explanation.

#### Satisfactory/Unsatisfactory Grading

Students may opt to have a course graded as S/U in lieu of the traditional letter grades by completing the Request for Undergraduate S/U Form by the end of the drop/add period for the semester.

Students cannot select S/U grading for any course that is required for their major(s), or is a prerequisite for their major(s) or general education requirements.

No more than 25 percent of a student's UB credit can be graded S/U.

Instructors are not aware if students have selected the S/U option when they submit the earned letter grade. The Office of the Registrar will convert the letter grade to S/U for those students who have opted for S/U grading at the end of the semester. Students may recover the letter grade earned in a course graded S/U if: (a) that course is required for their major(s), or is a prerequisite for their major(s) to which they have changed; or (b) they can document that a graduate or professional school to which they have applied demands the letter grade earned. (Once recovered, the grade can not be reverted back to S/U grading).

The letter grades equivalent to "U" (unsatisfactory) are "C-," "D+," "D," and "F". Students who have opted for S/U grading and earn a "C-," "D+" or

"D" may petition their advisor to recover the letter grade if they wish to use the course toward degree requirements.

For S/U Grading Procedures, see the Office of the Registrar website at <http://registrar.buffalo.edu/registration/policies/sugrading.php>.

#### Pass/Fail Grading

Pass/Fail is an instructor-designated option for courses that do not lend themselves to traditional letter grades. The grade of "F" (failure) will be included in the GPA.

#### Incomplete Grades

A grade of incomplete ("I") indicates that additional course work is required to fulfill the requirements of a given course. Students may only be given an "I" grade if they have a passing average in coursework that has been completed and have well-defined parameters to complete the course requirements that could result in a grade better than the default grade. An "I" grade may not be assigned to a student who did not attend the course.

Prior to the end of the semester, students must initiate the request for an "I" grade and receive the instructor's approval. Assignment of an "I" grade is at the discretion of the instructor.

The instructor must specify a default letter grade at the time the "I" grade is submitted. A default grade is the letter grade the student will receive if no additional coursework is completed and/or a grade change form is not filed by the instructor. "I" grades must be completed within 12 months. Individual instructors may set shorter time limits for removing an incomplete than the 12-month time limit. Upon assigning an "I" grade, the instructor shall provide the student specification, in writing or by electronic mail, of the requirements to be fulfilled, and shall file a copy with the appropriate departmental office.

Students must not re-register for courses for which they have received an "I" grade

Applicable dates regarding the 12-month provision:

#### Courses taken in (semester): Will default in 12 months on:

Fall .....	December 31
Spring .....	May 31
Summer .....	August 31

The "I" must be changed to a grade before the degree conferral date if the student plans to graduate in that semester. At any time prior to the default date, students may elect to change the "I" grade to the default grade using the Grade Retrieval Form.

A default grade can be "B," "C," "D," or "F." (If a student selected an S/U grading option, it will replace the default letter grade when the grade defaults.)

#### "J" or Blank Grades

A "J" or blank grade indicates a reporting error. Generally, reporting errors are corrected prior to the start of the next semester, however, a "J" or blank grade may occasionally remain on the student's record. The student should immediately contact the instructor and/or department to correct the error; without correction, "J" and blank grades automatically default to "F" grades at the end of the following semester.

#### "N" Audit

Students may audit a class only by permission of the instructor by utilizing the Audit Form for Undergraduates (available at <http://registrar.buffalo.edu/pdfs/auditForm.pdf>). At the time of approval, instructors must communi-

cate any conditions or requirements. Completed forms must be submitted to the Office of the Registrar by the end of the 7th day of classes. The Office of the Registrar will automatically record the audit grade on the transcript.

Instructors may terminate a student's audit status by forwarding a letter to the Office of the Registrar and communicating to the student the grounds for termination. If a student's audit status is terminated by the instructor, the "N" will be changed to "R" and the student will be notified of the change. Students may not repeat for credit courses in which they have received an "N" grade.

### Changes of Grade

A grade other than "I," "J," or blank may be changed only to correct an error in the calculation or entry of the grade or as a result of re-evaluation of an end-of-session assignment or exam. Grade changes are made at the discretion of the instructor.

Instructors can change a grade by utilizing a Universal Change of Grade Form signed by the instructor, the department chair, and the appropriate Dean. Reasons for the change of grade must be fully explained and justified.

Grade changes for courses taught by faculty who are no longer associated with UB and are no longer available may be submitted by officers of the units offering the courses in accordance with this policy, and must be fully explained and justified.

Grade changes must be made within 12 months of the end of the term in which the course was offered, i.e., the subsequent December 31 for fall term courses, May 31 for spring term courses, and August 31 for summer term courses.

For "I" and "J/blank" grades which have been changed to a final grade, any change to the final grade must be made by the following May 31 if the final grade was entered in the fall term, and by the following December 31 if the final grade was entered in the spring or summer term. Once a grade of "I" has defaulted to its accompanying permanent grade, however, the permanent grade may not be changed.

Grades shall not be changed more than one term subsequent to degree conferral, i.e., not later than the following December 31 for spring or summer conferral, and not later than the following May 31 for fall conferral.

### Definitions of Grading Terms

#### Grade Point Average (GPA)

The GPA is the ratio of the number of grade points earned to the number of graded credits. The GPA at UB is the ratio of the number of grade points earned at UB to the number of graded credits at UB. Only letter grades of "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," and "F" are utilized in determining GPA. GPA is also referred to as QPA (quality point average).

#### Overall GPA

The overall GPA is the ratio of the number of grade points earned at all institutions (UB and transfer) to the number of graded credits at all institutions. The student's HUB Academic Advisement Report includes the overall average. Reports can be accessed on the HUB Student Center via MyUB at <http://myub.buffalo.edu>.

#### Grade Points Earned

The number of grade points earned is the sum of the products of the credit hours associated with courses taken and the numerical equivalents of the grades earned for those courses.

### Graded Credits

Graded credits are the total number of credits for which the student has earned a letter grade.

### Dean's List

Full-time undergraduate students who demonstrate academic excellence by earning a grade point average (GPA) of at least 3.6 while completing a minimum of 15 or more UB credit hours, of which 12 are graded (A – F) credits, are named to the Dean's List at the end of each semester. Notifications are sent to qualifying students to their UB email accounts in January for the previous fall semester; June for the previous spring semester; and a Dean's List notation appears on student transcripts.

### Repeat Policy

A student may repeat a course to replace a failing grade, a resignation, or to seek to improve the student's record when the student's first enrollment resulted in a passing grade.

A student may twice enroll him or herself into a course for which the student has a grade other than "W" (administrative withdrawal). Any further repeat enrollment, i.e., a third or subsequent enrollment, in that course shall be with the approval and by action of the academic unit offering the course. The academic unit may require the student seeking a further repeat enrollment to consult an academic advisor.

These conditions apply:

1. When a course is repeated, the grade and credits of the first enrollment no longer count towards general degree requirements and are excluded from the student's credits attempted, credits completed, and UB grade point average (GPA), even if the repetition grade is lower than the initial grade, but not if the grade for the repetition enrollment is "I," blank, "N," "R" or "W."
2. When a course repetition results in a passing grade, i.e., a grade of "D" or higher, the grade and credits of this repetition count towards general degree requirements and are included in the student's credits attempted, credits completed, and GPA.
3. Whenever a course repetition results in a grade of "F," the course may be repeated again, subject to the permission of the department and advisement requirement specified in this policy. The credits and grade for each and every failed course repetition are included in the student's credits attempted and GPA. Failed repetitions negatively affect the student's GPA; multiple failed repetitions may result in academic probation or dismissal.
4. When a course is repeated more than once and the last repetition results in a passing grade, the grade and credits for this last repetition count towards general degree requirements and are included in the student's credits attempted, credits completed, and GPA.
5. Whenever a course repetition results in a passing grade, the course may not again be repeated for credit. A student may, however, repeat again a course in which a passing grade has been achieved solely to demonstrate proficiency for a major or minor. Any such further repetition shall be required and approved by the department or program involved, shall carry no credit, but shall be included with the grade achieved in the student's record of study.
6. When a course is repeated, S/U grading is not an option.
7. Credits and grades of successfully repeated courses count towards major or minor requirements only at the discretion of the program (see below).

## Academic Policies and Procedures

- Repeat enrollments in controlled enrollment (impacted) courses are subject to all conditions and requirements for such courses.

All courses taken and all grades earned are included in the student's UB transcript. Repeated courses appear on the UB transcript with a note indicating they have been repeated.

There is no limit to the number of different courses that a student may repeat. Courses in which a student earns a passing grade in a repeat registration may be applied towards general education requirements. Each academic department and program, however, has the authority to decide whether or not courses may be repeated to meet program requirements. Prior to registering to repeat a course that is a program prerequisite, requirement or component, a student must check with the student's major or minor department or program to determine if the repetition will be accepted.

Although a successfully repeated course may fulfill general education or program requirements, the repetition may not be accepted by a post-baccalaureate program, and the grade and credits for the initial course enrollment may be included by a post-baccalaureate program in its assessment of the student for admission.

This course repetition policy does not apply, except by appeal, to courses that may have different content from semester to semester (e.g., Special Topics courses) and that are designed to be taken more than once for additional credits each time. The repeatable status of courses so designated is indicated in the HUB course catalog. A later grade in such a course may replace an earlier grade only if the content of the two courses is essentially the same.

A student may not repeat any course in which the student has an incomplete, a "J," or a blank grade. After the "I," "J" or blank grade is changed to a grade of "A" through "F," "S" or "U," however, the course may be repeated.

### Course Repetition Application to Transfer Courses

A student may repeat at UB a course previously taken elsewhere, but credit then will be awarded only for the repetition of the course; the previously awarded transfer credit will be cancelled. Such a course may again be repeated at UB only if the grade for the repetition is 'F'; attempted and completed credits and grade and GPA will be subject to the conditions for multiple repetitions.

A student may repeat at another institution a course previously taken at UB. If the student passed the UB course and repeats it at another institution, no transfer credit will be awarded; the student's UB credits and UB GPA will not be affected; the only benefit will be demonstration of subject proficiency. If the student failed or resigned the UB course and repeats it at another institution, transfer credit will be awarded. The student's UB credits attempted and GPA, however, will not be affected.

A course taken initially at UB and then repeated at another institution cannot again be repeated at UB. (Note: For the Repeat Policy to take effect, transfer courses must first have been articulated with UB courses. The student should consult with a UB advisor and the course articulation listed in TAURUS at <http://taurus.buffalo.edu> for proper course selection.)

### Course Repetition Effects on Prior Academic Standing

The course repetition policy does not entitle any student to a retroactive degree, Latin Honors, Dean's List, or other award or recognition that would have been forthcoming had the student's GPA been computed under its algorithm on a previous occasion. The historical record of students on probation or scholastically dismissed in a past semester will not be changed as a result of any revision of the course repetition policy.

### Course Repetition Effects on Financial Aid

To maintain full-time status for financial aid purposes, a student repeating a course should carry it in addition to at least the minimum credit hours required for full time status in other courses for the semester in question.

Eligibility requirements for U.S. and New York State student financial aid programs differ from one another and may not fully match UB's requirements for good academic standing and satisfactory academic progress. A student planning to repeat a course should consult a financial aid advisor to identify the consequences of that repetition for his or her financial aid eligibility status.

### Priority Registration for Students Attempting a Course for the First Time (Course Enrollment Control Policy)

Academic units may designate a course as a controlled enrollment (or impacted) course. A controlled enrollment course is one whose enrollment is limited by available student positions for lectures or associated sections, laboratories, other specialized facilities, internships, etc.

The following courses have been designated as controlled enrollment courses for the 2012-2013 academic year:

- BIO 200 Evolutionary Biology
- BIO 201 Cell Biology
- CHE 101 General Chemistry
- CHE 102 General Chemistry
- CHE 201 Organic Chemistry
- CHE 202 Organic Chemistry
- COM 101 Principles of Communication
- ECO 181 Intro to Macroeconomics
- ECO 182 Intro to Microeconomics
- ENG 101 Writing 1
- ENG 102 Writing 2
- ENG 201 Advanced Writing 1
- MTH 121 Survey of Calculus 1
- MTH 131 Math Analysis for Management
- MTH 141 College Calculus 1
- MTH 142 College Calculus 2
- MTH 241 College Calculus 3
- PHY 101 College Physics
- PSC 101 Intro to American Politics
- PSY 101 Introductory Psychology
- PSY 207 Psychological Statistics
- UGC 111 World Civilization 1
- UGC 112 World Civilization 2

For such courses, the academic unit offering the course may limit or prohibit repeat enrollment in the fall and/or spring semester. Repeat enrollment is defined as: Student previously enrolled in the course at UB or transferred in an equivalent course with a grade of "A," "B," "C," "D" and qualified values thereof, e.g., "A-," "D+"; "F," "P," "S," "U," "I," "J," blank, "N," or "R." Limiting repeat enrollment gives priority to students who are registering for the course for the first time.

Once a course is designated as controlled enrollment, this information must be included in the course description (in the catalog and course schedule) and in the syllabus. An explicit statement that repeat enrollment may be difficult or cancelled must be included.

Students may be prohibited from re-enrolling in a controlled enrollment course, or students who have re-registered for a controlled enrollment course may be deregistered by the department. When the department deregisters the student, s/he will be notified via email at his/her official UB

email address. Such deregistration may impact financial aid eligibility and academic progress, and students are responsible for adjusting their registration as needed. Students should see a Financial Aid or Academic Advisor if they have questions or concerns.

When resigning from a course, students should determine if the course is a controlled enrollment course. Students wishing to repeat controlled enrollment courses should plan to do so in the summer, as their registration opportunities in fall or spring semesters will be greatly restricted.

## Second Chance Policy

Students who have been readmitted to the University at Buffalo after having academic difficulty during previous attendance at UB may be eligible for forgiveness of previous grades. If approved:

1. All credits and grades earned prior to the student's break in attendance at UB will not be calculated into the student's cumulative UB credits and GPA;
2. All previously completed UB coursework cannot count towards degree requirements, major acceptance criteria, or course prerequisites; and
3. Although not included in the cumulative GPA calculation, grades will remain on the transcript.

Students must meet the following eligibility criteria:

1. Students must not have attended the University at Buffalo for at least two and a half academic years (five consecutive fall and spring semesters); and
2. Students must demonstrate maturity and ability to succeed academically, usually through activities during their time away from UB. Examples include, but are not limited to: successful study at another higher education institution, voluntary service, full-time work in a field related to the student's major, and honorable military service.

Applications must be submitted to the Scholastic Standards Committee prior to graduation. All Scholastic Standards Committee approvals are final and cannot be reversed. If denied, students may apply again after 12 months. Students may apply no more than three times. The Second Chance Policy can be applied to a student record only once during the student's academic career at UB, and cannot be applied if UB's previous academic forgiveness policy (Fresh Start) has already been applied.

Application of the Second Chance Policy may affect academic standing and financial aid. Reentering students should discuss their options with an academic advisor and a financial aid advisor. Applications must be reviewed and signed by an academic advisor.

The Second Chance Policy does not apply to transfer coursework.

## Access to Grade Information

Students may obtain their grades for a specific semester, or a complete record of their grades, by accessing the HUB Student Center (via MyUB at <http://myub.buffalo.edu>).

## Transcripts

Students may have official transcripts of their UB academic work sent by requesting a transcript through the HUB Student Center (via MyUB at <http://myub.buffalo.edu>). Official transcripts will not be released for students who have university financial obligations.

## Mid-Semester Review

To help undergraduate students achieve academic success, instructors are asked to provide mid-semester evaluations for students' coursework. Mid-semester grades are: Satisfactory (MS), Unsatisfactory (MU), or standard

A-F grades. Mid-semester grades received from faculty are available to students and advisors on the HUB Student Center. Students are encouraged to promptly follow up with their instructors and advisors where performance is less than satisfactory.

## Academic Standards Review

To maintain academic standards and determine eligibility for continued enrollment, financial aid, and participation in university activities, the University at Buffalo regularly reviews the academic records of all undergraduate students. This review addresses the quality of the student's studies as measured by the student's course grades.

Academic review is conducted at the end of each fall and spring semester.

## Academic Good Standing

A student is in academic good standing if the student's cumulative UB grade point average (GPA) is 2.0 or greater and the student's most recent semester GPA at UB is 2.0 or greater.

A student in academic good standing is eligible for all university activities.

## Academic Warning

Many students go through an adjustment period when beginning their baccalaureate studies at the university. Therefore, any student—freshman or transfer—whose first-semester GPA is less than 2.0 will be on academic warning in his/her second semester of study at the university.

Additionally, any student will be placed on academic warning if the student's cumulative UB GPA is 2.0 or greater but the student's most recent semester GPA is less than 2.0.

Although a student on academic warning will be considered in good standing for purposes of participation in university activities, he/she may be subject to an advisement checkstop – a mandatory discussion with an academic advisor to help build an effective academic strategy before the student may complete any further registration activity.

Academic warning will not be noted on a student's official transcript, but will be part of the student's record.

## Academic Probation

A student is on academic probation and not in academic good standing if his/her cumulative UB GPA is 2.0 or greater but his/her most recent two consecutive semester GPAs are less than 2.0.

A student is on academic probation and not in academic good standing if his/her cumulative UB GPA is less than 2.0 and quality point deficit is less than 20 after two or more semesters of study at UB.

Students may request, through their academic advisor, to have their UB summer session grades evaluated for purposes of reconsideration of their academic probationary or dismissal status.

Students on academic probation are not eligible to participate in university activities. In addition, students on academic probation may be subject to an advisement hold—a mandatory discussion with an academic advisor to help build an effective academic strategy before the student may complete any further registration activity.

Academic probation will not be noted on a student's official transcript, but will be part of the student's record.

## Academic Dismissal

A student enrolled at UB for two or more semesters who has a cumulative UB GPA less than 2.0 and a quality point deficit of 20 or greater points will

## Academic Policies and Procedures

be dismissed from the university regardless of his/her most recent semester GPA.

Each dismissed student will receive official notification via U.S. mail and his/her UB email account, and all future academic-year registrations will be removed and/or blocked. The student will not be allowed to reapply to UB and register for a period of at least one year.

Dismissed students may register in the summer session immediately following their initial dismissal (e.g., students dismissed in May 20xx may enroll in summer 20xx courses). In subsequent semesters, a dismissed student may not register as a non-matriculated student without prior review.

A dismissed student may appeal the dismissal in writing to the Vice Provost of Undergraduate Education during a period of time specified in the dismissal letter. Consultation with an academic advisor is required as part of the dismissal appeal process. If the appeal is granted, notice of that will include the terms and conditions of continued study.

Academic dismissal will be noted on the student's official transcript and will be part of the student's record.

### Alternative Methods for Earning University Credit

After enrollment at UB, students may be awarded credit toward their university degree through methods other than completing UB course work. Examples are proficiency examinations and military training. All types of credit earned by alternative methods and accepted by UB are described below. This credit may shorten the time required to complete a UB degree, but only transfer credit awarded during the admission process for courses completed at other institutions is calculated for purposes of admission to UB. Credit awarded for transfer coursework earned before or after matriculation at UB is evaluated according to UB's transfer credit policy (see page 13).

Students should designate UB (SUNY Center Buffalo/School Code 2925) at the time they take an exam or when requesting score reports for UB. Students can request evaluation of accepted alternative credit types for possible UB credit awards by having official documentation and score reports sent directly to the Office of Admissions, University at Buffalo, 12 Capen Hall, Buffalo, NY 14260-1660.

University-level exams, passed at or above the minimum score required by UB, are awarded credit with a "P" or pass grade. (Pass grades do not affect UB grade averages.) Exams may be awarded elective credit or credit toward specific degree requirements when articulated—that is matched—to a specific UB course or degree requirement. UB articulation results for commonly requested types of alternative credit are available on the Alternative/Exam Credit web page at <http://tas.buffalo.edu/altexam/index.php> or from the TAURUS website at <http://taurus.buffalo.edu>. Articulation for other types of alternative credit may be awarded on an ad hoc basis.

Credit will not be awarded for any exam or content that duplicates the content of a college course for which a student has already received credit or if a student has completed more advanced study, i.e. beyond the level covered by an exam. Students may decline exam credit that has been awarded by UB at any time with the Alternative Exam Credit Declination form (available at <http://registrar.buffalo.edu/pdfs/AlternativeExamCreditDeclinationForm.pdf>). When exam credit is not declined and the exam or its articulated course content is subsequently repeated, credit will only be awarded for the second taking. UB does not award experiential credit or accept experiential credit transferred from other institutions. Evaluation of credit earned by alternative methods is based on articulated course and requirement equivalencies in effect at the time the credit is requested. General guidelines for alternative

credit types accepted by the university are described in the sections on pages 32 and 33.

### Advanced Level Program (ALP)

An official score report from the College Board's Puerto Rico and Latin America Office showing a minimum score of 3 on the ALP Spanish test will guarantee credit toward a UB degree, and in some cases credit toward major and general education requirements. ALP credit awards are listed on UB's Advanced Level Program Test (ALP) Web page at <http://tas.buffalo.edu/altexam/alpchart.php>. Credit for other ALP tests may be awarded when ALP test syllabi are available in English translation.

### Advanced Placement (AP)

An official score report from the College Board showing a minimum score of 3 on any AP Exam will guarantee credit toward a UB degree, and in some cases credit toward major and general education requirements. AP credit awards for the current academic year are listed on the Advanced Placement Exam (AP) Web page at <http://tas.buffalo.edu/altexam/apchart.php>. Students should designate UB (SUNY Center Buffalo/School Code 2925) at the time they take an exam or when requesting that AP scores be sent to UB.

### College Credit Recommendation Services (CREDIT)

Credit may be awarded for certain non-collegiate training programs usually offered in agencies, professional associations, and public and private corporations. Students should contact the sponsor of the training program to determine whether the American Council on Education (ACE) has evaluated it for credit. Credit for such programs can be considered for elective or articulated college credit only when the program has been recognized and evaluated for credit by ACE.

### College-Level Examination Program (CLEP)

Official CLEP score reports submitted to UB and showing the minimum score required by UB on exams considered university-level by UB, will be awarded elective credit for use toward a UB degree. In some cases, the credit awarded may apply toward major and general education requirements. UB articulation of CLEP exams is listed on the College-Level Examination Program (CLEP) chart available at <http://tas.buffalo.edu/altexam/clepchart.php>. Prior to taking a CLEP exam, UB students are advised to contact an academic advisor to determine whether credit for the exam can be awarded.

### Defense Activity for Nontraditional Education Support (DANTES) Subject Standardized Tests (DSST)

Official DSST exam score reports showing the minimum score required by UB on DSST exams considered university-level by UB will be awarded elective credit for use toward a UB degree and in some cases, credit toward major and general education requirements. UB articulation of DSST exams is listed on UB's DSST Subject Standardized Tests chart available at <http://tas.buffalo.edu/altexam/danteschart.php>. Prior to taking a DSST exam, UB students are advised to contact an academic advisor to determine whether credit for the exam can be awarded.

### Excelsior College

Excelsior (formerly Regents) College offers college-level proficiency examinations that may be considered for elective or articulated college credit if they have been recognized and evaluated for credit by the American Council on Education (ACE).



### General Certificate of Education (GCE)

GCE A-level examinations at the Advanced Level or Advanced Subsidiary Level and submitted on official score reports showing grades of “E” or better will guarantee an award of elective credit for use toward a UB degree and in some cases, credit toward major and general education requirements. GCE exam articulation is available on UB’s General Certificate of Education Advanced Level Exam (GCE) chart available at <http://tas.buffalo.edu/altexam/gcechart.php>. No credit is awarded for English language exams taken in a non-native English-speaking country or taken by a student whose native language is not English.

### International Baccalaureate (IB)

Students who have completed an IB diploma with a score of 30 or higher will be awarded 30 credits toward their UB degree, and according to faculty-approved exam articulation, toward their major and general education requirements. These IB diploma holders should contact the office of Student Advising Services at 716-645-6013 for information about the evaluation of their IB diploma and exams.

Students who have completed an IB diploma with a score of 29 or less and students who did not complete a diploma are guaranteed credit for higher-level IB exams with scores of “5” or better. The credit awarded will apply toward their UB degrees and in some cases toward major and general education requirements. Articulation of IB higher-level exams for these students is available on UB’s International Baccalaureate (IB) chart available at <http://tas.buffalo.edu/altexam/ibchart.php>.

No credit is awarded for IB English language exams taken in a non-native English-speaking country or by a student whose native language is not English. A maximum of 30 credits may be awarded for an IB diploma or IB exams.

### Military Credit

Elective credit for use toward a UB degree is awarded for basic training and for certain approved educational experiences in the armed forces. UB students with military credit should contact the office of Student Advising Services at 716-645-6013 for more information.

### Study Abroad

Please see *Study Abroad* on page 7.

### Transfer Course Work

Once enrolled at the university, UB students should discuss plans to take courses at other post-secondary institutions with an academic advisor in advance of course registration. Most degree-level courses from regionally accredited institutions will transfer with credit to the university. Faculty-approved articulation of course equivalency identifies transferred courses that will apply toward UB major requirements. Prior approval to use transferred courses toward general education requirements should be obtained through an advisor. Course articulation to UB courses and degree requirements for courses at more than 2,500 colleges and universities is available on UB’s transfer course articulation website, TAURUS, at <http://taurus.buffalo.edu>.

Students transfer credit to UB by arranging to have official transcripts sent from other institutions (see <http://taurus.buffalo.edu/caspages/transcripts.shtml>) to the Office of Admissions, University at Buffalo, 12 Capen Hall, Buffalo, NY 14260-1660.

### UB College Credit Examinations

Students who are enrolled (matriculated) at UB may earn course credit by

passing examinations administered by UB academic departments. These exams are comparable to final examinations. Departments determine whether to administer such examinations for their courses. Students applying for these exams must have a minimum overall GPA of 2.0 and cannot be graduating seniors. UB college examination credit will not be awarded for exams that duplicate a college course, or its equivalent, for which a student has previously received credit. UB college examination credit will not be awarded for exams when a student has completed more advanced study beyond the level covered by an exam. Students who wish to determine their eligibility for these examinations should meet with an advisor who can verify their eligibility for exams on the Application for Undergraduate Credit by Examination (see <http://registrar.buffalo.edu/pdfs/CreditbyExamForm.pdf>). Students must also talk to the academic departments about availability of exams and then follow instructions on the application form. A fee is charged.

### Student Finances

#### Cost of Attending UB

Below is an annual budget based on fall and spring semester attendance: Housing and board allowances, books and supplies, personal expenses, and transportation figures are estimates that vary for each student. The University at Buffalo reserves the right to modify or change the contents in the student budget without notice. In general, students should anticipate that charges for budget expenses will rise approximately three percent each academic year.

#### Annual Undergraduate Student Cost of Attendance (based on estimated cost of University Housing)

In-State Tuition and Fees .....	\$7,592
Out-of-State Tuition and Fees .....	\$18,212*
Housing Allowance .....	\$6,861
Board Allowance .....	\$4,635
Books and Supplies .....	\$1,034
Personal Expenses .....	\$1,207
Transportation .....	\$787

\*Matriculated international students also pay the International Student Fee (\$100/semester).

#### Financial Aid

The University at Buffalo is a public institution whose mission is to provide affordable, high-quality education to all, regardless of economic background. The primary responsibility for meeting the cost of a college education rests with the student and the student’s family. Financial aid programs are intended to supplement the family’s contribution. Student Advisement, Resources and Financial Services is dedicated to assisting students and parents in finding sources of funding to meet educational expenses.

#### Financial Aid Process

The process of awarding financial aid begins with a thorough analysis of the student’s and/or student’s family’s financial situation, including income, assets, and number of family members in college. Financial need is defined as the difference between education cost and the expected family contribution (EFC).

The federal government, based on financial information provided on the Free Application for Federal Student Aid (FAFSA) form, determines the

## Academic Policies and Procedures

EFC. FAFSA on the Web is a free, fast, secure, and easy way to complete the FAFSA.

Residents of New York State completing the FAFSA on the Web may use all of the information provided on the FAFSA to complete the Express TAP Application (ETA). Once the FAFSA on the Web application is completed and a submission confirmation is received, students should select the link provided for TAP on the Web. This is a special feature available only to New York State residents.

Once the expected family contribution and any unmet financial need are determined, staff members in Student Advisement, Resources and Financial Services will use all resources available to determine an appropriate award package. There are three basic components of financial aid that comprise a student's individual award package: grants and scholarships (do not need to be repaid); jobs (on-campus federal work-study positions); and loans (must be repaid).

Students with specific questions or concerns should call 716-645-2450, visit the Office of Financial Aid website at <http://financialaid.buffalo.edu>, or make an appointment to speak with a Financial Aid Advisor. Student Advisement, Resources and Financial Services is committed to providing top-quality service to students.

*Information subject to change without notice due to changes in federal, state and/or institutional rules and regulations.*

### Financial Aid Eligibility

To be considered eligible for financial aid, students must:

- Be in Good Academic Standing.  
(see <http://financialaid.buffalo.edu/process/sap.php>)
- Be a U.S. citizen or eligible non-citizen.  
(see <http://www.usimmigrationsupport.org/citizenship.html>)
- Be registered for selective service (males only).  
(see <http://www.sss.gov/regist.htm>)
- Be matriculated (officially enrolled in a degree program).
- Be registered for at least six credits (only Pell is prorated for less than 6 credits).
- Not be in default on a previous educational loan.
- Have a high school diploma or General Education Development (GED) certificate.

Important facts to remember when applying for aid:

- Students must be registered for at least 12 credit hours at UB to be considered full time. Students who are registered for less than 12 credit hours may impact their financial aid eligibility.
- Over-awards can occur because students are awarded other funds from outside agencies after they have accepted their award package. The over-award situation may cause aid packages to be reduced. If students receive additional funds not specified in their award letter, they should notify Student Advisement, Resources and Financial Services in writing.
- Students who receive Title IV Aid (FDSL Loans, Perkins Loans, Pell, or SEOG Grants) and officially resign from the university should request and refer to a copy of the Policy Statement for the Adjustment of Financial Aid Due to Discontinuance of Study. Copies are available on the Office of Financial Aid website at <http://financialaid.buffalo.edu>.
- Students who do not officially resign are considered in attendance for that semester and are responsible for all academic and financial liabilities.

### Satisfactory Academic Progress (SAP)

#### Eligibility for Federal Financial Aid

Satisfactory Academic Progress (SAP) is the process used to determine if a student is making acceptable progress toward a degree or certificate. At the end of each payment period/semester, a review of a student's progress is conducted. A student's failure to meet any of the three of the Satisfactory Academic Progress standards (for all terms enrolled, not just those terms that aid was received) may result in loss of federal aid eligibility. An electronic notification will be sent to the student's UB email address; if unavailable then a hard copy notification will be mailed to the permanent address on file.

All three of the following Satisfactory Academic Progress standards must be met:

1. Cumulative Grade Point Average (GPA)—Qualitative Component
  - A student must be in good academic standing to receive federal financial aid. This means a student must have a minimum cumulative GPA of 2.0 (UB's GPA only).

### STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR DETERMINING ELIGIBILITY FOR NEW YORK STATE STUDENT AID

#### Baccalaureate Degree Programs (Semester Calendar)

Before Being Certified for this Payment .....	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
A student must have earned at least this many credits .....	0	6	15	30	45	60	75	90	105*	120*
With at Least This UB GPA .....	0	1.50	1.80	2.0	2.0	2.0	2.0	2.0	2.0*	2.0*
And must receive a grade for this number of credit hours .....	0	6	6	9	9	12	12	12	12	12

\*Noncredit remedial instruction can be counted toward a full-time academic load as set forth in 145-2.1 of the Commissioner's Regulations. The number of credit hours in this chart refers to work completed toward the degree.

\*The credit hours indicated above assume the student is enrolled in full-time academic study, a minimum of 12 credit hours per semester.

\*\*Only students in an approved EOP program are eligible for State Student Aid in their ninth and tenth semesters. Non-EOP students are only eligible for eight semesters of state aid.

2. Minimum Completion Rate for Attempted Credit Hours—Quantitative Component

- A student must demonstrate progress by accumulating academic credits at a rate that indicates graduation in a timely manner. A student who is not progressing toward graduation at the defined Pace Rate will not receive federal financial aid regardless of his/her GPA.
- A student must complete at least 70 percent of all cumulative attempted credit hours in order to be eligible for federal financial aid.
  - The following designations are considered to be attempted credit hours but are not considered to be successfully completed: I, J, R, U, W and F grades.
  - Transfer credit hours posted to the official transcript record and all courses removed through the academic clemency process (Second Chance Policy (PDF)) will be counted as attempted credit hours.

3. Maximum Timeframe/Degree Completion within 150% of the average Length of the Program—Quantitative Component

- Students must complete their first baccalaureate degree within 150 percent of the normal time required to complete a bachelor's degree, not to exceed 180 attempted credit hours for a program with a published length of 120 credit hours.
- Federal financial aid eligibility will be terminated when a student has attempted 180 credit hours; there is no waiver of the maximum time frame standard for any reason.
- A student pursuing a double major or degree must earn his/her first bachelor's degree within the 150 percent maximum time frame standard.
- A student that completed all coursework required for a major or degree is ineligible for a Pell grant even if an Application for Degree is not on file.
- If at any point a determination is made that a student will not be able to meet the quantitative standards (Pace Rate and/or Degree

Completion within 150% of published Program Length) by graduation, he/she becomes ineligible for federal financial aid.

Satisfactory Academic Progress standards for graduate and professional students are defined by the designated school and/or academic units.

**Repeated Courses**

Only one repeated course will count towards federal aid eligibility if you previously have passed the course but the credits for both courses must be counted in attempted hours.

**Financial Aid Warning**

A student who fails to maintain the cumulative GPA and/or meet the Pace Rate standard is placed on Financial Aid Warning as long as it is mathematically possible to recover in one payment period.

- The student will continue to receive federal financial aid for one payment period/semester (referred to as the warning period).
- A student will receive an electronic notification to their UB email address regarding the Satisfactory Academic Progress standards that must be met by a specific term in order to retain eligibility for federal financial aid.
- If the student is still not making Satisfactory Academic Progress after the warning period, he/she will become ineligible for federal financial aid until all three SAP standards are successfully met.

**Appeal Process for Special Circumstances**

Immediately upon completion of the payment period/semester and grades are posted the SAP review will take place. Any student that did not meet the minimum requirements for SAP will receive an electronic notification to their UB email address detailing the appeal process for mitigating circumstances. A student has the right to appeal the loss of federal financial aid eligibility if mitigating circumstances (events totally beyond the student's control) occurred during the preceding payment period/semester.

- A student must complete the Satisfactory Academic Progress Appeal Form (attach the applicable supporting documentation) and submit it to the appeal committee by the deadline date.
- The appeals are reviewed by the SAP Appeals Committee. The decisions are final and students will receive an electronic notification to their UB email address regarding the outcome.

**Financial Aid Probation**

A student who fails to maintain the cumulative GPA and/or meet the Pace Rate standard is placed on Financial Aid Probation only if the student has successfully appealed.

- The student will continue to receive federal financial aid for one payment period/semester (referred to as the financial aid probationary period).
- A student will receive an electronic notification to their UB email address regarding the Satisfactory Academic Progress standards that must be met by a specific term in order to retain eligibility for federal financial aid.
- If the student is still not making Satisfactory Academic Progress after the probationary period, he/she will become ineligible for federal financial aid until all three SAP standards are successfully met.

**State Aid (TAP) Requirements**

To be eligible to receive a New York State Tuition Assistance Program (TAP) award, students must be full-time\*, matriculating New York State



## Academic Policies and Procedures

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residents making satisfactory academic progress and not in violation of Program Pursuit (see below).

\*Part-time TAP is available to eligible students; please visit <http://www.HESC.org> to view the eligibility requirements.

Once junior status is reached (normally the fifth semester of study or 60 credit hours or more earned), students must have a declared major on file. After receiving three TAP payments, students must have a minimum UB GPA of 2.0.

### Repeated Courses

Repeated courses in which the student had already received a passing grade cannot be included to meet full-time study requirements for state-sponsored financial aid (TAP). Repeated courses may\* be counted toward full-time study requirements the first time a student repeats a failed course, if a student repeats the course for additional credit, or when a student has received a grade that is passing at the institution but is unacceptable in a particular curriculum.

\*Repeated courses are not counted for accelerated study semesters (summer).

### Academic Progress Regulations, Including Program Pursuit

One standard has been established for undergraduate education throughout the State University of New York: Program Pursuit. The Program Pursuit guidelines require completion of a prescribed percentage of coursework each semester for students receiving state financial assistance.

The chart below describes the Program Pursuit criteria to receive state financial assistance. The criteria may be subject to change based on the passage of a new state budget.

### Waivers of Criteria for Satisfactory Academic Progress for New York State Financial Aid

If a student is ineligible to receive state financial aid, there is a provision for a one-time waiver of program pursuit satisfactory academic progress requirements. The waiver is to be used only in exceptional cases (e.g., illness, death in the family) in accordance with the TAP Waiver Policy Guidelines and Procedures as stated on the waiver application.

A waiver may not be granted because an Incomplete ("I") grade is received. If an Incomplete is included in the number of hours required to be completed during the previous semester (see chart), the student will not be eligible to receive the state award for the subsequent semester. The Incomplete grade must be changed to a letter grade by the end of the subsequent semester or the state award is lost for the semester in question.

### Financial Aid and Study Abroad

Students participating in a study abroad program may be eligible to receive financial aid and should file a Free Application for Federal Student Aid (FAFSA) form. To be eligible, students must also be enrolled for a minimum of 6 credits and be matriculated in a degree program in which all credits earned on the study abroad program will be applied to degree requirements.

Students participating in a UB (or a four-year SUNY school) sponsored program, can apply the financial aid package (excluding work-study) to the costs of the study abroad program. For students participating in a program sponsored by an out-of-state school, there may be portions of the financial aid that cannot be applied to the out-of-state programs.

## Student Records

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### Student Information

Student records are confidential and are released only to appropriate faculty and administrative offices. UB can release student records to any other college, prospective employer, or agency only with the written permission of the student. Student addresses or telephone numbers are released by the university unless the student has requested the non-release of directory information by submitting a Request for Directory and Information Release/Non-Release Form (see <http://registrar.buffalo.edu/forms>).

### Telephone and Directory Information

Unless otherwise notified in writing, the university may release the following directory information upon request: student's name, current address, telephone number, email address, major field of study, dates of attendance, and degrees and awards received; and the university will publish the student's name, major field of study, and email address on its Internet-accessible directory.

Students who wish to block the release of directory information must notify the Office of the Registrar in person or in writing. (Students may print the form found at the Office of the Registrar website at <http://registrar.buffalo.edu/forms>.) Students should consider the consequences of blocking the release of directory information very carefully since, once blocked, all future requests for contact information from UB persons (on nonessential matters) and from non-institutional persons and organizations (such as scholarship organizations or prospective employers) will be denied. Students who have blocked the release of directory information will not be included in university publications, including the commencement brochure.

Students should be aware that even if they decide to prevent release of their directory information, information will be shared within the university for educational and administrative purposes.

### FERPA

For a complete statement of student rights under the Family Educational Rights and Privacy Act (FERPA), see Article 8 (Administrative Regulations) (available at <http://www.student-affairs.buffalo.edu/judicial/10rulesp.pdf>) of the UB's Rules and Regulations.

The preceding information constitutes official public notice of the university's compliance with the Family Educational Rights and Privacy Act. Any student having questions about this should contact the Office of Student Affairs and Services, 542 Capen Hall, 716-645-2982.

## Student Conduct

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### Computing Policies

At UB, information technology is used to enhance teaching, support learning, enrich extracurricular experiences, and enable students to conduct business with the university online. To ensure that UB students are able to take advantage of innovative ways of learning, it is strongly recommended that students have a computer for their personal use in their living space. The university facilitates student computer purchases by offering volume-discount purchase programs, loan programs, financial aid, work-study, and other programs. To learn more about UB information technology resources and services, visit the UBIT website at <http://ubit.buffalo.edu>.

### Computer and Network Acceptable Use Policies

Computing and acceptable use policies establish general rules for the use of

computing and information resources. All students are expected to comply with the policies found at the IT Policies website at <http://www.itpolicies.buffalo.edu>. Penalties for non-compliance include loss of access to your UB IT account and to UB online resources.

### Copyright Infringement and Illegal Downloading Policies

The distribution of copyrighted material from your computer, including music, games, and videos, for which you do not have the copyright owner's permission is a violation of federal law (DMCA) and university policy. Copyright owners frequently hire agents to scan university networks for copyrighted materials that are available to others from computer systems on the network. UB receives many notices from these organizations alleging copyright infringement. If you download and/or distribute unauthorized copies of copyrighted music recordings and movies, you are breaking the law and may be held legally liable for thousands of dollars in damages.

Please read UB's policy on illegal downloading and file sharing at <http://www.itpolicies.buffalo.edu/dmca/>.

### Official University Communications and Required Use of UB Email Addresses

Many official university communications to students are sent to their permanent addresses or university email addresses. Students are responsible for ensuring that their permanent addresses and email addresses are kept up to date in the university's student information systems and that they regularly read their official email messages sent to their university [@buffalo.edu](mailto:buffalo.edu) email address. New students will find information on their UB email addresses at <http://ubit.buffalo.edu/newstudent/>.

The UBIT New Student website at <http://ubit.buffalo.edu/newstudent> also provides information about your UBITName, your key to the many IT services and resources at UB; setting your password; securing your computer system; and obtaining the free software provided by your UB Technology Fee.

### Policies Governing Nondiscrimination

Pursuant to university policy, the University at Buffalo is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or ex-offender status. Employees, students, applicants or other members of the university community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

The university's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Sharon Nolan-Weiss, Director of the Office of Equity, Diversity and Inclusion and Title IX/ADA Coordinator, 406 Capen Hall, Buffalo, NY 14260; Tel. 716-645-2266; email [aa-diversity@buffalo.edu](mailto:aa-diversity@buffalo.edu). Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old

Slip 26th Floor, New York, NY 10005-2500; Tel. 646-428-3800; email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov).

View the complete Discrimination and Harassment Policy at <http://policy.business.buffalo.edu/Policy%20Library/Discrimination%20and%20Harassment.pdf>.

### Academic Grievance Policy and Procedures for Undergraduate Students

It is an objective of the University at Buffalo to encourage the prompt consultative resolution of grievances of undergraduate students as they arise, and to provide orderly procedures for the formal consideration and resolution of complaints that cannot be resolved through consultation.

This set of procedures is designed to provide a well-defined, yet appropriately flexible structure that recognizes and reflects the issues unique to undergraduate education as well as academic areas common to all faculty-student or administrator-student relationships.

The following procedures provide a sequence of steps for the orderly and expeditious resolution of grievances initiated by undergraduate students. While recognizing and affirming the established principle that academic judgments and determinations are to be reached solely by academic professionals, it is the university's intention to secure, to the maximum extent feasible, equitable treatment of every party to a dispute. To that end, those who oversee the grievance process are charged to pay heed not only to issues of procedural integrity, but also to considerations of substantive fairness.

#### Grievance Definitions and Limits

**Definition.** A grievance shall include, but is not restricted to, a complaint by an undergraduate student:

- that he or she has been subjected to a violation, misinterpretation, or inequitable application of any of the regulations of the university, college or school, or department; or
- that he or she has been treated unfairly or inequitably by reason of any act or condition that is contrary to established policy or practice governing or affecting undergraduate students at the University at Buffalo.

**Time Limit.** A grievance must be filed within one calendar year from the date of the alleged offense. The cognizant department chair, college or school dean, or the Vice Provost of Undergraduate Education may extend this time limit upon demonstration of good cause.

#### Consultative Resolution

Virtually all disputes originate in the department or comparable administrative unit and should, if feasible, be resolved through consultation between the disputants. The parties should meet and exert a good faith effort to resolve the dispute amicably.

At the request of either or both parties, the consultation may be recorded by a departmental note-taker (a staff or faculty member, but not a student). If a departmental note-taker is present during the consultation, the student may have an additional note-taker of his/her choosing also in attendance. Neither note-taker may actively participate in the consultation between the parties to the grievance other than to request repetition or clarification of statements made by either party during the consultation session.

It may be useful for the student to seek first the assistance of a student advocate (available through the Office of Judicial Affairs), his or her advisor, department chair, or director of undergraduate studies acting as a mediator to aid in evenhandedly resolving the dispute.

## Academic Policies and Procedures

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### Formal Resolution

#### I. Departmental Level Review

##### Step 1

The student who believes that the grievance is severe or has been unable to obtain an acceptable consultative resolution should submit in writing to the cognizant department chair a description of his or her complaint, including any evidentiary or supporting materials, and a request for a hearing. (If the department chair is a party against whom the grievance is brought, either as a teaching faculty member or as chair, or where the chair can demonstrate that it will best serve the interests of the parties, direct petition to the school or college level may be pursued.)

##### Step 2

The cognizant department chair shall give the Departmental Grievance Committee and each principal a copy of the written grievance, including any evidentiary or supporting materials, and a copy of the Academic Grievance Policy and Procedures for undergraduate students.

Upon initial review of the materials and statements presented by the grievant, if the Department Grievance Committee finds the grievance does not have reasonable supporting grounds, the Committee shall conclude the grievance is without merit. In this initial review the Committee may also consider materials or statements submitted by the teaching faculty member(s) against whom the grievance is lodged. If the grievance is found without merit, the Committee shall report this denial to the cognizant department chair. The Committee shall complete this initial review within 15 academic days<sup>1</sup> of its receipt of the grievance. The cognizant department chair shall then submit a Statement of Decision to the principals (via certified, return receipt mail), the cognizant college or school dean, and the Vice Provost of Undergraduate Education within 10 academic days<sup>1</sup> of receipt of the Committee decision.

If the Department Grievance Committee finds the statement of grievance has reasonable supporting grounds, the Committee shall proceed with hearings as provided below.

##### Step 3

The Departmental Grievance Committee shall convene hearing(s) as necessary to allow both principals the opportunity to present their positions and shall allow each principal the right to question the presentation(s), written and verbal, of each principal and of others who contribute information to the Committee.

The hearing shall convene within 20 academic days<sup>1</sup> of the department's receipt of the written grievance. The cognizant department will notify principals at least 72 hours prior to the hearing.

The hearing(s) shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present (under unusual circumstances, if either party is considered to pose a physical threat to the other or to the committee, the chair of the committee may request that either the student or instructor participate by phone) and to have one advisor present at all hearings. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of or advocate for a principal or otherwise address members of the hearing committee. Hearing(s) shall be conducted in confidence.

##### Step 4

The Departmental Grievance Committee shall submit its recommendation(s) in writing, including findings and reasons for the recommendations, to the cognizant department chair within 10 academic days<sup>1</sup> of the final meeting of the committee.

##### Step 5

The cognizant department chair shall consider the committee's findings and recommendations and render a final decision. This statement of decision and an indication of the student's right to appeal the department chair's decision (including time limit) shall be submitted, in writing, from the department chair to the principals (via certified, return receipt mail), the cognizant college or school dean, and the Vice Provost of Undergraduate Education within 10 academic days<sup>1</sup> from receiving the Department Grievance Committee's written recommendations.

Files shall be maintained in the offices of the cognizant dean and the Office of the Vice Provost of Undergraduate Education.

#### II. School or College Level Appeal

##### Step 1

If either principal wishes to appeal the departmental ruling, a written statement of the appeal, including any additional evidentiary or supporting materials, shall be filed within 10 academic days<sup>1</sup> of receipt of the department chair's statement of decision. The appeal shall be filed with the cognizant college or school dean. (If the dean is a party against whom the grievance is brought, either as a teaching faculty member or as dean, or where the dean can demonstrate that it will best serve the interests of the parties, a direct petition to the Vice Provostal level may be pursued.)

##### Step 2

Upon review of relevant materials, including all materials and statements presented during prior hearings, and materials and statements subsequently presented, if the cognizant college or school dean does not find that the statement of appeal provides reasonable grounds to appeal nor raises doubt concerning the adequacy of prior review, the dean may issue a formal decision regarding the appeal. In such a case, the dean shall submit a statement of decision to the principals (via certified, return receipt mail), the department chair, and the Vice Provost of Undergraduate Education within 20 academic days<sup>1</sup> of receipt of the appeal.

Alternatively, if the dean deems it necessary or appropriate to consider further the circumstances of the appeal, he or she shall convene a Decanal Grievance Committee within 20 academic days<sup>1</sup> of receipt of the appeal. The Decanal Grievance Committee shall include two faculty members and two undergraduate students. In those college/schools comprised of multiple academic departments, the Decanal Grievance Committee shall not include representatives from the department(s) involved in the grievance.

##### Step 3

The cognizant dean shall give the Decanal Grievance Committee and each principal a copy of the Academic Grievance Policy and Procedures for undergraduate students, the original written grievance, the written appeal to the school or college level, any supplemental materials and statements, and all documentation and recommendations from the departmental proceedings.

##### Step 4

The Decanal Grievance Committee shall convene hearing(s) necessary to allow both principals the opportunity to present their positions and shall allow

each principal the right to question the presentation(s), written or verbal, of the principals as well as others who contribute information to the committee. The principals must be given at least a 72-hour prior notice of the hearing.

The hearing(s) shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present (under unusual circumstances, if either party is considered to pose a physical threat to the other or to the committee, the chair of the committee may request that either the student or instructor participate by phone) and to have one advisor present at all hearings. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of or advocate for a principal or otherwise address members of the hearing committee. Hearing(s) shall be conducted in confidence.

**Step 5**

The Decanal Grievance Committee shall submit its recommendation(s) in writing, including findings and reasons for the recommendations, to the cognizant college or school dean within 10 academic days<sup>1</sup> of the final meeting of the committee.

**Step 6**

The cognizant dean shall consider the committee’s findings and recommendations and render a final decision. This statement of decision and a statement of the student’s right to appeal the dean’s decision (including time limit) shall be submitted in writing from the dean to the principals (via certified, return receipt mail), the department chair, and the Vice Provost of Undergraduate Education within 10 academic days<sup>1</sup> from receiving the Decanal Grievance Committee’s written recommendations.

Files shall be maintained in the offices of the cognizant dean and the Office of the Vice Provost of Undergraduate Education.

**III. Vice Provost Level Appeal**

On rare occasions, when all established procedures within a college or school have been exhausted, it may be appropriate for the Vice Provost of Undergraduate Education to consider a final university appeal. In general, the Vice Provost of Undergraduate Education will consider only those appeals that document violations of applicable due process in prior proceedings or which establish sound cause to believe that prior proceedings have resulted in a decision contrary to law, the Policies of the SUNY Board of Trustees, or policies of the University at Buffalo. In general, the Vice Provost of Undergraduate Education will not consider appeals that merely challenge the appropriateness of a judgment reached following a full and fair review of a matter by the department and the dean of the college or school.

**Step 1**

If either principal wishes to appeal the decision(s) of the college or school dean, the written statement of appeal, including any additional evidentiary or supporting materials, shall be filed within 10 academic days<sup>1</sup> of receipt of the statement of decision. The appeal shall be filed with the Vice Provost of Undergraduate Education.

**Step 2**

Upon review of relevant materials, including all materials and statements presented during prior hearings, and any materials and statements subsequently presented, if the Vice Provost of Undergraduate Education does not find that the statement of appeal provides reasonable grounds to appeal nor raises

doubt concerning the adequacy of prior review, the Vice Provost of Undergraduate Education may issue a formal decision regarding the appeal. In such a case, the Vice Provost of Undergraduate Education will submit a statement of decision to the principals (via certified, return receipt mail), the department chair, and cognizant dean within 20 academic days<sup>1</sup> of receipt of the appeal.

Alternatively, if the Vice Provost of Undergraduate Education deems it necessary or appropriate to consider further the circumstances of the appeal, he or she shall convene a Vice Provostal Grievance Committee within 20 academic days<sup>1</sup> of receipt of the appeal.

**Step 3**

The Vice Provost of Undergraduate Education shall give the Vice Provostal Grievance Committee and each principal a copy of the Academic Grievance Policy and Procedures, the original written grievance, the written appeals to both the school/college and the Vice Provostal levels, any supplemental materials and statements, and all documentation and recommendations from the departmental and decanal proceedings. The Vice Provost of Undergraduate Education will notify principals at least 72 hours prior to the hearing.

**Step 4**

The Vice Provostal Grievance Committee shall convene hearing(s) as necessary to allow both principals the opportunity to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of the principals as well as others who contribute information to the committee.

The hearing(s) shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present (under unusual circumstances, if either party is considered to pose a physical threat to the other or to the committee, the chair of the committee may request that either the student or instructor participate by phone) and to have one advisor present at all hearings. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of or advocate for a principal or otherwise address members of the hearing committee. Hearing(s) shall be conducted in confidence.

**Step 5**

The Vice Provostal Grievance Committee shall submit its letter of recommendations, including findings and reasons for recommendations, to the Vice Provost of Undergraduate Education within 10 academic days<sup>1</sup> after the final meeting of the committee.

**Step 6**

The Vice Provost of Undergraduate Education shall consider the committee’s findings and recommendations and render a final university decision/determination. The Vice Provost’s statement of decision shall be submitted in writing to the principals (via certified, return receipt mail), the department chair, and the cognizant academic dean within 10 academic days<sup>1</sup> from receiving the Vice Provostal Grievance Committee’s written recommendations.

The determination/decision of the Vice Provost of Undergraduate Education constitutes the final step in the university review process and may not be further appealed.

Files shall be maintained in the office of the cognizant dean and the Office of the Vice Provost of Undergraduate Education.

*Notes: <sup>1</sup>Academic days are defined as weekdays when classes are in session, not including the summer sessions.*

# Academic Programs of Study

## ACCREDITATIONS

The University at Buffalo is accredited by the following associations:

- Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA, 19104-2680, 215-662-5605
- New York State Board of Regents

The university is a member of the following associations:

- American Council on Education
- Association of American Colleges and Universities
- Association of American Universities
- Association of Colleges and Universities of the State of New York
- National Association of State Universities and Land-Grant Colleges

In addition, the following schools and departments are accredited by the indicated associations:

### ARCHITECTURE AND PLANNING

- M.Arch. (Architecture)—National Architectural Accrediting Board
- MUP (Urban Planning)—Planning Accreditation Board

### ARTS AND SCIENCES

- BA (Media Study), MA (Humanities), MFA (Media Study)—National Association of Schools of Art and Design
- MA, PhD (Communicative Disorders and Sciences), AuD (Audiology)—American Speech-Language-Hearing Association
- PhD (Clinical Psychology)—American Psychological Association
- Psychology Internship—American Psychological Association

### DENTAL MEDICINE

- DDS (Dental Education), Advanced Certificate (Endodontics, Fixed Prosthodontics, Maxillofacial Prosthodontics, Oral and Maxillofacial Surgery, Oral and Maxillofacial Pathology, Orthodontics, Periodontics, Removable Prosthodontics)—Commission on Dental Accreditation, Dental and Auxiliary Educational Programs

### GRADUATE SCHOOL OF EDUCATION

- EdM, Advance Teacher Certifications, Teacher Education Accreditation Council

- MLS (Library Studies)—American Library Association
- MSC (Rehabilitation Counseling)—Council on Rehabilitative Education
- PhD (Counseling/School Psychology)—American Psychological Association

### ENGINEERING AND APPLIED SCIENCES

- BS (Aerospace, Chemical, Civil, Computer, Electrical, Environmental, Industrial, Mechanical)—Accreditation Board for Engineering and Technology

### LAW

- JD (Law)—American Bar Association

### MANAGEMENT

- BS, BS/MBA, MBA, PhD (Business Administration and Accounting)—American Assembly of Collegiate Schools of Business

### MEDICINE AND BIOMEDICAL SCIENCES

- BS, MS (Medical Technology)—National Accrediting Agency for Clinical Laboratory Sciences
- BS (Nuclear Medicine Technology)—Joint Review Committee on Educational Programs in Nuclear Medicine Technology
- MD (Medicine)—Liaison Committee on Medical Education

### NURSING

- BS, MS (Nursing)—Commission on Collegiate Nursing Education
- MS (Nurse Anesthesia)—American Association of Nurse Anesthetists

### PHARMACY AND PHARMACEUTICAL SCIENCES

- PharmD (Pharmacy)—American Council of Pharmaceutical Education

### PUBLIC HEALTH AND HEALTH PROFESSIONS

- BS/MS (Occupational Science/Occupational Therapy) — Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association
- DPT (Physical Therapy)—American Physical Therapy Association

### SOCIAL WORK

- MSW (Social Work)—Council on Social Work Education

## DEGREE PROGRAM SUMMARY

### Architecture and Planning

Architecture – BS  
Environmental Design – BA

### Arts and Sciences

African American Studies – BA  
American Studies – BA  
Anthropology – BA  
Art History – BA  
Asian Studies – BA  
Bioinformatics and Computational Biology – BS  
Biological Sciences – BA, BS, BA/MS  
Biological Sciences/Dentistry – BS/DDS  
Chemistry – BA, BS  
Classics – BA  
Communication – BA  
Computational Physics – BS

Computational Physics/Physics – BS/MS  
Dance – BA, BFA  
Economics – BA, BA/MA, BA/MS  
Economics/Business Administration – BA/MBA  
English – BA  
Environmental Geosciences – BA  
Film Studies – BA  
Fine Art – BFA  
French – BA  
Geography – BA, BA/MA  
Geological Sciences – BA, BS, BA/MA  
German – BA  
Global Gender Studies – BA  
History – BA  
Informatics – BS  
International Trade – BA



Italian – BA  
 Jewish Studies – BA  
 Linguistics – BA  
 Mathematical Physics – BS  
 Mathematics – BA, BS, BA/MA  
 Mathematics - Economics – BA  
 Media Study – BA  
 Medicinal Chemistry – BS, BS/MS  
 Music – BA  
 Music Performance – MusB  
 Music Theatre – BFA  
 Philosophy – BA  
 Physics – BA, BS  
 Political Science – BA  
 Psychology – BA, BS  
 Social Sciences Interdisciplinary – BA, BS  
     Social Sciences (Health & Human Services concentration)/  
     Social Work Combined – BA/MSW  
 Sociology – BA  
 Spanish – BA  
 Special Studies – BA, BS  
 Speech and Hearing Science – BA  
 Studio Art – BA  
 Theatre – BA, BFA

#### **Engineering and Applied Sciences**

Aerospace Engineering – BS  
 Biomedical Engineering – BS  
 Chemical Engineering – BS  
     Chemical Engineering/Business Administration – BS/MBA  
 Civil Engineering – BS, BS/ME  
     Civil Engineering/Business Administration – BS/MBA  
 Computer Engineering – BS  
 Computer Science – BA, BS, BS/MS

Computer Science/Business Administration – BA/MBA  
 Electrical Engineering – BS  
     Electrical Engineering/Business Administration – BS/MBA  
 Engineering Physics – BS  
 Environmental Engineering – BS  
 Industrial Engineering – BS  
     Industrial Engineering/Business Administration – BS/MBA  
 Mechanical Engineering – BS  
     Mechanical Engineering/Business Administration – BS/MBA

#### **Management**

Accounting – BS  
 Business Administration – BS, BS/MBA

#### **Medicine and Biomedical Sciences**

Biochemistry – BS  
 Biomedical Sciences – BS  
 Biotechnology – BS  
 Medical Technology – BS  
 Nuclear Medicine Technology – BS  
 Pharmacology and Toxicology – BS, BS/MS

#### **Nursing**

Nursing – BS, RN/BS

#### **Pharmacy and Pharmaceutical Sciences**

Pharmaceutical Sciences – BS, BS/MS  
 Pharmacy – PharmD

#### **Public Health and Health Professions**

Exercise Science – BS  
 Exercise Science/Nutrition – BS/MS  
 Exercise Science/Epidemiology – BS/MPH  
 Occupational Science/Occupational Therapy – BS/MS  
 Physical Therapy – DPT

## **APPROVED MINORS**

African American Studies  
 American Studies  
 Ancient Greek Language and Literature  
 Ancient History  
 Ancient Latin Language and Literature  
 Anthropology  
 Architecture  
 Art History  
 Asian Studies  
 Biological Sciences  
 Biotechnology  
 Chemistry  
 Chinese  
 Classical Civilization  
 Classical Languages and Literatures  
 Comparative Literature  
 Computer Science  
 Earth Systems Science  
 Economics  
 Education  
 English  
 Environmental Design  
 Environmental Studies  
 French  
 General Geography  
 Geographic Information Systems and Cartography  
 Geography of International Business and World Trade  
 Geological Sciences  
 German  
 Global Gender Studies  
 Health and Wellness

History  
 Italian  
 Japanese  
 Jewish Studies  
 Korean  
 Latina/Latino Studies  
 Linguistics  
 Logic  
 Mathematics  
 Media Study  
 Medicinal Chemistry  
 Mediterranean Archeology  
 Music  
 Music Performance  
 Pharmaceutical Sciences  
 Pharmacology & Toxicology  
 Philosophy  
 Philosophy of the Arts  
 Philosophy of Law  
 Philosophy of Professional Ethics  
 Philosophy of Science  
 Physics  
 Polish Studies  
 Political Science  
 Sociology  
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