

Graduate Student Handbook 2021-2022

*For students matriculating in MBA, MS, and Executive and
Professional MBA programs in the fall semester 2021*

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Purpose of Handbook

The purpose of this handbook is to provide all students enrolled in the School of Management graduate programs with a comprehensive description of programs, policies and procedures relevant for their degree program. In conjunction with the [School of Management website](#), it will provide students with a comprehensive guide to surviving and thriving during your graduate studies.

The general policies and procedures of the Graduate School are found in the [Graduate School Policies Library](#), which is available online or in 408 Capen Hall, North Campus.

Students are responsible for understanding and following these policies and procedures at all times, and are encouraged to take full advantage of all resources offered by the School of Management and the University at Buffalo.

While this handbook has been developed to assist you throughout this academic program, it does not constitute all UB or School of Management policies concerning students. It is your responsibility to be aware of and comply with all policies, procedures and deadlines.

We wish you the very best and hope for an engaging, challenging and successful graduate education.

Sara Langston, Graduate Programs Director

Melissa Falgiano, Executive and Professional MBA Program Director

Mission, Vision, Goals and Values

Our Mission

The mission of the University at Buffalo School of Management is to discover and deepen our understanding of management concepts and applications that drive effective organizations and use them to produce principled and insightful leaders who create positive change in the world.

Our Vision

A world of transformational leaders and organizations who change society for the better.

Our Goals

Define the future of management
Forge highly capable, engaged and ethical leaders
Make a positive impact on business and society
Create a School of Management with world-class capabilities

Our Values

The University at Buffalo School of Management is a vibrant and inclusive community of big thinkers and big doers, who are leading business into the future. We work together to question and upend theories, lifting each other up and driving change. Because at the UB School of Management, ambition is a virtue, tenacity is a given, and discovery happens everywhere, from the classroom to the boardroom. That's just how we do it here.

Calendars for 2021-2022

University Calendar

University calendars are official for all School of Management full-time MBA, MS and Professional MBA students. EMBA and overseas program participants should check directly with your department advisors as schedules may vary.

The Office of the Registrar maintains [Official Academic and Student Calendars](#) that provide a month-by-month listing of critical academic and financial dates. Students should refer to the Academic Calendar for all dates relevant to semester start/end dates and holidays. Student calendars provide a month-by-month schedule of all academic and financial critical dates. Both calendars should be followed carefully for critical information. **Official University dates are binding.**

Fall Semester 2021

Date	Event
Monday, Aug. 30, 2021	Classes Begin
Monday, Sept. 6, 2021	Labor Day Observed
Wednesday, Nov. 24 - Saturday, Nov. 27, 2021	Fall Recess
Monday, Nov. 29, 2021	Classes Resume
Friday, Dec. 10, 2021	Last Day of Classes
Saturday, Dec. 11 - Sunday, Dec. 12, 2021	Reading Days
Monday, Dec. 13 - Monday, Dec. 20, 2021	Semester Final Examinations
Tuesday, Dec. 21, 2021	Winter Recess Begins

Winter Session 2022

Date	Event
Wednesday, Jan. 5, 2022	Classes Begin
Monday, Jan. 17, 2022	Martin Luther King Jr. Day Observed
Tuesday, Jan. 25, 2022	Last Day of Classes

Spring Session 2022

Date	Event
Monday, Jan. 31, 2022	Classes Begin
Monday, March 21 - Saturday, March 26, 2022	Spring Recess
Monday, March 28, 2022	Classes Resume
Friday, May 13, 2022	Last Day of Classes
Saturday, May 14 - Sunday, May 15, 2022	Reading Days
Monday, May 16 - Saturday, May 21, 2022	Semester Final Examinations
Friday, May 20 - Sunday, May 22, 2022	Commencement Weekend

The university maintains a [general university events calendar](#) that may be of interest and includes a number of opportunities.

Attendance on Religious Holy Days

On those religious holy days when members of a faith observe the expectation of their religion 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 must provide an opportunity for the student to make up the requirement without penalty. 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 cannot be resolved between the student and the class instructor, or either party is aggrieved by the process, appeal shall proceed to the Graduate School.

Student Rights, Responsibilities and Code of Conduct

Graduate School Policies

All students enrolled in the School of Management are subject to university and school regulations concerning student affairs, conduct and discipline as outlined in the [Student Code of Conduct](#). The Student Code of Conduct describes what is expected from you as a UB student, including your rights and responsibilities, standards of behavior and an overview of student-related university policies.

It is the student's responsibility to know the regulations in effect and to keep informed on matters relating to registration, prerequisites, degree requirements, calendar dates, etc.

The School of Management reserves the right to make changes in programs, policy, and regulations as circumstances dictate, subsequent to publication. Each student is expected to have knowledge of the information contained in this handbook and in other university publications, and during the new student orientation (also known in some programs as "Advantage") will be prompted to read and affirm the Student Code of Conduct.

Graduate Student Expectations

PLATINUM RULE

“Do unto others as they would want done to them.”

What to Expect – Of Yourself

- You get out of this program what you put into it. Effort is key.
- Ask for help from faculty and staff.
- Be a team player.
- Practice self-compassion.

What to Expect – In the Classroom

- Read each course syllabus thoroughly.
- Attend all scheduled classes; if you cannot make a class, let the professor know ahead of time.
- Remove distractions by turning off cellphones and logging out of social media on your laptop. Submit assignments on time.
- Complete the [course evaluations](#) surveys thoughtfully.

What to Expect – Faculty Office Hours, Appointments and Meetings

- Consult the course syllabus for each professor’s designated office hours.
- Determine the best form of communication for each professor.
- Use proper spelling, grammar and punctuation when you communicate by email.
- When you set up an appointment with a faculty member, teaching assistant or advisor, keep it.
- If you are unable to make an appointment, let your professor, TA or advisor know.

What to Expect – Program Administration

- Read communications from your advisor and program office.
- Regularly check School of Management digital screens and website for upcoming events.
- RSVP for enrichment events and be sure to attend—your seat matters. Always dress to impress.
- Schedule advising appointments with your academic advisor to be sure you are on track to graduate on time.
- Watch for and meet graduation filing deadlines.
- Make an appointment with your advisor for answers to any questions you may have.

What to Expect – From Your Classmates

- Recognize that everyone comes from a different background (for example, family, culture, language or general experiences). Seek to embrace and understand different points of view.
- Follow professional conduct and maintain professional demeanor.
- Communicate with and respect each other.
- Harassment and discrimination of any kind is prohibited and can result in disciplinary action. For more information about sanctions and the conduct process, visit the [UB Student Guide](#).

What to Expect – Presentations, Papers and Coursework

- Do not plagiarize. According to Merriam-Webster, plagiarism is defined as “the act of using another person’s words or ideas without giving credit to that person.”
- You cannot copy and paste from the internet and call that work your own. You must give credit when using direct quotes or paragraphs or even summary of someone else’s ideas.

- To properly cite sources, the School of Management uses APA citation format.
- Report intellectual property violators to your faculty and/or your faculty director.
- Understand the difference between plagiarism and collaboration.
- To learn more, review the [University at Buffalo's Academic Integrity policies](#)

Reminder: You are always demonstrating your personal brand.

What to Expect – Career Resource Center (CRC) & Career Advisors (Full-Time MBA and MS programs)

- Be proactive in your pursuit of internships, jobs and other opportunities. Begin your search early.
- Engage fully in CRC activities, programs and events.
- Show up for interviews on time, well prepared, and well groomed.
- Keep your alumni interactions professional.
- Update your résumé/CV as required and meet with your career advisor on a regular basis
- When you set up an appointment with your career advisor, keep it. If you are unable to make an appointment, let the CRC know.

School's Right to Amend Rules and Procedures

The School of Management reserves the right to amend its rules and procedures when necessary. The school grants students the right to petition for relief from its rules and procedures in individual cases. The school, however, does not have the authority to waive requirements set by the State University of New York.

Academic Programs

Full Time MBA Program

Developed with input from corporate recruiters, alumni, faculty, staff and career experts, the full-time, two-year UB MBA curriculum provides the skills you need for our globally integrated world of business. Team skills, communication skills, quantitative analysis and integrative analysis are fundamental to the program.

As a full-time MBA student, you will complete the 60-hour program in two years; the normal course load is 15 hours per semester. A day student must successfully complete at least nine hours of new coursework per semester to remain in good standing. A student applying for financial aid (TAP, loans, etc.) should contact the Financial Aid Office. "Full time" is interpreted to mean 12 hours of credit-bearing registration per semester for financial aid and immigration requirements. Full-time MBA students may register for up to 19 hours per regular semester. Permission must be requested in writing, to your advisor, in the Graduate Programs Office (203 Alfiero) to register for more than 19 hours and will only be granted under exceptional circumstances.

- [Curriculum Map for Full-Time MBA Program Single Degree 60 Credit Hours](#)
- [Curriculum Map for Full-Time MBA Program Dual Degree 48 Credit Hours](#)
- [Curriculum Map for Full-Time MBA Program Dual Degree 45 Credit Hours](#)

Dual or Collaborative MBA Degrees

Accelerated MBA for GME Residents/Fellows

Combined Undergraduate and MBA Programs

- BS Biomedical/Engineering/MBA
- BS Chemical Engineering/MBA
- BS Civil Engineering/MBA
- BS Computer Science/MBA
- BS Electrical Engineering/MBA
- BS Industrial Engineering/MBA
- BS Mechanical Engineering/MBA
- BS Business Administration/MBA

Combined Graduate/Professional and MBA Programs

- AuD/MBA
- DDS/MBA
- JD/MBA
- MArchitecture/MBA
- MD/MBA
- MPH/MBA
- MS Real Estate Development/MBA
- MSW/MBA
- PharmD/MBA

Professional MBA Program (Part Time)

The PMBA curriculum gives particular attention to understanding the role of the business firm in society, the management function of planning and control, and the tools with which modern management performs the functions of production, marketing, finance and industrial relations. In addition to a working knowledge of modern management, students develop appreciation of the economic, political, cultural and technological trends that affect the responsibilities of managers. The objective is to educate managers who can combine competence and imaginative new uses of management theory and sensitivity to the realities of human organizations and their environments.

[Curriculum Map for Professional MBA Program](#)

The PMBA program requires completion of 48 credit hours with a cumulative grade point average of 3.0 or higher. The curriculum consists of 12 core courses (36 credits) and 12 elective credits. Students are expected to complete significant work outside the classroom in both individual and group assignments.

Each PMBA class typically progresses in cohort fashion through the program. Individuals may elect to speed up or slow down progress through the program, thus arranging course completion in as few as 27 months or as many as 48 months.

Important Notes: Courses generally cannot be waived. Elective course information is available from the PMBA Office several months before a semester begins.

Executive MBA

In the Executive MBA program, you'll learn all the aspects of leading a top organization, from finance and marketing to accounting and operations. Intensive leadership development and personalized executive coaching are integrated throughout the program. Courses in executive development, mergers and acquisitions, communications and negotiations, as well as an international residency, set our curriculum apart from the competition and allow you to become a better thinker, leader and innovator. Through strong team interaction, you will engage with your classmates in a collaborative yet challenging way.

[Curriculum Map for Executive MBA Program](#)

Master of Science in Accounting

Satisfy the 150-credit-hour CPA licensure requirement while advancing your competencies in critical thinking, communication, leadership, data analytics, project management and other in-demand skills in our full-time, one-year (30-credit-hour) program.

The MS Accounting program offers admission in the fall only. To be admitted, students must have an undergraduate accounting degree from an accredited U.S. college or university.

For more information about licensing, visit our [licensure disclosure site](#).

[Curriculum Map for MS in Accounting Program](#)

Master of Science in Business Analytics

Take advantage of the overwhelming demand for data analysts in every industry by focusing on the skills the employers want: data-driven decision-making, data visualization and business intelligence. To make sense of this exponential growth, data storytelling, visualization and communication are critical skills. It will be the data storytellers who can see patterns, tell a story and use critical thinking and problem-solving. The MS in business analytics will provide you with the skills to come up with potential solutions.

[Curriculum Map for MS in Business Analytics Program](#)

Master of Science in Finance

Accelerate your business career with a focused, graduate-level education where you'll gain the strong analytical skills, academic training and practical tools that financial market employers are seeking in their ideal candidates.

Opt for a fall or spring start in our flexible MS Finance program designed to meet your needs. While most students complete the program in three semesters, students can consult their academic advisor to determine if extending their program is an option. If you are a UB undergraduate, you can finish in as few as two semesters.

[Curriculum Map for MS in Finance program](#)

Master of Science in Management Information Systems

With a Master of Science in Management Information Systems, you'll leverage technology and realize strategic opportunities in any organization or industry worldwide.

The use of artificial intelligence, cloud computing, machine learning, predictive analytics and business intelligence tools are creating new methods to conduct, operate and manage business in every industry. The technical coursework is infused with the broad perspective you need to advance your career in a rapidly evolving environment.

[Curriculum Map for MS in Management Information Systems program](#)

BS/MS Programs

Combined Bachelor of Science and Master of Science programs provide a definitive and efficient pathway to a graduate degree and remove traditional barriers to entry into graduate-level study, such as

standardized tests, application costs and admissions angst. The 4+1 programs allow international students to get an educational visa authorization for five years, instead of four, and provide an opportunity to capitalize on the STEM designation of the MS Finance and MS MIS programs, extending Optional Practical Training (OPT) time in the United States and increasing the ability to legally work for U.S. employers.

Program options include:

- BS Accounting/MS Accounting
- BS Business Administration with Financial Analysis Concentration/MS Finance
- BS Business Administration with Management Information Concentration/MS in Management Information System

General Policies and Procedures

Academic Dismissal

Graduate students not meeting the written terms of their academic probation may be academically dismissed from the program by the director of graduate studies, chair of the department or faculty director. Such dismissals shall be done in a timely fashion but no later than three weeks after the completion of the term. The Graduate School will be notified in writing of all such academic dismissals.

Graduate students who are dismissed for academic reasons from a graduate program will have a "GRD" (Graduate School) service indicator placed on their academic record to prevent future registration.

Academic Grievance

Academic Grievance Preamble

It is an objective of the University at Buffalo and its Graduate School to encourage the prompt consultative resolution of grievances of graduate 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 graduate 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 graduate students. While recognizing and affirming the established principle that academic judgments and determinations are to be reached solely by academic professionals, it is the Graduate School'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

1. **Definition.** A grievance shall include, but is not restricted to, a complaint by a graduate student:
 1. That he or she has been subjected to a violation, misinterpretation or inequitable application of any of the regulations of the university, the Graduate School, a college or school or department or program; or
 2. 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 graduate students at the University at Buffalo.

2. **Time limit.** A grievance must be filed within one calendar year from the date of the alleged offense. The department chair (or program director where there is no chair oversight), college or school dean or the dean of the Graduate School may extend this time limit upon demonstration of good cause.

Academic Grievance Consultative Resolution

Virtually all disputes originate in the department (or program where there is no chair oversight) 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 or program note-taker (a staff or faculty member, but not a student). If a departmental or program note-taker is present during the consultation, the student may have an additional note-taker of their 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 his or her advisor, department chair (or program director where there is no chair oversight), or director of graduate studies acting as a mediator to aid in evenhandedly resolving the dispute.

Academic Grievance Formal Resolution

I. Departmental or Program 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 department chair (or program director where there is no chair oversight) a description of his or her complaint, including any evidentiary or supporting materials and a request for a hearing. (If the department chair or program director is a party against whom the grievance is brought, either as a teaching faculty member or as chair or director, or where the department chair or program director 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 department chair (or program director where there is no chair oversight) shall begin to assemble a Departmental or Program Grievance Committee within 20 academic days¹ of receipt of the student's appeal (see Appendix A). The department chair or program director shall give the Departmental or Program 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 graduate students.

Upon initial review of the materials and statements presented by the grievant, if the Departmental or Program 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 department chair or program director. The committee shall complete this initial review within 15 academic days¹ of its receipt of the grievance. The department chair or program director shall then submit a Statement of Decision to the principals (via certified, return receipt mail), the college or school dean and the dean of the Graduate School within 10 academic days¹ of receipt of the committee's decision.

If the Departmental or Program Grievance Committee finds the statement of grievance has reasonable supporting grounds, the committee shall begin to assemble a hearing (as provided below) within 20 academic days¹ of the committee's receipt of the written grievance.

Step 3: The Departmental or Program 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. Principals shall be notified of the hearing date, location and Grievance Committee member names at least 72 hours prior to a scheduled 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 (see Appendix B).

Step 4: The Departmental or Program Grievance Committee shall submit its recommendation(s) in writing, including findings and reasons for the recommendations, to the department chair (or program director where there is no chair oversight) within 10 academic days¹ of the final meeting of the committee.

Step 5: The department chair or program director 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 or program director's decision (including time limit) shall be submitted, in writing, from the department chair or program director to the principals (via certified, return receipt mail), the college or school dean and the dean of the Graduate School within 10 academic days¹ from receiving the Departmental or Program Grievance Committee's written recommendations. Files shall be maintained in the offices of the dean and the Office of the Dean of the Graduate School.

II. School or College Level Appeal

Step 1: If either principal wishes to appeal the departmental or program ruling, a written statement of the appeal, including any additional evidentiary or supporting materials, shall be filed within 10 academic days¹ of receipt of the department chair's (or program director's where there is no chair oversight) Statement of Decision. The appeal shall be filed with the 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 Graduate School 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 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 (or program director where there is no chair oversight) and the dean of the Graduate School within 20 academic days¹ 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 begin to assemble a Decanal Grievance Committee within 20 academic days¹ of receipt of the appeal. The Decanal Grievance Committee shall include no fewer than two faculty members and two graduate students. In those college/schools comprised of multiple academic departments, the Decanal Grievance Committee shall not include representatives from the department(s) or program(s) involved in the grievance (see Appendix C).

Step 3: The dean shall give the Decanal Grievance Committee and each principal a copy of the Academic Grievance Policy and Procedures for graduate 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 or program 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. Principals shall be notified of the hearing date, location and Grievance Committee members at least 72 hours prior to a scheduled 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 (see Appendix B).

Step 5: The Decanal Grievance Committee shall submit its recommendation(s) in writing, including findings and reasons for the recommendations, to the college or school dean within 10 academic days¹ of the final meeting of the committee.

Step 6: The 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 (or program director where there is no chair oversight) and the dean of the Graduate School within 10 academic days¹ from receiving the Decanal Grievance Committee's written recommendations.

Files shall be maintained in the offices of the dean and the Office of the Dean of the Graduate School.

III. Graduate School Level Appeal

On rare occasions, when all established procedures within a college or school have been exhausted, it may be appropriate for the dean of the Graduate School to consider a final university appeal. In general, the dean of the Graduate School 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 dean of the Graduate School 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 or program 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 days¹ of receipt of the Statement of Decision. The appeal shall be filed with the dean of the Graduate School.

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 dean of the Graduate School does not find that the statement of appeal provides reasonable grounds to appeal nor raises doubt concerning the adequacy of prior review, the dean of the Graduate School may issue a formal decision regarding the appeal. In such a case, the dean of the Graduate School will submit a Statement of Decision to the principals (via certified, return receipt mail), the department chair (or program director where there is no chair oversight) and dean within 20 academic days¹ of receipt of the appeal.

Alternatively, if the dean of the Graduate School deems it necessary or appropriate to consider further the circumstances of the appeal, he or she shall begin to assemble a Graduate School Grievance Committee within 20 academic days¹ of receipt of the appeal. The Graduate School Grievance Committee shall include no fewer than two faculty members and two graduate students. The Graduate School Grievance Committee shall not include representatives from the college/school involved in the grievance (see Appendix D).

Step 3: The Graduate School shall give the Graduate School 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 Graduate School levels, any supplemental materials and statements and all documentation and recommendations from the departmental or program and decanal proceedings. Principals shall be notified of the hearing date, location, and Grievance Committee members at least 72 hours prior to a scheduled hearing.

Step 4: The Graduate School 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 chair, 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 (see Appendix B).

Step 5: The Graduate School Grievance Committee shall submit its letter of recommendations, including findings and reasons for recommendations, to the dean of the Graduate School within 10 academic days¹ after the final meeting of the committee.

Step 6: The dean of the Graduate School shall consider the committee's findings and recommendations and render a final university decision/determination. The dean of the Graduate School's Statement of Decision shall be submitted in writing to the principals (via certified, return receipt mail), the department chair (or program director where there is no chair oversight) and the academic dean within 10 academic days¹ from receiving the Graduate School Grievance Committee's written recommendations.

The decision/determination of the dean of the Graduate School constitutes the final step in the university review process and may not be further appealed. Files shall be maintained in the office of the dean and the Graduate School.

Note:

¹Academic days are defined as weekdays when classes are in session, not including the summer or winter sessions.

Academic Grievance Appendix A

Departmental or Program Grievance Committee Membership

The department chair (or the program director where there is no chair oversight), or the chair of the departmental or program Grievance Committee, shall assemble, from a pool of individuals comprising the Departmental or Program Grievance Pool, a Departmental or Program Grievance Committee comprised of no fewer than two faculty members and two graduate students or a larger number of participants maintaining this same ratio. The members of the Grievance Committee shall be selected so that no member is involved in a disproportionate number of grievances.

Each principal to the dispute shall have five academic days¹ to request, without stipulating a reason, the replacement of one member of the committee assembled to hear the grievance. If any principal finds the

replacement committee member inappropriate, the party shall transmit, within five additional academic days¹ of member identification, a written statement of the grounds for this “challenge for cause” to the department chair (or program director where there is no chair oversight) who shall rule on its merits and either retain or replace the committee member so challenged. Each committee member selected shall have the option of disqualifying him/herself from the committee by stipulating reasons why he or she feels unable to deal with the grievance in an unbiased fashion.

Academic Grievance Appendix B

Confidentiality of Proceedings

Once the department chair (or program director where there is no chair oversight), college or school dean or the dean of the Graduate School initiates a grievance hearing, principals and committee members shall have the obligation to maintain the confidentiality of the proceedings and of all materials or testimony presented in hearing proceedings, until a decision is formally transmitted to the principals involved in the grievance.

If a breach of confidentiality by either principal (as defined above) is formally brought to the attention of the Grievance Committee, upon a majority vote of the committee, it may choose to consider this breach a case of possible misconduct. If a committee member is charged with a possible misconduct, such charge will be heard at the next highest level Grievance Committee. Such consideration shall take precedence over the pending grievance and a misconduct hearing shall be conducted and findings shall be transmitted, in writing, to the principals and committee members and shall be placed in a supplemental file of the grievance proceedings. Such findings may then be considered in the subsequent review of the grievance.

Academic Grievance Appendix C

Decanal Grievance Committee Membership

The college or school dean, or the chair of the school or college Grievance Committee, shall assemble, from a pool of individuals comprising the college or school Grievance Pool, a Decanal Grievance Committee comprised of no fewer than two faculty members and two graduate students or a larger number of participants maintaining this same ratio. In those college/schools comprised of multiple academic departments and programs, the Decanal Grievance Committee shall not include representatives from the department(s) or program(s) involved in the grievance. The members of the Grievance Committee shall be selected so that no member is involved in a disproportionate number of grievances.

Each principal to the dispute shall have five academic days¹ to request, without stipulating a reason, the replacement of one member of the committee assembled to hear the grievance. If any principal finds the replacement committee member inappropriate, the party shall transmit, within five additional academic days¹ of member identification, a written statement of the grounds for this “challenge for cause” to the academic dean who shall rule on its merits and either retain or replace the committee member so challenged. Each committee member selected shall have the option of disqualifying him/herself from the committee by stipulating reasons why he or she feels unable to deal with the grievance in an unbiased fashion.

Academic Grievance Appendix D

Graduate School Grievance Committee Membership

The Graduate School Grievance Committee shall be comprised of no fewer than two faculty members and two graduate students (all from outside of the college/school involved in the grievance) or a larger number of participants maintaining this same ratio. The members of the Graduate School Grievance Committee shall be selected so that no member is involved in a disproportionate number of grievances.

Each principal to the dispute shall have five academic days¹ to request, without stipulating a reason, the replacement of one member of the committee assembled to hear the grievance. If any principal finds the replacement committee member inappropriate, the party shall transmit, within five additional academic days¹ of member identification, a written statement of the grounds for this “challenge for cause” to the dean of the Graduate School who shall rule on its merits and either retain or replace the committee member so challenged. Each committee member selected shall have the option of disqualifying him/herself from the committee by stipulating reasons why he or she feels unable to deal with the grievance in an unbiased fashion.

Grievance Pool Development

The dean of the Graduate School shall encourage departments to request faculty and student representatives for the departmental, program and decanal pools, and encourage departments and programs to facilitate development of faculty and student representatives to ensure a suitable pool of personnel for departmental, program decanal and Graduate School grievance committees.

Departmental or Program

The departmental or program representatives in the Grievance Pool shall be selected by the respective faculty and student constituencies in an appropriate democratic fashion and in no case shall these representatives be appointed by the departmental, program or decanal administration. The members of the Grievance Pool shall be selected so that no member is involved in a disproportionate number of grievances. If deemed appropriate, the Departmental or Program Grievance Pool may also serve as the Departmental or Program Academic Integrity Pool.

Decanal

The college or school Grievance Pool shall include two representatives, as appropriate, from each department or program: one faculty member and one graduate student. The departmental and program representatives in the Grievance Pool shall be selected by the respective faculty and student constituencies in an appropriate democratic fashion and in no case shall these representatives be appointed by the departmental, program or decanal administration. The members of the Grievance Pool shall be selected so that no member is involved in a disproportionate number of grievances. If deemed appropriate, the Decanal Grievance Pool may also serve as the Decanal Academic Integrity Pool.

Graduate School

The departmental representatives comprising the Graduate School Grievance Pool shall be selected by the respective faculty and student constituencies in an appropriate democratic fashion and in no case shall these representatives be appointed by the departmental, program or decanal administration. The members of the Grievance Pool shall be selected so that no member is involved in a disproportionate number of grievances. If deemed appropriate, the Graduate School Grievance Pool may also serve as the Graduate School Academic Integrity Pool.

*Amended policies promulgated by President John B. Simpson,
26 June 2008. Effective 25 Aug. 2008*

Academic Integrity

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 Academic Integrity Office and/or the Office of Student Advocacy for guidance and assistance.

Examples of Academic Dishonesty

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

- **Aiding in academic dishonesty.** Knowingly taking action that allows another student to engage in an act of academic dishonesty, including, but not limited to, completing an examination or assignment for another student, or stealing an examination or completed assignment for another student.
- **Cheating.** Includes, but is not limited to: (1) use of any assistance not authorized by the course instructor(s) in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the course instructor(s) in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) stealing tests or other academic material belonging to the course instructor(s).
- **Falsifying 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 re-evaluation that 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.
- **Misrepresenting documents.** Forgery, alteration or misuse of any university or official document, record or instrument of identification.
- **Plagiarizing.** 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.
- **Purchasing academic assignments.** Purchasing an academic assignment intended for submission in fulfillment of any course or academic program requirement.
- **Selling academic assignments.** Selling or offering for sale any academic assignment to any person enrolled at the University at Buffalo. No person shall offer 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.
- **Submitting previously submitted work.** Submitting academically required material that has been previously submitted, in whole or in substantial part, without prior and expressed consent of the instructor.

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 within 10 academic days¹ of discovery of the alleged incident by email to the student's UBIT address.

If an individual other than the instructor, including other students, faculty or staff members, has reason to believe that a student may have committed an act of academic dishonesty, the individual shall notify the instructor or the Academic Integrity Office within 10 academic days¹ of discovery of the alleged incident.

Once the alleged incident has occurred, the student may not resign from the course without permission of the instructor. If the instructor does not wish to allow the student to resign from the course, the instructor will assign an incomplete grade while the incident is under review.

The instructor will meet and consult with the student within 10 academic days¹ of the date of notification. During the consultation, the instructor will inform the student of the alleged incident and share a copy of the academic integrity policy and procedures with the student. Either party may request department note-takers (staff or faculty, but not teaching assistants) and/or an audio or video recording device may be used to record the consultation meeting. If the student fails to attend the consultative meeting, the instructor has the authority to reach a decision without consulting the student directly.

Step 2: If, after consultation with the student, the instructor believes the student did not commit an act of academic dishonesty, no sanctions will be imposed and the student will be notified of that finding by official university email. 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 (see list below). Such sanctions will be assigned a “pending” status until the Academic Integrity Office receives notice from the instructor of the sanction and confirms the case at hand is the student’s first academic integrity infraction. If the student has a prior infraction(s), then the sanction may be revised by the Office of Academic Integrity.

- **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.
- **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.)
- **Reduction in grade.** Reduce the student’s grade with respect to the particular assignment/exam or final grade in the course.
- **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.
- **Remediation.** Require the student to complete a UB Academic Integrity Office remediation assignment. Upon the student’s successful passing of the assignment, the academic integrity officer will so inform the instructor, who may then change other sanctions he or she originally assigned to the student.¹
- **Such other reasonable and appropriate sanction(s)** as may be determined by the instructor with the exception of any Academic Integrity Office or university sanction described below.
- **Recommendation of the following Academic Integrity Office sanctions.** The Academic Integrity Office must review and approve these recommendations.
- **Failure in course, remediation required, temporary notation of academic dishonesty.** A grade of “F” for the course is recorded on the student’s transcript and a notation of an academic dishonesty is entered on the student’s transcript. The student is required to complete an Academic Integrity Office remediation assignment. Upon the student successfully passing the assignment, the Academic Integrity Office will remove the notation from the student’s transcript. Failure to successfully complete the Academic Integrity Office remediation assignment will result in the notation remaining permanently on the student’s transcript.
- **Failure in the course with permanent notation of academic dishonesty.** A grade of “F” for the course is recorded on the student’s transcript with a permanent notation that the grade of “F” was assigned for reason of academic dishonesty.

- **Dismissal from the degree program.** The academic integrity violation results in ineligibility for continuation in the student's degree program.
- **Dismissal from the degree program with notation of academic dishonesty.** The academic integrity violation results in ineligibility for continuation in the student's degree program, with a notation on the student's transcript that the dismissal is for reason of academic dishonesty.
- **Dismissal from the department.** The academic integrity violation results in ineligibility for continuation in any degree program within the department.
- **Dismissal from the department with notation of academic dishonesty.** The academic integrity violation results in ineligibility to continue in any degree program within the department with a notation on the student's transcript that the dismissal is for reason of academic dishonesty.
- **Recommendation of the following university sanctions.** The Academic Integrity Office must review and recommend these sanctions to the university president or his/her designee. Only the president or his/her designee may suspend or expel a student from the university.
 - **Suspension from the university.** The student is suspended for a defined time period with stated conditions that will include a permanent notation on the transcript.
 - **Expulsion from the university.** The student is expelled, with permanent notation on the transcript.

¹ Instructors may not impose the remediation sanction to a student who previously received an academic integrity sanction(s).

Step 3: Within 10 academic days¹ of the consultative resolution, the instructor shall notify the student of a decision, any sanction(s) imposed and the student's right to appeal that decision, in writing. This decision letter shall be sent via email to the student's UBIT address, with copies to the Academic Integrity Office, the department chair and the school/college dean's office. *It is the instructor's responsibility to report the sanction, regardless of severity, to the Academic Integrity Office.* A copy of the instructor's decision letter will be retained in a confidential file in the Academic Integrity Office in perpetuity. The student shall have access to their own confidential file.

Upon request and with the student's permission, academic integrity violations and sanctions may be reported by the Academic Integrity Office to an authorized body.

Right to Appeal

The student may appeal the instructor's findings. The student's request for an appeal must be submitted in writing to the Academic Integrity Office within 10 academic days¹ after the instructor has notified the student of his or her decision. In the appeal, the student articulates if they are appealing the original judgment of academic dishonesty, the resulting sanction(s)/recommended sanction(s), or both.

Step 1: In cases where the student seeks to appeal an instructor decision, the student and instructor shall each provide evidence supporting his or her position, any relevant documentation and the names of potential witnesses to the Academic Integrity Office (hereafter referred to as the office). The office will review all case materials.

If the office finds no cause to further consider the circumstances of the case, the office will notify the student, via email to the student's UBIT address, and the instructor within 10 academic days¹ of receipt of case materials, that the sanction(s) articulated in the instructor decision letter will be enacted. Student appeal procedures end.

If the office finds cause to further consider the circumstances of the case, the office will notify the student, via email to the student's UBIT address, and the instructor within 10 academic days¹ of receipt of case materials, that an adjudication committee (herein referred to as the committee) will be assembled.

Step 2 (Committee Review): The Academic Integrity Office will convene the committee to a hearing. The student and the instructor will be given at least 72 hours' notice of the hearing, and all materials will be

provided to the committee, the student and the instructor within 72 hours of its occurrence. Hearings shall take place on academic days unless all principals agree otherwise.

At the hearing(s), the committee will provide sufficient opportunity for both principals to present their positions and shall allow each principal the right to question those presentation(s) 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 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 a principal or otherwise address members of the hearing committee. Either principal may ask the committee chair if they may participate in hearings remotely. In exceptional circumstances, such as where either party is considered to pose a physical threat to the other or to the committee, the committee chair may require that either principal participate remotely.

The technical and formal rules of evidence applicable in a court of law are not applicable at academic integrity hearings, and the committee may review all relevant and reliable information that will contribute to an informed final decision. The committee shall only consider information relevant to the current alleged misconduct. Information regarding a student's formerly alleged or documented academic misconduct cannot aid in determining whether or not the student is responsible for violating academic integrity in the current case. However, such history may be introduced during the sanctioning phase of the case under review. At the conclusion of the hearings, the committee will meet privately to deliberate the case. All hearings and committee meetings shall be confidential.

The committee will provide the student, the instructor, the department chair, the Academic Integrity Office and the school/college dean with a written statement of findings and any sanctions assigned within 10 academic days¹ of the final meeting of the committee.

The decision made by the committee may take one of three forms.

- **Findings Overturned, No Sanction.** A finding that no academic dishonesty took place and that no sanctions will be imposed. The student is thus exonerated, and any documentation related to the case within the Academic Integrity Office will be expunged.
- **Findings Sustained, Sanctions Sustained.** A finding that academic dishonesty occurred as described in the original instructor decision letter and that the sanction(s) stand as previously enacted or recommended.
- **Findings Sustained, Sanction Revised.** A finding that academic dishonesty occurred, but that a different sanction from the one originally enacted by the instructor is more appropriate. This finding may involve an alternative sanction that is either more or less severe from the one originally enacted.

No Right to Further Appeal

The decision of the committee is final, and no further appeal is available.

Note: ¹ Academic days are defined as weekdays, when classes are in session, not including the summer or winter sessions as defined by the regular [University Academic Calendar](#). Days in the final exam period and reading days are not considered academic days. With the agreement of all principals and the Academic Integrity Office, proceedings may continue during non-academic days.

Appendix A: Academic Integrity Pool Membership and Adjudication Committee Participation

The Academic Integrity Office shall assemble a pool of faculty and students willing to participate on adjudication committees for academic integrity cases. The Office of Academic Integrity is responsible for ensuring that the pool reflects the diversity of the campus community and for training all members of the adjudication pool. It is the responsibility of each decanal unit to name student and faculty members to this pool. With the assistance of the Academic Integrity Office, each decanal unit will update its pool

membership annually. Accordingly, each year, decanal units will also solicit departments to invite faculty and student representatives for service in the academic integrity pool. To ensure a suitable breadth and depth of membership in the pool, the Academic Integrity Office will encourage departments to facilitate continuous academic integrity training and development of faculty and students for future hearings. Typically duration of service in the academic integrity pool is two years.

From this pool, the Academic Integrity Office will form an adjudication committee for each hearing of no fewer than two faculty members, two graduate students and one member of the Academic Integrity Office. Members from the academic integrity pool will be selected so that no one member will be involved in a disproportionate number of academic integrity cases. To that aim, the student and the instructor shall have five academic days¹ to request, without stipulating a reason, the replacement of one member of the adjudication committee assembled to hear the case. If any principal finds the replacement committee member inappropriate, the party shall transmit, within five additional academic days¹ of member identification, a written statement articulating grounds for objection to the Academic Integrity Office. The Academic Integrity Office will review and then rule on the merits of the objection, and either retain or replace the committee member. Each committee member shall have the option of disqualifying him/herself from the committee by stipulating reasons why he or she feels unable to review the case in an unbiased fashion.

Appendix B: Confidentiality of Proceedings

Members of the adjudication committee have an obligation to maintain the confidentiality of hearing proceedings and of all supporting materials or testimony presented. If a breach of confidentiality by either principal is formally brought to the attention of the adjudication committee, upon a majority vote of the committee, it may choose to review this breach for possible misconduct. If a committee member is charged with misconduct, their alleged breach of confidentiality will be reviewed by an alternate adjudication committee. Such review shall take precedence over the pending case, a misconduct hearing shall be conducted and findings shall be transmitted, in writing, to the principals and committee members. Findings will be placed in a supplemental file of the case proceedings. Such findings may then be considered in the subsequent review of the case.

Appendix C: Sample Infractions and Possible Sanctions

Most Severe	Range of Possible Sanctions	Repeat
Having a different student take an exam.	F in course with transcript notation, dismissal from the major, suspension, expulsion	Suspension, expulsion
Hiring or having someone do an online course.	F in course with transcript notation, dismissal from the major, suspension, expulsion	Suspension, expulsion
Purchasing or selling and submitting materials.	F in course with transcript notation, dismissal from the major, suspension, expulsion	Suspension, expulsion
Handing in another's work.	F in course with transcript notation, dismissal from the major, suspension, expulsion	Suspension, expulsion

Severe	Range of Possible Sanctions	Repeat
Cell phone use during an exam.	0 on assignment, F in course, mandatory remediation	F in course with transcript notation
Possessing a cheat sheet.	0 on assignment, F in course, mandatory remediation	F in course with transcript notation
Changing answers on an exam and asking for a re-grade.	0 on assignment, F in course, mandatory remediation	F in course with transcript notation

Severe	Range of Possible Sanctions	Repeat
Plagiarism.	0 on assignment, F in course, mandatory remediation	F in course with transcript notation
Falsifying data.	0 on assignment, F in course, mandatory remediation	F in course with transcript notation
Copying someone else's lab report or homework.	0 on assignment, F in course, mandatory remediation	F in course, mandatory remediation
Copying from another person's exam.	0 on assignment, F in course, mandatory remediation	F in course with transcript notation
Using the same paper for multiple classes.	0 on assignment, F in course, mandatory remediation	

Less severe	Range of Possible Sanctions	Repeat
Improper citation of others work	Warning, revise work, mandatory remediation	0 on assignment, F in course
Illicitly obtaining copies of old exams.	Warning, revise work, 0 on assignment, F in course, mandatory remediation	F in course
Working together where it is explicitly forbidden	Warning, revise work, 0 on assignment, F in course, mandatory remediation	F in course
Aiding or abetting a student's academic dishonesty or violating the integrity of a course or academic activity in a course or not.	Referral to Campus Judicial Procedures or University Policy Department	

The above list of sample academic integrity infractions and sanctions is not exhaustive. It is meant to offer some general information about common infractions and possible associated sanctions.

[Academic Integrity Grievance Policies: Other Related University Policies](#)

Other University at Buffalo policies may apply to situations to which the Academic Integrity Policy and Procedures for Undergraduates, the Academic Integrity Policy and Procedures for Graduates, the Academic Grievance Policy and Procedures for Undergraduates or the Academic Grievance Policy and Procedures for Graduates apply. Among these are UB's Responsible Conduct in Research and Creative Activity and Student Conduct Policies, as well as professional school or program policies and procedures. Priorities and relations among these are addressed by these specifications:

1. Responsible Conduct in Research and Creative Activity

The Academic Integrity Policies and Procedures (AIPP) and the Academic Grievance Policies and Procedures (AGPP) are secondary to UB's Responsible Conduct in Research and Creative Activity (RCRCA) policies and procedures. The RCRCA addresses misconduct that may include violations of the AIPP or AGPP. If proceedings initiated pursuant to the RCRCA include possible violation of the AIPP or AGPP, formal actions pursuant to the AIPP or AGPP shall be postponed until the RCRCA proceedings are completed. If the RCRCA proceedings result in recommendation of formal AIPP or AGPP proceedings, these shall be initiated promptly. If the RCRCA proceedings result in findings that a student has violated the AIPP, penalties that may be imposed include dismissal from the program in addition to any and all specified in the AIPP. If the RCRCA proceedings result in findings that a student has not violated the AIPP, the student may not be charged again with the same offenses under the AIPP. RCRCA proceedings, findings and penalties shall be neither challenged nor appealed through the AIPP or AGPP.

2. Other University Policies and Procedures

The Academic Integrity Policies and Procedures (AIPP) and the Academic Grievance Policies and Procedures (AGPP) are independent of UB's other policies and procedures. Many of these provide for investigation and recommendation of actions regarding alleged misconduct, but neither provide for nor may result in findings that a student has violated the AIPP. If other proceedings include possible violation of the AIPP, formal actions pursuant to the AIPP shall be postponed until the other proceedings are completed. Should findings or recommendations of these proceedings provide bases for charges pursuant to the AIPP, formal proceedings under the AIPP shall be promptly initiated. Except as here provided, proceedings findings and recommendations resulting from other proceedings shall be neither challenged nor appealed through the AIPP or AGPP.

3. Professional School and Program Policies

UB professional school or program student conduct policies and procedures are subject to the provisions governing relations of the Academic Integrity Policies and Procedures (AIPP) and Academic Grievance Policies and Procedures (AGPP) to UB's Responsible Conduct in Research and Creative Activity and other policies and procedures. Professional school or program student conduct policies and procedures shall be congruent with the provisions of the AIPP for Undergraduates for baccalaureate programs and to the AIPP for Graduates for all other programs. Any appeal of procedures or actions taken pursuant to a professional school or program's student conduct policies and procedures shall follow the provisions of the AIPP or AGPP applicable to the degree level of the program. Charges of misconduct by a student in a professional school or program that does not set its own student conduct policies and procedures shall be considered pursuant to the provisions of the AIPP applicable to the degree level of the program. Penalties that may be imposed upon findings of misconduct by a student in a professional school or program include dismissal from the program in addition to any and all other penalties specified in the AIPP.

Promulgated by President John B. Simpson, 16 Dec. 2005. Effective, 28 Aug. 2006.

Academic Probation

A student is automatically placed on probation following any semester in which he or she develops one or more of the following indications of unsatisfactory progress:

- Cumulative quality point average less than 3.0.
- Accumulated grades of Incomplete for 12 or more credit hours.
- Other academic infractions as described in this handbook.
- Full-time students: Less than 9 hours of new coursework completed during the past semester.

Exceptions:

- a) Students needing fewer than specified number in their last semester need only complete the credits necessary for graduation.
- b) International students must register for 12 hours of coursework in each semester in order to maintain satisfactory visa status.

A student placed on probation shall receive written notice of this fact. Such notice shall inform the student that dismissal may occur at the end of the following semester if he or she remains on probation at that time.

Dismissal may occur after only one semester if the academic performance is determined by the Retention Committee to be so poor that the committee feels the chances of succeeding in the program are minimal.

Students who have been dismissed from the graduate programs by the Retention Committee will receive written notice of dismissal. In most cases, a student is given a period of 10 days to respond to the dismissal if he or she feels that there are extenuating circumstances of which the committee is unaware.

Students on probation may be permitted to take graduate-level courses in excess of the number required in their programs provided that the Retention Committee certifies that:

- The student has a reasonable chance of completing the degree, and
- The student is making progress towards the completion of the degree.

Students who are not in good academic standing, or who are put on academic probation, are not eligible to participate in university activities, including athletics.

From: [Graduate School Policy Library](#)

Any graduate student who receives a grade of U or F in any course, including lab work or informal credit (e.g., independent study, research, dissertation guidance, etc.); or who indicates a lack of ability as determined by the director of graduate studies or student's academic advisor, must receive an immediate academic review. Upon completion of the academic review, the director of graduate studies may place the student on academic probation.

Any student who is not in good academic standing as defined above or who is otherwise determined to be making unsatisfactory academic progress must be placed on academic probation. A probationary letter must be issued to the student (with a copy to the advisor, if applicable) indicating the conditions that must be met and outlining an appropriate period of time in which to regain good academic standing. The outcome that will result if the conditions are not met must also be included in the probationary letter.

In general, academic review takes place at the end of each fall and spring semesters. After review, the department must issue probation letters (in late December/early January for fall, and/or in late May for spring) to the appropriate students. Probation letters must indicate the terms of the probation and the pathway toward its removal. After the specified period outlined in the probation letter, the student must be sent another letter to either remove the probationary status or issue a second probationary letter with new conditions for regaining good academic standing or to dismiss the student from the program.

Academic Withdrawal

Under extraordinary circumstances, graduate students may petition for total academic withdrawal from a given term. The Graduate School will only consider cases where the student or department (on the student's behalf) can document:

- Lengthy medical incapacitation of the student or a member of the student's immediate family
- Death of a student's immediate family member
- Military orders issued to a student
- Other similarly extraordinary measures as petitioned by the student.

Academic withdrawal is for the entirety of a student's registration in that term (i.e., these cases are considered on an all or nothing basis). The deadline for graduate students to submit petitions for total academic withdrawal is the end of the subsequent academic term. The Graduate School reserves the right to consult members of the faculty and others as appropriate when reviewing total academic withdrawal cases.

Academic withdrawal from the term will be indicated on the transcript by the symbol W (withdrawal) next to each registered class. For the purposes of determining good academic standing/satisfactory academic progress, courses given W grades are considered to be attempted credit hours but are not considered to be successfully completed.

Approval for Courses outside the School of Management

Full-Time MBA/MS Waiver/Transfer Policies

All students must fulfill all core requirements. All electives are to be completed at the graduate level. Up to 10% of elective coursework may be taken outside of the University at Buffalo School of Management (full-time students only). Non-School of Management courses must be relevant to the student's career plans and applicable to the degree they are pursuing to qualify for elective credit. "C" grade is the minimum acceptable grade outside the School of Management.

To request approval for credit of a non-School of Management course, the student must write a one-page proposal. The proposal must include the following:

- Course title
- Course number
- Course description (syllabus preferred)
- Explanation of the management content in the course
- Explanation of why the course is relevant to career goals

The proposal must be submitted electronically to the academic advisor.

Exception: Electives cannot be taken outside of the school if a student has already been conferred an advanced degree.

PMBA Transfer Policy

The Professional MBA Admissions and Retention Committee will review requests for transfers on a case-by-case basis. Up to nine transfer credits may be accepted if the student earned "B" grades or better and if the courses were completed at an equivalent AACSB International-accredited institution within the last 10 years.

Students wishing to petition for transfer credit must present supporting documentation (syllabi, transcripts, course descriptions) before transfer credits will be considered.

EMBA Waiver/Transfer Policy

There are no waivers for the EMBA program.

Copyright: Higher Education Opportunity Act 4137 Notification

The University at Buffalo School of Management complies with the Higher Education Opportunity Act. You can find more details [here](#).

Course Availability

The faculty and administration of the School of Management pride themselves on the richness and flexibility of the school's curriculum and course offerings. In order to offer a quality education at an affordable price, enrollment levels may occasionally affect the variety of courses available to students or reduce the range of days and times that sections of the same class can be offered. Generally, the school reserves the right to cancel a class if the enrollment drops below a reasonable number. In the case of required courses, the school guarantees the course will be available to students who need to take it to graduate, but may decide to consolidate sections of the same course if enrollment is low. In such cases, courses may not be offered every semester. In extenuating circumstances, if a required course is needed for conferral and has been cancelled, a substitution will be approved by the faculty director. Courses with low enrollment may be cancelled altogether if a suitable alternative is available in the same semester.

Students wishing to take a particular course are urged to take it as soon as possible in their education as long as all prerequisites have been met.

Course Sharing Limits

In cases where a student wishes to use selected graduate-level courses to satisfy the degree requirements of more than one post-baccalaureate (graduate and/or professional) degree program, the following limitations apply:

1. The integrity of each master's level degree program must be observed by the student's completion of a minimum of 24 semester hours of credit at UB. Individual degree programs may establish minimum credit hour requirements that exceed that level.
2. No more than 10% of the total credit hours required to complete two UB master's degree programs may be comprised of "shared courses" (i.e., courses applied to both programs). For example, in the case of two MS degree programs, each of which requires 30 credits (i.e., a total of 60), no more than six credit hours (10%) of the 60 may be comprised of courses applied to both programs. Similarly, in the case of two degree programs that, in total, require 90 credit hours between them, no more than nine credit hours (10%) of the 90 may be comprised of courses applied to both programs.
3. In cases where one or more specific courses are explicitly required by both programs (i.e., not merely as acceptable electives), such course(s) are considered "shared courses" under policy definitions and will be the first course(s) counted toward the 10% limit. If those specific courses explicitly required by both programs exceed the normal 10% "shared courses" limit, the 10% limit is waived and all such courses may be counted toward both degrees.

Credit Hour Requirements/Curricular Restrictions

Continuous Registration Requirement

As part of the registration process, students select a program of courses with the advice of their advisors or committee and with the approval of their program director. Students must then officially register every semester for the appropriate courses according to established registration procedures and within the deadline dates announced by the [Office of the Registrar](#).

Graduate students must register for a minimum of one credit hour each fall and spring term until all requirements for the degree are completed. If continuous registration is impossible at any time, the student must secure a [leave of absence](#) from the Office of the Registrar. Failure to secure a leave of absence by the end of the semester in which the leave is to begin will result in a \$350 reactivation fee being assessed to the student's account when the student subsequently registers for classes. Students may not be on a leave of absence when the student subsequently registers for classes. Students may not be on a leave of absence in the semester immediately preceding degree conferral. Under rare circumstances, the continuous registration requirement may be waived for the semester immediately prior to degree conferral if:

- The student has applied for graduation or has an approved [PhD Application to Candidacy](#) on file in the Graduate School; and,
- The student will not be using any university services or faculty time; and,
- The student submitted all required conferral materials to the Graduate School prior to the first day of the semester.

Students may request a waiver of continuous registration by filing the [Graduate School Petition for Waiver of Continuous Registration](#) with the Graduate School.

Credit Hour Requirements (Full-time MBA program only)

MBA students are registered for a maximum of 15 credit hours in the first semester of study. Subsequent semesters allow for up to 19 credit hours per semester. For permission to exceed the maximum credit

hours, you must receive written approval from the faculty director. If an exception is granted, registration for electives cannot be done until the student is registered for their core classes. If there is a time conflict between a core course and an elective, the student must drop the elective.

Dual- and Cross-Listed Undergraduate and Graduate Courses

A graduate course may be dual- or cross-listed with an undergraduate course only when the undergraduate course is a 400-level offering. In such a case, a clear explanation of the additional work that graduate students are expected to undertake for the graduate-level offering (i.e., extra recitation sections, extra projects, additional papers, etc.) must be explained in the course syllabus.

Electives outside School of Management (Full-time MBA and MS programs)

Two electives may be taken, unless waived by another graduate degree, outside of the department by petitioning the director for approval. Courses must be relevant to your program and career goals.

First-Semester Registration Requirements (Full-time MBA program only)

The first-year curriculum is the same for all first-year MBA students. Students in the first semester of the full-time MBA program will take 15 credit hours of required core courses, and the Graduate Programs Office will complete registration. Information regarding your courses, schedule and registration will be available through the Student Center in HUB approximately two weeks before the start of the semester. MBA students who have been conditionally admitted to the program are prohibited from registering for an elective during the first semester. All other MBA students (including dual degree) are not encouraged to take electives until after the first semester of study.

For requests to exceed 15 credit hours of MBA registration in the first semester, refer to the credit hour requirement policy.

FERPA

The Family Educational Rights and Privacy Act (FERPA) was enacted to protect student information. It mandates that you, the student, are allowed to inspect your education records and limit others from reviewing the information without your permission.

For a complete statement of student rights under FERPA, see [Article 8 \(Administrative Regulations\)](#) of UB's Rules and Regulations and UB's [Access to Student Information FERPA Policy](#).

Financial Obligations

When a student registers, it is specifically understood that he or she will pay in full all charges assumed at registration. Simply failing to attend class does not change the payment due or entitle the student to a refund. To cancel the liability for registration, a student must officially resign by published dates through [Student Accounts Financial Liability Deadlines](#). If a student withdraws from the program, he or she is still responsible for resigning from registered courses.

Grading Procedures/Requirements

Grades: Blank/Missing

The appearance of a space "" next to a class on the transcript denotes that no grade has been recorded for that class. All UB students are responsible for checking their transcripts at the end of each term. Should a student discover a "missing grade" they should consult immediately with the instructor or the staff in the associated department, to validate their grade. At the end of the following term an F grade will be recorded on the student's record if an alternative grade is not recorded by that time.

Courses taken in any given year during:	Blank grade will default to F on
Summer semester	Last day of the following fall semester
Fall semester	Last day of the following spring semester
Spring semester	Last day of the final session in the following summer

Grades: Resign (R)

Graduate students have the prerogative to resign any course for which they have registered without GPA penalty through the end of the 11th week of the fall or spring term. All course resignations processed during the permissible dates (as published in the class schedule available through the Office of the Registrar) will be indicated as officially resigned courses by the notation “R” on all grade reports, transcripts and other official university documents. Resignation from all courses should be done through the HUB Student Center, which students may access through the [MyUB portal](#). There are no quality points attached to an “R” designation.

Prior to resigning from a course, students should speak with an academic advisor and financial aid advisor to understand the implications of taking this action, both financially and academically. Instructions on how to resign a course are available on the [Office of the Registrar website](#).

Grades: Incomplete (I)

For all graduate-level courses, an interim grade of incomplete (I) may be assigned if the student has not completed all requirements for the course. A grade of “I” can be assigned only if the student has a passing average in course requirements already completed and successful completion of unfinished coursework could result in a final grade better than the default grade. The instructor shall provide the student specification, in writing, of the requirements left to be fulfilled. An interim grade of “I” shall not be assigned to a student who did not complete assignments due to non-attendance in the course.

Assignment of an incomplete grade is at the discretion of the instructor. The instructor must specify a default grade when 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. The default grade can be A-, B+, B, B-, C+, C, C-, D, F, S or U.

The default grade shall become the grade of record if the I grade is not replaced by a permanent grade 12 months after the close of the term in which the I was assigned according to the following chart:

Courses taken in (semester)	Will default in 12 months on*
Summer	Aug. 31
Fall	Dec. 31
Winter	Jan. 31
Spring	May 31

*If an extension to the incomplete timeframe is sought, the above chart indicates the due date for the corresponding [Petition for Incomplete Extension](#) form to be filed with the Graduate School.

When assigning an incomplete grade, the instructor may set an earlier deadline for completion of the outstanding course requirements. If an earlier date for completion is set, the instructor shall inform the student thereof in writing.

Any course graded with incomplete that will count toward a graduate degree must be changed to a permanent grade before that degree is conferred. At any time prior to the default date, a student may elect to change the “I” grade to the default grade using the [Grade Retrieval](#) form.

Grade Changes: Incomplete (I) Change

Changing an existing incomplete (I) grade before the default date does not require an explanation nor approval of the Graduate School. Once an "I" grade has defaulted to the corresponding permanent grade, it cannot be changed. However, if an instructor makes an error, a correction can be made to that final grade if it was assigned before the default date. Such a correction must be requested before the end of the term following the default date listed on the incomplete default date chart.

If an "I" grade is changed to a failing grade, the course, if offered again, may be repeated for credit.

Grade Submission Dates

Faculty shall submit grades for all courses by the due date scheduled for each term, which shall be no less than seven days (including weekends and holidays) after the last day of the term's final examination sessions or the last day of classes of a term not having separately scheduled final examination sessions. Courses offered in a non-standard term (e.g., a non-standard summer session) may have a shorter time for grade submission. Grades may be obtained by students and advisors through the HUB Student Center available through the MyUB portal the day after they are submitted.

Grades: Satisfactory/Unsatisfactory (S/U) and Satisfactory with Written Evaluation

The instructor shall make explicitly evident within the course syllabus the grading procedures for a course. The syllabus shall include the specification of whether or not the class will be graded with "S/U" or with the weighted letter grade options.

Students who wish to be graded on a basis different from the one articulated in the syllabus must submit a written request to the instructor by the resign deadline for the course as denoted in the [Student Calendar](#). The instructor's decision will be final and will be transmitted to the student in writing.

An "S" indicates credit earned and "U" indicates no credit earned. The "S" grade should be awarded only in those instances where a student's weighted grade would have been equivalent to a "B" or better. No more than 25% of required formal course credits in a student's graduate program (not including courses taken as research, thesis, project, portfolio and dissertation guidance, or because of the COVID-19 pandemic any course taken during the spring 2020 semester) shall be graded on an S/U basis. An academic unit may establish a lower percentage limit.

Exclusive of "S" grades, courses to be included as satisfying degree program requirements must average B or better. The U grade indicates unsatisfactory performance, but is not computed in the overall grade point average reflected on the official transcript.

Note: Satisfactory with written evaluation (SW) grades shall not be construed as S grades for this purpose.

Grades: Load (L) – Prior to Fall 2018

The "L" grade is removed from the graduate grading options effective fall 2018. "L" grades assigned prior to fall 2018 will be changed to "S" grades by the Office of the Registrar upon final acceptance of the dissertation, thesis, project or portfolio and completion of all degree requirements. If the instructor wishes to assign a default grade other than "S," a Universal Grade Change Form must be submitted. For master's degree students, if all degree requirements are satisfied by means other than the thesis, research, project or portfolio (e.g., comprehensive exam), any "L" grades received will remain permanently on the student transcript.

Grades: Audit (N)

The School of Management does not allow students to audit courses.

Graduation

Full-Time MBA, MS, Professional MBA and Executive MBA students

All students should make sure that their records and degree requirements maintained in their program office are up to date by periodic scheduled appointments with the academic advisor.

Follow these steps to ensure your application is filed on time and correctly:

1. Log on to MyUB and access your HUB Student Center.
2. Under the “Academics” section, click the “My Academics” link.
3. Make sure the information that appears is accurate, and click “Apply for Graduation” link.
4. In the “Select an Academic Program” box, click the link for “Management Master’s.”
5. Select the expected graduation term from the drop-down menu.
6. Click the “Continue” button.
7. Click the “Submit Application” button
8. You should receive a confirmation message indicating you have successfully applied for graduation.
9. If you did not receive a confirmation or are still having trouble, please contact the Graduate Programs Office.

Note to 3/2 MBA and dual MBA students: You may need to go through this process twice, applying to each major.

Contact the Graduate Programs Office if you have any questions.

Conferral dates and deadlines are as follows:

Graduation Term	Application Deadline	Conferral Date
Fall	Oct. 1	Feb. 1
Spring	March 1	June 15
Summer	July 1	Aug. 31

Guidelines for Course-Related Activities During Non-Class Times in MBA and MS Programs

The credit hour requirements of MBA and MS programs cover only mandatory and regular class time (e.g., a 2-credit course delivered over seven weeks requires two 2-hour class meetings each week for seven weeks). Instructors may offer course-related activities during non-class times, such as review sessions, exams, competitions and presentations by executives. These extra activities, however, should not incorporate any new course content. Attendance at the activity should be fully voluntary and should not be a requirement of the related course. Instructors are not expected to give extra course credits for the purpose of encouraging students to attend the activity. Instructors also have the responsibility to ensure that the information and content of the activity that are beyond the requirements of the related course are not tested in exams for the course. To facilitate student attendance, the scheduling of these activities should be coordinated with the non-class program time that is accessible to all students.

Hold

A service indicator/hold is an action used by the university to prevent students from registering for classes, receiving grades and/or releasing student records, including diplomas, enrollment certification or transcripts. Holds may be placed by various offices on campus for outstanding financial obligations or for failing to submit required documents requested by the university. You can [review your holds](#) and the actions to resolve them in your HUB Student Center.

Independent Study-Supervised Research

Independent studies (supervised research) are usually limited to 3 credit hours. Independent study forms are available from your program's current student website and should be returned to your program office for registration of the independent study (supervised research).

Internships (Full-time MBA and MS students)

Within the Career Resource Center, the Internships and Experiential Learning team builds relationships with employers to develop relevant internship opportunities for School of Management graduate students. Members of the CRC's graduate advisor team are available to assist students with their internship and job search strategies. Credit-bearing internships provide students with an opportunity to apply knowledge and skills learned in the classroom to real-world projects within diverse professional work environments.

Requirements:

Graduate students performing academically at a GPA of 3.0 or above are granted access to the internship program after the first semester (fall semester) of the curriculum.

The expectation of excellence in academic performance is coupled with a strong résumé that reflects the skills and qualifications necessary to apply to internship postings.

Note: Full Time MBA students are required to fulfill one 3-credit internship. Only one 3-credit internship may count toward the 60-credit graduation requirement. Academic registration for internships is equal to three academic credits, enrolled during the same semester as the internship occurs.

Students must complete a minimum of 150 hours of participation during the internship.

International students are required to obtain work authorization, called Curricular Practical Training (CPT), prior to the start of the internship. Registration for academic credit corresponding with the internship is necessary to request CPT. Students will work directly with the Internships and Experiential Learning team to initiate this process once an internship offer is accepted. A new I-20 is issued by UB ISS verifying the CPT work authorization. International students may not begin their internship participation until the new I-20 is received.

All students participating in credit-bearing internships must submit academic assignments as outlined in the Internship and Experiential Learning syllabus. Internships are graded pass/fail.

The Internship Search

Internship postings are located in an online database called [BizLink](#), the CRC's exclusive online career management system. All internship postings found in BizLink are prescreened by the internship program director and eligible for academic credit. Postings reflect experiences in privately held, publicly traded, government and nonprofit organizations.

Students conduct an internship search by browsing and applying to postings in the BizLink system and are encouraged to use a multi-pronged approach, including attending on-campus events, such as career fairs and employer speaking engagements; using LinkedIn and other forms of social media; applying directly to employers' websites; and networking with contacts on and off campus.

Internship Waivers

An MBA student who has one year of full-time post-bachelor's managerial experience in a relevant professional environment may be waived from the internship requirement. Students will be notified of their

waiver status in the fall of the first year and will have the option of accepting the waiver or completing an internship. If the student chooses to accept the waiver, he or she must take an additional course to replace the three credits otherwise provided by the internship. If a student does not qualify for a waiver and does not complete an internship, he or she will not graduate until the internship requirement is satisfied.

Note: An internship waiver does not override the need for international students to earn academic credit as part of the process for obtaining their CPT.

Awards

Each year, the Career Resource Center honors the outstanding achievements of student interns and employers at a reception attended by the dean, faculty, staff and employers. For more information, visit the [internships website](#).

Leave of Absence

Full-time MBA day students and full-time MS students

A request for a leave of absence must be negotiated through the chair or director of graduate studies of the student's major department using a [Graduate Student Petition for a Leave of Absence form](#). The form must then be forwarded to the Office of the Registrar by the last day of classes of the semester in which the leave is to begin.

Normally, leaves are granted for a maximum of one year, but may be extended for up to one additional year if circumstances warrant. Each department may establish its own policies within the limits of these guidelines. All leave requests must be supported by adequate documentation.

Students approved for a leave of absence remain liable for any outstanding tuition and fee charges.

International students are advised to consult with International Student and Scholar Services, 210 Talbert Hall, North Campus, 716-645-2258, prior to applying for a leave of absence.

Failure to register for classes or secure a leave of absence by the last day of classes of the semester in which the leave is to begin, will result in the student losing their access to register for classes in a future semester. To regain registration access within a subsequent five-year period, the student's home academic department must file a semester record activation request on behalf of the student (see the [Returning Student Semester Record Activation and Associated Fee section](#) for more details).

Executive and Professional MBA Students

To request a leave of absence, contact the Executive and Professional MBA programs office.

Normally, leaves are granted for a maximum of one year, but may be extended for up to one additional year if circumstances warrant. Each department may establish its own policies within the limits of these guidelines. All leave requests must be supported by adequate documentation.

Students approved for a leave of absence remain liable for any outstanding tuition and fee charges.

International students are advised to consult with International Student and Scholar Services, 210 Talbert Hall, North Campus, 716-645-2258, prior to applying for a leave of absence.

Failure to register for classes or secure a leave of absence by the last day of classes for the semester in which the leave is to begin, will result in the student losing their access to register for classes in a future semester. To regain registration access within a subsequent five-year period, the student's home academic department must file a semester record activation request on behalf of the student (see the [Returning Student Semester Record Activation and Associated Fee section](#) for more details).

Repeating Courses

If a graduate student repeats a course that is not normally "repeatable" (including dissertation, research, thesis, project or portfolio guidance; independent study; directed readings, etc.), only the highest grade earned in the course will be counted toward the degree and used to calculate the grade point average associated with the graduate degree program requirements. However, the student's official graduate transcript will record all courses attempted (including repeated courses). All resulting grades earned are calculated in the cumulative GPA reflected on the students' final official transcript.

Student Honors and Awards

Beta Alpha Psi

Beta Alpha Psi, the national accounting fraternity, is a scholastic and professional organization that encourages and recognizes scholastic and professional excellence in the field of accounting. By promoting the study and practice of accounting and providing opportunities for interaction with practicing accountants, the organization hopes to encourage in students a sense of ethical, social and public responsibilities. Those students who have attained the appropriate cumulative grade point average in accounting courses and are in the upper 35% of their class in all university courses are eligible for membership.

Beta Gamma Sigma

Beta Gamma Sigma is the national honor society honoring outstanding students in management. Membership is based on character and high scholarship, and for MBA graduates is restricted to those graduating in the upper 15-20% of all UB MBA programs in a given year. Membership is by election by a committee of faculty and staff. Information concerning Beta Gamma Sigma is available in your program office.

School of Management Honors

For outstanding performance in the completion of graduate programs leading to the MBA degree, the School of Management awards the degree "With Distinction" to graduates with overall grade point averages of 3.75 and above in all MBA courses. About 10% of those receiving the MBA degree receive these honors. Recipients receive a letter from the dean of the School of Management, and the honor is recorded on the final transcript.

Time Limits for Degree Conferral

Master's degrees must be completed within four years from the student's first registration date in that master's degree program. Doctoral degrees must be completed within seven years from the student's initial formal matriculation in that doctoral program. Requests for extensions of time limits must be petitioned using the [Extension of Time Limit to Complete a Degree Program form](#). Each divisional or area committee may establish its own stricter policies within the constraints of these overarching institutional policies. Due to the COVID-19 pandemic, the spring 2020 term is excluded from UB's time-to-degree calculations.

Transcripts

Official transcripts of record are sent from the Office of the Registrar at the student's request or may be given to students in a sealed envelope. Students may use the HUB Student Center through the MyUB portal to print unofficial copies at any time while they are enrolled at UB. Official transcripts can be sent directly to a college, institution or company upon student request. Transcripts cannot be issued for any student whose financial obligations to the university have not been met.

Transfer Between Programs

Transferring between graduate programs within the School of Management is not allowed. If you determine you would like to switch programs, you must apply, follow the admission process and be admitted into the new program you desire. If admitted, your previous graduate coursework will be evaluated and a determination as to which credits, if any, may transfer will be made by the faculty director for the program.

Transfer Credits

The Graduate School will consider for transfer credit graduate-level coursework from nationally accredited institutions of higher education, as well as graduate-level coursework from any international institution that UB recognizes as equivalent to a nationally accredited institution.

Only those graduate courses completed at accredited or recognized international institutions and with grades of full "B" or better are eligible for transfer credit. Courses with grades of "S" or "P" are eligible for transfer except when the transfer institution's grading policy equates "S" or "P" with lower than a full "B" grade.

Transfer Credit Limits

Advanced Certificates

A minimum of 90% of all credits applied to a UB advanced certificate credential must be comprised of UB credit. The advanced certificate is an official post-baccalaureate credential in New York State. However, it is not considered a degree program. Therefore, all credits satisfactorily completed for a UB advanced certificate may also count toward a relevant UB graduate degree. Academic programs may have stricter transfer limits.

Master's Degrees

No more than 20% of a master's program may be comprised of credits from another graduate degree program. For example, students pursuing a 30-credit UB master's degree may transfer up to six graduate credits from UB or other accredited institutions into their program. Students pursuing a 45-credit master's degree program may transfer up to nine graduate credits.

Transfer Credit Process

The director of graduate studies or chair of the student's home department must first formally evaluate any transfer coursework for its applicability toward any particular graduate program of study. Once transfer credits are deemed appropriate and applicable by the department, the student files a [Graduate Student Petition for Transfer Credit form](#) during the student's first year of matriculation to UB. Upon receipt of the transfer credit petition, the Graduate School will evaluate credit and grade equivalences, and verify the courses were completed at an accredited or recognized institution. UB must receive a final official transcript from the transfer institution before the transfer credits may be formally approved and recorded on the student's UB record.

Tuition and Fees

The most up-to-date tuition and fees information is available on the [Student Accounts](#) website.

University Course Evaluation System (Campus Labs)

The School of Management uses the University Course Evaluation System. Towards the end of each semester a reminder will be sent to you via your active email, preferably the UBIT account. The evaluation window is usually a month and all School of Management students are expected to complete course evaluations during this time. Help your department and the school by participating in this important exercise. It will only take 10 minutes of your time to give us feedback on the courses you took during the semester. These evaluations are completely anonymous, and your instructors will only see aggregate

results after all grades have been submitted. This is another important way of participating in the decision-making process for the school, and all graduate students are expected to do so.

[Visit the evaluation website.](#)

Enter "University at Buffalo" for the school

Username: UBIT name

Password: last four digits of your UB Person Number

For questions, contact Dianna Cichocki, clinical assistant professor of management science and systems, at diannaci@buffalo.edu.

Use of Dual-Listed Courses Toward Both an Undergraduate and Graduate Degree Program

Dual-listed courses that are taken at the undergraduate level and applied toward an undergraduate degree cannot be taken later at the graduate level and applied toward a post-baccalaureate degree or advanced certificate if the student received a "B" grade or higher in the undergraduate level offering.

Use of Historical Coursework Toward a Current Graduate Degree Program

Coursework more than 10 years old, whether from another institution or from UB, that is to be included in a current graduate degree program must be petitioned at the time of the student's matriculation to the program. The student should submit a [Use of Historical Coursework Petition](#) upon admission to the graduate program to determine whether such courses and associated graduate credits can be applied toward the current degree program requirements. The director of graduate studies reviews the coursework to determine whether the content of those courses is still relevant and applicable, and the student must demonstrate their continued knowledge of the course content.

Withdrawal from the Program

Students who wish to withdraw should send a letter indicating this intention to the Graduate Programs Office, 203 Alfiero Center, for Full-time MBA and MS programs or to 150 Jacobs Management Center for PMBA and EMBA programs. ***It is the student's responsibility to withdraw from any classes for which he or she may have registered for subsequent semesters.*** If a student withdraws from a master's program and wishes to complete the curriculum requirements at a later date, he or she must petition the Admissions Committee for re-entry.

Services

Academic Advisement

Each student is assigned an advisor who is a resource for academic and career planning. This advisor will assist you in choosing courses, help resolve concerns regarding your curricular plan and ensure you are on track for degree conferral.

Students are encouraged to establish ongoing relationships with their advisors and meet with them. Advisors can answer many questions about such matters as course selection, registration and other opportunities. Students work with their advisors for the duration of the program.

Accessibility Resources

The UB School of Management strives to ensure that students who are in need of services receive them, including but not limited to those that need reasonable accommodations. It is important that anyone who requests such accommodation contact the [Office of Accessibility Resources](#).

The school recommends that students in need of reasonable accommodations contact the office at the beginning of each semester to contract with them concerning needed accommodations for the courses being taken. The school recommends that students provide their instructors with a copy of the accommodation letter from Accessibility Resources that details accommodations they may need at the beginning of each semester. Faculty are encouraged to identify methods of course content delivery that are accessible to all students.

Ciminelli Family Career Resource Center

The [Career Resource Center](#) (CRC), located on the third floor of the Alfiero Center, serves as the primary career exploration, internship and job search resource for all School of Management students. The mission of the CRC is to create a collaborative environment that promotes proactive career exploration and development with lifelong strategies for individual career success.

The offices maximizes connections between our students, employers and networks. The CRC staff works with you to create an individualized plan based on your career goals. Your participation in professional development opportunities, like MBA Advantage or MS Advantage, along with career development workshops, résumé critiques, individual advisement, interview practice and career strategy seminars will aid you as you develop a personalized strategy for achieving your career objectives.

In addition, the CRC will connect you to the world of business through opportunities like Network New York and Coffee Cup Conversations, an alumni connections database and LinkedIn, business simulations and competitions, campus recruiting and other events. And lastly, the CRC will help you manage the job-search process. Whether it's identifying target companies, managing multiple job offers or even compensation negotiations—the CRC will support you every step of the way.

It is important to the CRC to serve employers effectively and efficiently by providing them with qualified candidates who are able to make immediate contributions to business goals. The CRC's recruiting partners are committed to the school and recognize the value of our world-class curriculum, emphasis on real-world practice, global perspectives and solid career preparation.

The CRC provides employers countless ways to develop their campus brand and access students through networking events, information sessions, speaking engagements, career fairs and innovative career development programs. In addition, the CRC offers personalized assistance to employers in getting to know School of Management students and formulating a recruitment strategy that will provide the maximum benefit to their organization.

As a result of the CRC's ability to connect employers with School of Management talent, recruiters recognize UB graduates in national surveys for their outstanding communication, analytical and team skills—critical indicators of your ability to make an immediate and valuable impact.

Computer Resources

Students at UB are required to have access to a computer and printer. This access goes beyond what is provided in the university's public computing sites, the university's My Virtual Computing Lab and School of Management's student computer lab in 210 Jacobs 210.

While ownership is not strictly required, most will find it essential for success in their academic pursuits. If you already own a computer or are looking into purchase a new computer, refer to the university's recommended computing standards, in addition to the [School of Management's requirements](#).

To ensure all traffic through UB's wireless networks is secure and encrypted, it is recommended that students use the wireless network edu roam as their choice for any wireless activity. For information on how to connect, visit the [Wi-Fi at UB page](#).

Counseling Services

UB Counseling Services promotes the personal well-being and academic success of students by providing brief mental health services, educational programs, crisis intervention and campus community consultation.

Email should not be used in an emergency: If you would like to speak with a counselor, call 716-645-2720. In the event of a mental health emergency, contact the office at 716-645-2720, Monday-Friday, 8:30 a.m. - 5 p.m. After hours, call 716-645-2720 and press option "2" to speak with a counselor, or contact Crisis Services of Erie County, a 24-hour hotline, at 716-834-3131.

Equity, Diversity and Inclusion

The Office of Equity, Diversity, and Inclusion ensures UB's compliance with policies covering discrimination, harassment, accommodations, equal opportunity and child protection.

1Capen

[1Capen](#) streamlines essential student services in one convenient location, so you can get on with the business of being a student.

School of Management Alumni Association (SOMAA)

The School of Management Alumni Association (SOMAA) is comprised of graduates who are actively involved in helping students achieve success throughout their academic careers and into the business world after graduation. SOMAA provides students access to a powerful global network of resources. As a School of Management student, you have access to the wealth of experience of thousands of UB graduates throughout the world – more than 44,000 School of Management alumni and more than 230,000 UB alumni.

For more information, visit the [Office of Alumni Engagement and External Relations](#).

Student Organizations and Association

Student organizations and clubs provide you a vital link to other students, faculty, professionals and alumni with similar interests. Getting involved will allow you to:

- Enhance your knowledge and gain experience in your chosen field
- Make a difference in your community and profession
- Meet and network with a wide array of industry professionals
- Connect socially to smaller groups at our large university
- Become involved in community service projects
- Broaden your career search network
- Build your skills and enhance your résumé

For general student club information, contact Christopher Salem at mgt-studentclubs@buffalo.edu.