University at Buffalo
School of Management

Graduate Student Handbook 2026-2027

For students enrolled in on-campus and online MBA and MS programs

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PURPOSE OF HANDBOOK

In this handbook, you will find a comprehensive description of the programs, policies and procedures that are relevant for your School of Management graduate degree program. In conjunction with the School of Management website, it will provide you 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.

You are responsible for understanding and following these policies and procedures at all times. We encourage you to take full advantage of all the resources the School of Management and the University at Buffalo offer to help you succeed.

While this handbook has been developed to assist you throughout your 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
Assistant Dean and Director, Graduate Student Services

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 agile, transformational leaders who roll up their sleeves and change society for the better.

Our Strategic Pillars
Transformative Education, Thought Leadership, Engaging for Impact, and Competing as a Business School.

Our Values
The UB 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.

CALENDARS FOR 2026-2027

University Calendar

University calendars are official for all School of Management graduate students*. The Office of the Registrar maintains Official Academic and Student Calendars that provide critical academic and financial dates. Refer to the Academic Calendar for semester start/end dates and holidays and consult the student calendars for a month-by-month schedule of all critical academic and financial dates. *Official university dates are binding.*

*Online students will follow the following academic calendars: For **summer,** follow 6-Week Session 1 and 6-Week Session 3. For **fall**, follow the university's 7-week calendar (7 week 1 and 7 week 2). For **spring**, follow the non-standard schedule.

The university maintains a general university events calendar that also includes many 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.

If 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.

It is important to be aware of dates when common religious observances may conflict with academic or work obligations.

STUDENT RIGHTS, RESPONSIBILITIES AND CODE OF CONDUCT

School of Management graduate students are held to the Graduate School policies, the University at Buffalo's Student Code of Conduct, and the School of Management's Code of Professionalism.

University at Buffalo Code of Conduct
As a student in the School of Management, you 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 your responsibility to know the regulations in effect and keep informed on matters relating to registration, prerequisites, degree requirements, dates, etc. It is also your responsibility to check your UB email account and stay informed on all matters relating to your program, degree requirements, etc.

The School of Management reserves the right to make changes in programs, policy and regulations as circumstances dictate, after publication. You are expected to have knowledge of the information contained in this handbook and other university publications and will be prompted to read and affirm the Student Code of Conduct via your HUB student center.

For more information please refer to the Graduate School Policy Library and Graduate School Resources for Students.

School of Management Code of Professionalism
As a School of Management graduate student, you are considered a professional and your behavior in and out of the classroom, as well as working on a team, affects others. We expect you to arrive to class on time, pay attention to your instructors and focus on class materials. While major obstructions or disruptions in class are rare, you should still understand the expectations for student behavior (yours and your peers) as well as the consequences for inappropriate actions. Instructors are encouraged to review and enforce policies for addressing obstruction or disruption in the classroom.

School of Management faculty and staff expect every student (in and out of the classroom) to engage in conduct consistent with the professional and ethical behavior that business organizations expect of their employees. There is a general set of behavioral expectations that apply to a businessperson while working in a team (and with other peers), meeting with a faculty/staff member or interacting with their supervisor/superiors. **As a guide, consider how you would interact and behave in a business environment and apply the equivalent standard to your in-class and out-of-class interactions.**

Professionalism, or lack of, is considered part of your academic progress. Therefore, there is ZERO tolerance with respect to any conduct that interferes with the educational, professional and behavioral expectations for any/all students. Upholding standards of professionalism is critical to the mission and reputation of the school. Your role as a student can either contribute to the excellent reputation, and, therefore, the value of your degree as a future alum, or it can have negative consequences for you as a student and the school's reputation. This includes not only interactions among students, but also any behavior that impedes the ability of faculty in delivering the highest level of academic rigor and integrity and as such is a threat to the integrity and reputation of the School of Management. Everyone in the School of Management community (faculty, staff, students and alumni) has an obligation to uphold the highest ethical standards related to academic, professional and interpersonal activities related to the program. Students who do not follow the School of Management Code of Professionalism and/or fail to meet the Graduate Student Expectations may be put on probation or dismissed from the program.

Disciplinary Procedures for Unprofessional Behavior
Standards of professional conduct are expected of management professionals. These same standards of professional conduct are expected of management students. Integrity and responsibility, ethical conduct, punctuality and attendance, and other professionally appropriate behavior, as outlined in the Code of Professionalism, are emphasized. These standards are considered in evaluation of a student and will be

used by the faculty in determining a student's status in the school.

If an individual faculty member or student has reason to believe that a student may have committed an act of unprofessional conduct, they shall refer the act of unprofessional conduct to the faculty director. The faculty director will refer the case to the Faculty Director Committee, for review and investigation, as appropriate. The findings of the Graduate Faculty Director Committee will be forwarded to the associate dean of graduate programs who will take the action(s) specified in the committee's report. Actions may include, but are not limited to:

a. Oral or written admonition. A statement that a minimum standard of conduct has been violated.
b. Written warning. Notification that repetition of a specific behavior will result in more severe disciplinary action(s).
c. Academic reprimand. A letter to be placed in a student's file.
d. Probation. Exclusion from participation in university activities and privileges for a stated period, or permission to continue in university activities under specified conditions. (see below)
e. Restitution. Reimbursement for damages to be paid within one week of next loan disbursement date.
f. Suspension. Immediate exclusion from all classes, activities and academic buildings for a specified period.
g. Dismissal. Immediate dismissal from the University at Buffalo School of Management. (see below)

The senior associate dean will inform the appropriate initiator of the complaint, the Student Progress Committee, and the Professional Conduct Committee of the final decision concerning the case.

The student may petition the associate dean of graduate programs for an appeal to any action taken. If the associate dean of graduate programs is directly involved in a particular case, they will be recused from the deliberations of that case.

Probation
Graduate students not meeting the written terms of the School of Management Code of Professionalism and/or failing to meet the Graduate Student Expectations may be put on probation or dismissed from the program at any point during the duration of the program by the graduate faculty directors committee**.** Disciplinary action shall be carried out in a timely fashion but within four weeks after the initial complaint.

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 updated sanctions for remaining in the program or to dismiss the student from the program.

Dismissal
Graduate students who do not meet the written terms of their probation may be dismissed from the program by the faculty director of their graduate program. The Graduate School will be notified in writing of all such dismissals.

Students who have been dismissed from the graduate program by the faculty director will receive written notice of dismissal. In most cases, a student is given a period of 10 days to respond to the dismissal if they feel that there are extenuating circumstances of which the committee is unaware. If a student appeals a dismissal decision, the Graduate Faculty Director Committee will review all relevant information regarding the appeal and make a final determination. Students cannot appeal a final decision.

Students can find more information regarding the University at Buffalo Graduate School Grievance Policy here.

Obstruction or Disruption in Class
Disruptive behavior is any behavior that interferes with the rights of other students, faculty and staff, and their access to an appropriate learning or work environment. Examples include persistently speaking without being recognized, continuing conversations that distract the class or, in extreme cases, physical threats or personal insults.

- If a student is disruptive, the instructor should ask them to stop and warn them that continuing such disruptive behavior can result in academic or disciplinary action.
- Should the disruptive behavior continue, the faculty member is authorized to ask the student to leave the classroom or site.
- A student may be dismissed from the course for the remainder of the semester, subject to Student Conduct Regulations and due process proceedings, as appropriate.
- If, in the instructor's best judgment, the behavior creates a safety risk or makes it impossible to continue class or function, the instructor should contact University Police to assist in removal of the student and/or may dismiss class for that day.

Behaviors expected of all students

- Arrive on time to class and be prepared to participate. Students should not ask an instructor in class to go over material they missed.
- Attend all classes, and if unable, notify the professor that you will not be to attend.
- Keep cell phones and electronic devices turned off during class unless otherwise instructed.
- Graduate students are expected to maintain smart casual dress for in-person classes and School of Management events. Attire must be neat, polished and appropriate for a professional environment. Overly casual (e.g., gym wear) or distressed clothing is not permitted.
- Respect your peers/colleagues and faculty by refraining from disruptive behavior. For instance, do not engage in non-class activities such as speaking with your peers during the class on non-academic topics, use a laptop/tablet/cell phone for personal matters during class, or leave before the professor has dismissed the class.
- Focus on class material during class time. Sleeping, talking to others, doing work for another class, checking email and exploring the internet are unacceptable and can be disruptive.
- If any special accommodation (verified by the university) is needed, notify the instructor in advance by sharing an accommodation letter prepared by UB Accessibility Resources.
- Take responsibility for missed learning and participation opportunities if you miss class and respect the policies as set forth in your instructor's guidelines in the syllabus.
- Participate in all classroom activities and mandatory program events (orientation, present for beginning of each semester)
    - If a student travels during break, it is their responsibility to return timely for the next semester and/or communicate directly with their faculty regarding their delay.
- Foster academic honesty.
- Treat all communication with peers and faculty/staff members as professional communications whether these are in-person or virtual during class, meetings or outside of class. Microsoft Teams is not an approved channel of communication. Do not use it to contact faculty or staff.

- As a member of a team, attend all team meetings and fully contribute to the group's discussions, presentations and work products.
- Respect the need to plan and schedule tasks so each group member has ample opportunity to meet academic obligations.
- Be a responsible member of your group who is respectful of each individual and their right to receive an education and contribute to group work.
- Be gracious and respectful with working professionals and faculty who take time to interact with you in and outside the classroom.
- Honor appointments with advisors, employers, faculty and staff.

Any disruptive behavior should be referred to the Students of Concern Team. Faculty, staff and students are able to submit a report related to disruptive behavior in or out of the classroom, or when there is a concern about any student.

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 Class
- 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 cell phones and logging out of social media during class.
- Submit assignments on time.
- Complete course evaluations 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.
- Keep appointments you set with a faculty member, teaching assistant or advisor. If you are unable to make an appointment, let them know as soon as possible.

What to Expect – Program Administration
- Regularly check emails from your faculty, advisor and program office.
- Regularly check School of Management digital screens and websites for upcoming events.
- RSVP for enrichment events and be sure to attend—your participation matters.
- Schedule advising appointments with your advisor as needed via Navigate.
- Watch for and meet graduation filing deadlines.

What to Expect – From Your Classmates
- Recognize that everyone comes from different backgrounds (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."
    - Level set with your faculty on the expectations for generative AI assistive tools for research, grammar beautification, etc.
- You cannot copy and paste from the internet and call that work your own. You must give credit when using direct quotes, 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 or faculty director.
- Understand the difference between plagiarism and collaboration.
- To learn more, review the University at Buffalo's Academic Integrity policies

What to Expect – Graduate Programs Office (GPO) and Student Services Advisors

Academic advising is a collaborative and on-going process during your graduate school experience between you and your academic advisor. During an advisement meeting, you review your academic performance but also clarify and re-evaluate your academic goals and plan. It is important you learn your degree requirements and understand why you need to take specific courses and how they fit into your future planning and goals.

- Be proactive and check-in with your advisor at least once per semester to confirm that you are meeting your degree requirements. Student assumes final responsibility for course scheduling, program planning and successful completion of degree.

- Become knowledgeable about relevant policies, procedures and rules of the university and academic programs. If you have any questions regarding these items, contact your advisor for clarification.

- If you have an immediate concern regarding your academics or academic resources and support services in the School of Management or campus-wide, please connect with your assigned advisor for guidance. Follow-up on any recommended referrals.

- Utilize resources such as the Academic Advising Report (AAR) and your program's specific curricular map to check your progress toward graduation.

- Refer to your program's specific UB Learns page for additional support on course registration such as adding, dropping, swapping courses, and accessing the course catalog as well as other important university resources and information.

- Engage in community building and program-specific activities and events for a well-rounded graduate experience.

- When scheduling an academic advising appointment, please provide details on what you would like to discuss to ensure that your advisor is well-equipped to answer your questions.

- Be punctual to advising appointments. If you need to cancel or reschedule, do so in Navigate.

- Keep all interactions with your advisor professional. All email communication should be from your UB email account. Be prepared with accurate information and relevant materials when contacting your advisor.

- Check your UB email in a timely manner for important department and university updates. Your advisor will communicate pertinent information, action items and deadlines.

What to Expect – Career Resource Center (CRC) and 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 (i.e. never outwardly ask for a referral).
- 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 RSVP for an event, attend. If you need to cancel, do so within 24 hours before (ideally).

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

All curricular maps are located in the appendix

Full-Time MBA Program

Full-time MBA student will complete this 60-credit-hour program in two years. Dual degree MBA students program lengths will vary based on your other degree program.

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

Online MBA Program

As a part-time online MBA student, you may complete this 48-credit-hour program in approximately 8 months. The curriculum consists of 12 core courses (36 credits) and 12 elective credits.

Professional MBA Program

The PMBA program requires completion of 48 credit hours. The curriculum consists of 12 core courses (36 credits) and 12 elective credits.

Master of Science in Accounting
Satisfy the 150-credit-hour CPA licensure requirement in our full-time, one-year (30-credit-hour) program. For more information about licensing, visit our licensure disclosure site.

Master of Science in Business Analytics and AI (On Campus)
Full-time business analytics students will complete this 30-credit-hour program in one year.

Master of Science in Business Analytics and AI (Online)
As a part-time online business analytics student, you may complete this 30-credit-hour program in approximately 5 semesters.

Master of Science in Finance
Full-time finance students will complete this 36-credit-hour program in three semesters.

Master of Science in Management
Full-time Master of Science in Management students will complete this 30-credit-hour program in one year.

Master of Science in Management Information Systems (On Campus)
Full-time management information systems students will complete this 31-credit-hour program in one year.

Master of Science in Management Information Systems (Online)
Part-time management information systems students will complete this 31-credit-hour program in approximately 5 semesters plus 1 winter session.

Master of Science in Supply Chain Management
Full-time Master of Science in supply chain management students will complete this 30-credit-hour program in one year.

Master of Science in Supply Chain Management (Online)
Part-time Master of Science in supply chain management students will complete this 30-credit-hour program in approximately 5 semesters.

BS/MS Programs
Combined Bachelor of Science and Master of Science programs provide a definitive and efficient pathway to a graduate degree.

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

POLICIES AND PROCEDURES

Academic Dismissal

Graduate students who do not meet 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 made 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.

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 they feel that there are extenuating circumstances of which the committee is unaware.

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

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 substantive fairness, but also to issues of procedural integrity.

Grievance Definitions and Limits
Definitions

1. An **Academic Grievance** is a formal complaint regarding an academic decision or action, such as a grade, course requirement or program dismissal. An academic grievance shall include, but is not restricted to, a complaint by the graduate student:
    1. that they have 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 they have 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. **Academic day** is defined as a weekday when classes are in session, not including the summer or winter sessions as defined by the University Academic Calendar. Days in the final exam period and Reading Days are not considered academic days. With the agreement of all principals and relevant parties, proceedings may continue during non-academic days.
3. **Chair/department**: For academic programs where there is no academic chair oversight, the program director serves in the role as chair, throughout these processes. For the purposes of this policy, "chair/director" refers to either the department chair or program director and "department(al)/program" refers to the corresponding academic entity.
4. **Principals** are the primary individuals involved in the grievance: the student grievant and the person(s) or party against whom the grievance is directed.

Time Limit
A grievance must be filed within one calendar year from the date of the alleged offense. The chair/director, 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
Whenever possible, the parties should meet and exert a good faith effort to resolve the dispute.

It may be useful for the student to seek first the assistance of a student advocate (through the Office of Student Conduct), their advisor, chair/director, or director of graduate studies acting as a mediator to aid in evenhandedly resolving the dispute.

At the request of either or both parties, the consultation may be recorded by a departmental/program note-taker (a staff or faculty member, but not a student). If a departmental/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.

If consultative resolution successfully satisfies the student's concern, the process is concluded. If unsuccessful, the Formal Resolution process should be followed.

Academic Grievance Formal Resolution

I. Departmental- or Program-Level Review

Step 1: The student who believes their grievance is severe or is unsatisfied with the results of the consultative resolution should submit a formal written grievance to the chair/director. The grievance should include a description of the complaint, any evidentiary or supporting materials, a request for a hearing and their desired outcome.

Exception: If the chair/director is a party against whom the grievance is brought (as a teaching faculty member, chair or director), or where the chair/director can demonstrate that it will best serve the interests of the parties, direct petition to the school or college level may be pursued. A Decanal Grievance Committee will be convened in all cases where direct petition to the school or college level occurs.

Step 2: Within 20 academic days of receipt of the student's petition, the chair/director shall begin to assemble a Departmental/Program Grievance Committee (see Appendix A). The chair/director shall give this committee and each principal the names of these committee members, a copy of the original written grievance, any evidentiary or supporting materials and a copy of the Academic Grievance Policy and Procedures for graduate students.

Within 15 academic days of its receipt of the grievance, the committee shall complete their initial review of the materials and statements presented by the grievant. 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 to be without merit, the committee shall report this denial to the chair/director. Within 10 academic days of receiving the committee's decision, the chair/director shall submit a Statement of Decision to the principals (to the student's UB email address), the college or school dean, and the dean of the Graduate School. This document must include information on the student's right to appeal and the time limit for doing so.

Alternatively, if the Grievance Committee finds the statement of grievance has reasonable supporting grounds, the committee shall begin to assemble a hearing within 20 academic days of the committee's receipt of the written grievance (See Appendix B).

Step 3: At least 72 hours prior to a scheduled hearing, principals shall be notified of the hearing date and location. The Departmental/Program Grievance Committee shall convene hearing(s) as necessary to allow the principals the opportunity to present their positions and shall allow each principal the right to question the presentation(s), written and verbal, of each principal and of others who contribute information to the committee. The hearing(s) shall be conducted in confidence and in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding (See Appendix B).

Step 4: Within 10 academic days of the final meeting of the committee, the Departmental/Program Grievance Committee shall submit its recommendation(s) in writing, including findings and reasons for the recommendations, to the chair/director.

Step 5: Within 10 academic days from receiving the Grievance Committee's written recommendations, the chair/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 chair's/director's decision (including time limit) shall be submitted in writing, from the chair/director to the

principals (including to the student's UB email address), the college or school dean and the dean of the Graduate School.

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

II. School- or College-Level Appeal
Step 1: Within 10 academic days of receiving the chair's/director's Statement of Decision, either principal may file an appeal of the departmental/program ruling. A written statement of the appeal, including any additional evidentiary or supporting materials, 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: Within 20 academic days of receipt of the appeal, the college or school dean will make a determination on the case based upon review of relevant materials, including all materials and statements presented during prior hearings, and materials and statements subsequently presented.
The college or school dean may issue a formal decision regarding the appeal if based upon review: (a) the dean does not find that the statement of appeal provides reasonable grounds to appeal, nor raises doubt concerning the adequacy of prior review or (b) the dean does find clear and convincing evidence to support findings in favor of the student. In these cases, the dean shall submit a Statement of Decision to the principals (to the student's UB email address), the chair/director and the dean of the Graduate School within 20 academic days of receipt of the appeal. If the dean denies the appeal (option a), the Statement of Decision should indicate the student's right to appeal and specify the time limit.

Alternatively, if the dean deems it necessary or appropriate to consider further the circumstances of the appeal, the dean shall begin to assemble a Decanal Grievance Committee within 20 academic days of receipt of the appeal (see Appendix A).

Step 3: The dean shall give the Decanal Grievance Committee and each principal the list of committee members, 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 supporting materials and statements, and all documentation and recommendations from the departmental/program proceedings.

Step 4: At least 72 hours prior to a scheduled hearing, principals shall be notified of the hearing date and location. The Decanal Grievance Committee shall convene hearing(s) necessary to allow each principal 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 confidence and in a fair and expeditious manner but shall not be subject to the rules governing a legal proceeding (see Appendix B).

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

Step 6: Within 10 academic days from receiving the Grievance Committee's written recommendations, 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 (to the student's UB email address), the chair/director, and the dean of the Graduate School.

Files shall be maintained by the offices of the dean and the Office of the Dean of 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 Polices 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 the grievance by the department/program and the dean of the college or school.

Step 1: Within 10 academic days of receiving the Statement of Decision, either principal may file an appeal of the college or school dean's ruling. A written statement of appeal, including any additional evidentiary or supporting materials, shall be filed with the dean of the Graduate School (via email to grad-dean@buffalo.edu).

Step 2: Within 20 academic days of receipt of the appeal, the dean of the Graduate School will review all relevant materials, including statements presented during prior hearings, and materials and statements subsequently presented.

After reviewing the materials, the dean of the Graduate School may issue a formal decision regarding the appeal if: (a) the dean does not find that the statement of appeal provides reasonable grounds to appeal, and does not raise doubt concerning the adequacy of prior review or (b) the dean finds clear and convincing evidence that due process violations have occurred. In either of these cases, the dean of the Graduate School shall submit a Statement of Decision to the principals (to the student's UB email address), the chair/director and the school or college dean within 20 academic days 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, they shall begin to assemble a Graduate School Grievance Committee within 20 academic days of receipt of the appeal (see Appendix A).

Step 3: The Graduate School shall give the Graduate School Grievance Committee and each principal the list of committee members, a copy of the Academic Grievance Policy and Procedures for graduate students, 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/program and decanal proceedings.

Step 4: At least 72 hours prior to a scheduled hearing, principals shall be notified of the hearing date and location. The Graduate School Grievance Committee shall convene hearing(s) as necessary to allow each principal 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 confidence and in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding (see Appendix B).

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

Step 6: Within 10 academic days from receiving the Graduate School Grievance Committee's written recommendations, the dean of the Graduate School shall consider the committee's findings and recommendations and render a final university decision. The dean of the Graduate School's Statement of Decision shall be submitted in writing to the principals (to the student's UB email address), the chair/director,

and the school or college dean.

The decision 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 Office of the Dean of the Graduate School.

Academic Grievance Appendix A

Grievance Pool and Grievance Committee Membership

Grievance Pools provide a roster of individuals from which members are selected to form Grievance Committees. The members of the Grievance Pools and Grievance Committees shall be selected so that no member is involved in a disproportionate number of grievances.

Grievance Pools
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 in order 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. In no case shall these representatives be appointed by the departmental, program or decanal administration. 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. In no case shall these representatives be appointed by the departmental, program or decanal administration. 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. In no case shall these representatives be appointed by the departmental, program or decanal administration. If deemed appropriate, the Graduate School Grievance Pool may also serve as the Graduate School Academic Integrity Pool.

Grievance Committees
At each level, principals to the dispute shall have five academic days 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 days of member identification, a written statement of the grounds for this "challenge for cause" to the appropriate designee who shall rule on its merits and either retain or replace the committee member so challenged. Designees are as follows: the chair/director for Departmental/Program Level reviews; the dean for Decanal (School or College) level appeals; and the dean of the Graduate School for Graduate School level appeals. 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.

Departmental or Program
The chair/director 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.

Decanal
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 colleges/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.

Graduate School
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.

Academic Grievance Appendix B

Confidentiality and Conduct of Hearings

Once the chair/director, 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.

Hearings as provided for in the above guidelines shall be conducted in a fair and expeditious manner but shall not be subject to the rules governing a legal proceeding. Virtual hearings (e.g., via video platforms) are permissible at the request of any party. 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 or advocate for a principal or otherwise address members of the hearing committee. Hearing(s) shall be conducted in confidence.

At the request of either or both parties, meetings or hearings at any of the above stages may be recorded by audio, video or by a departmental note-taker (a staff or faculty member, but not a student). If a departmental note-taker is present, the student may also have an additional note-taker of his/her choosing in attendance. Neither note-taker may actively participate in the meeting other than to request repetition or clarification of statements made by either party.

If a breach of confidentiality by either principal 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, the 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. Findings shall be transmitted, in writing, to the principals and committee members and a copy shall be placed in a supplemental file of the grievance proceedings. Such findings may then be considered in the subsequent review of the grievance.
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 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.

Students are held to a high level of accountability and are expected to uphold our standards of honesty in order to sustain a fair learning environment. Academic dishonesty comes in many forms, including but not limited to:

- **Aiding in academic dishonesty.** Taking action that allows another student to engage in an act of academic dishonesty, including completing an examination or assignment for another student, failing to protect academic work by leaving it unattended, or collaborating without instructor[i] permission.
- **Cheating.** Use of unauthorized resources, including sources not permitted by the course instructor, or tools such as calculators, smart watches, phones or other students' work.
- **Falsifying academic materials.** Altering, fabricating, forging or submitting: any course-related materials, including laboratory reports, notes or any forms of data; an instructor's name or initials; an examination or assignment for re-evaluation; an assessment (in whole or in part) prepared by any person or technology (e.g., artificial intelligence) other than the student responsible.
- **Misrepresenting documents.** Altering, fabricating, forging or submitting any non-course-related materials, including any university or official document, instrument of identification or medical record.
- **Plagiarizing.** Representing the ideas or work (e.g., written text, computer code, artwork) of another as one's own or improperly referencing original authors.
- **Purchasing academic assignments.** Buying assignments intended for submission in fulfillment of any course or academic program requirement.
- **Sabotage.** Damaging another student's work to prevent fair assessment, or interfering with the access or production of knowledge (e.g., deleting another student's material from a shared Box folder; destroying another student's experiment; preventing another student from gaining access to required material).
- **Selling academic assignments.** Offering for sale and/or receiving compensation for any academic assignment intended to fulfill any course or academic program requirement.
- **Submitting previously submitted work.** Also called self-plagiarism, re-submitting academic material (in whole or in part) that has been previously submitted by the same student without prior and expressed consent of the instructor.

Timeline

- Instructors must notify students within 10 academic days[ii] of discovery of the suspected dishonesty.
- Students must meet with instructors within 10 academic days of notification or the instructor will make a decision in their absence.
- Instructors must notify students and the Office of Academic Integrity of the charge and sanction within 10 academic days of the consultative resolution meeting.

Instructors have the responsibility to charge and sanction students who are in violation of these standards through the Consultative Resolution procedure. All cases must be filed, regardless of severity, with the Office of Academic Integrity. While a case is pending, students are not allowed to withdraw or resign from the course. Instructors have the authority to execute one or more of the sanctions below. If the violation is not the student's first offense, the chosen sanction may be revised by the Office of Academic Integrity.

- **Warning.** Written notice to the student that they have violated a university academic integrity standard.
- **Revision of work.** Requirement that the student replace or revise the work in which dishonesty occurred.
- **Reduction in assignment grade.** Student's grade is decreased with respect to the particular assignment.
- **Reduction in course grade.** Student's final grade in the course is decreased.
- **Failure in the course.** A grade of "F" is applied.

- **Remediation.** Requirement that the student complete an educational remediation assignment through the Office of Academic Integrity. If the student passes the remediation assignment, the instructor may alter the original sanction.
- **Other.** Faculty may determine another appropriate assignment or penalty (e.g., an additional assignment, inability to drop lowest grade), except for any OAI or university sanction described below.

Recommendations for more serious sanctions may be made to the Office of Academic Integrity for review. Possible sanctions requiring **Office of Academic Integrity** approval include:

- **Failure in course, remediation required, temporary notation of academic dishonesty.** A grade of "F" for the course is recorded on the student's transcript with notation of academic dishonesty. Upon successful completion of UB's remediation assignment, the notation is removed. Failure to successfully complete the OAI 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.

Possible sanctions requiring both Office of Academic Integrity and **Office of the President** (or designee) approval include:

- **Suspension from the university.** The student is suspended for a defined time period with stated conditions and a permanent notation on the transcript that suspension is due to reason of academic dishonesty.
- **Expulsion from the university.** The student is expelled with permanent notation on the transcript that expulsion is due to reason of academic dishonesty.

Infractions not associated with a course in which the student is enrolled will be assigned appropriate penalties and may be additionally referred to Student Conduct for judicial procedures.

Students have the right to appeal the instructor's findings to the Office of Academic Integrity. While a case is pending, students are not allowed to withdraw or resign from the course.

Upon request and with the student's permission, academic integrity violations and sanctions may be reported by the OAI to an authorized body (e.g., a graduate school application or employment application).

Academic Integrity Procedures

Appendix A: Academic Integrity Pool Membership and Adjudication Committee Participation

The OAI shall assemble a pool of faculty and students willing to participate on Adjudication Committees for academic integrity cases. It is the responsibility of each decanal unit to name student and faculty members to this pool. Typically, the duration of service in the academic integrity pool is two years. The

OAI is responsible for ensuring that the pool reflects the diversity of the campus community and for training all members of the adjudication pool.

From this pool, the OAI will form an Adjudication Committee for each hearing of no fewer than two faculty members, two graduate students, and one member of the OAI. 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. Prior to a hearing, committee members verify that there is no conflict of interest with either principal party. If a conflict exists, a committee member shall disqualify themself and a replacement will be named.

Appendix B: Confidentiality of Proceedings

The principals and members of the Adjudication Committee have an obligation to maintain the confidentiality of hearing proceedings and of all supporting materials and testimony presented. If a breach of confidentiality occurs, OAI may replace a committee member and/or levy additional charges as appropriate.

Appendix C: Sample Infractions and Possible Sanctions

Most severe	Range of Possible Sanctions
Having a different student take an exam.	F in course, F in course with temporary or permanent transcript notation, suspension, expulsion. Graduate level options: dismissal from program or department, mandatory remediation.
Misrepresenting documents (e.g., falsifying a doctor's note, fabricating an obituary, altering a transcript, etc.).	F in course, F in course with temporary or permanent transcript notation, suspension, expulsion. Graduate level options: dismissal from program or department, mandatory remediation.
Hiring or having someone complete an online course.	F in course, F in course with temporary or permanent transcript notation, suspension, expulsion. Graduate level options: dismissal from program or department, mandatory remediation.
Purchasing or selling course assessments.	F in course, F in course with temporary or permanent transcript notation, suspension, expulsion. Graduate level options: dismissal from program or department, mandatory remediation.
Posting a whole assessment (or a significant part thereof) to an online site for the purpose of cheating.	F in course, F in course with temporary or permanent transcript notation, suspension,

(Posting for sharing purposes is processed under the Improper Distribution of Course Materials Policy.)	expulsion. Graduate level options: dismissal from program or department, mandatory remediation.
Severe	**Range of Possible Sanctions**
Using a cell phone during an exam.	Reduction in assignment grade, reduction in course grade, F in course.
Possessing a cheat sheet.	Reduction in assignment grade, reduction in course grade, F in course.
Using artificial intelligence to complete work when it is disallowed.	Reduction in assignment grade, reduction in course grade, F in course.
Changing answers on an exam and asking for a regrade.	Reduction in assignment grade, reduction in course grade, F in course.
Plagiarizing.	Reduction in assignment grade, reduction in course grade, F in course.
Falsifying data.	Reduction in assignment grade, reduction in course grade, F in course.
Copying someone else's lab report or homework.	Reduction in assignment grade, reduction in course grade, F in course.
Copying from another person's exam.	Reduction in assignment grade, reduction in course grade, F in course.
Viewing and/or copying assessment answers found on the internet through Google, Chegg, Course Hero, etc.	Reduction in assignment grade, reduction in course grade, F in course.
Answering test questions after proctoring ends, but prior to submitting test for grading.	Reduction in assignment grade, reduction in course grade, F in course.
Giving or receiving answers in a group chat during a test.	Reduction in assignment grade, reduction in course grade, F in course.
Less severe	**Range of Possible Sanctions**
Using the same paper for multiple classes.	Warning, Revision of work, Reduction in assignment grade, Reduction in course grade, F in course.
Improperly citing.	Warning, Revision of work, Reduction in assignment grade, Reduction in course grade, F in course.

Illicitly obtaining or sharing copies of past assessments.	Warning, Revision of work, Reduction in assignment grade, Reduction in course grade, F in course.
Working together when it is disallowed.	Warning, Revision of work, Reduction in assignment grade, Reduction in course grade, F in course.
Aiding or abetting another student's academic dishonesty.	Warning, Mandatory Remediation, suspension, expulsion, Referral to Campus Judicial Procedures or University Police Department.
Violating the integrity of a course or academic activity (whether in a course or not).	Warning, Mandatory Remediation, suspension, expulsion, Referral to Campus Judicial Procedures or University Police 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. Repeat offenses are assigned a greater penalty than a first offense and typically range from failure in course to failure with transcript notation. These penalties are applied at the discretion of the Office of Academic Integrity.

[i]*For the purposes of this policy, the term "instructor" is defined as the instructor of record, a staff member, or their appropriate designee.*
[ii]*Academic days are defined as weekdays, when classes are in session, not including the summer or winter sessions as defined by the 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 OAI, proceedings may continue during non-academic days.*

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 they develop 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 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 they remain on probation at that time.

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. Online programs also complete academic reviews after the summer semesters. After review, the department must issue probation letters 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/chosen family
- Death of a student's immediate/chosen family member
- Military orders issued to a student
- Other similarly extraordinary measures as petitioned by the student.

Academic term 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 Graduate School reserves the right to consult members of the faculty and others as appropriate when reviewing total academic withdrawal cases. Academic term withdrawal requests must be submitted within one term of the term in question.

Term	**Deadline for Completed Requests**
Winter/Spring	Friday before the first day of classes for following spring term.
Summer/Fall	Friday before the first day of classes for following fall term.

Academic term withdrawal 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

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 international institutions that UB recognizes as equivalent to a nationally accredited institution. (See "Course Sharing Limits" for sharing UB graduate courses and credits across programs.)

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 Value

Courses transferred from another institution into the graduate division will be transferred with full semester credit value. Conversion of credits from trimester, quarterly and other calendar systems will be completed based on nationally accepted standards (i.e., trimester hours are equivalent to semester credits, however quarterly hours are equivalent to two-thirds semester credits).

Transfer Credit Limits

Limits for Advanced Certificates

No more than 25% of the required credits for an advanced certificate credential may be comprised of non-UB transfer credits. 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.

Limits for Master's Degrees

No more than 30% of the required credits for a master's program may be comprised of non-UB transfer credits. For example, students pursuing a 30-credit UB master's degree may transfer up to nine non-UB graduate credits into their program. Students pursuing a 48-credit master's degree program may transfer up to 15 non-UB graduate credits. Students pursuing a 60-credit master's degree may transfer up to 18 non-UB graduate credits. Academic programs may have stricter transfer limits.

Limits for PhD Programs

No more than 50% of the total minimum required credits for a PhD program may be comprised of non-UB transfer credits for that specific degree program. For example, students pursuing a 72-credit UB PhD degree may transfer up to 36 credits. Academic programs may have stricter transfer limits.

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.

Non-School of Management Graduate Elective Coursework
All students must fulfill all core requirements and complete all electives at the graduate level. Elective coursework outside of your program's approved curriculum is at the discretion of the faculty director. You must receive written confirmation from the program faculty director that the course can be used for degree conferral credit before enrollment.

MBA, PMBA and OMBA only
To request approval for credit of a non-School of Management course, submit the following electronically to your academic advisor and faculty director:

- Course title and number
- Course syllabus
- Explanation of the management content in the course and correlation to career goals

Exception: If a course was used to fulfill degree requirements for a graduate degree previously awarded, it cannot also be used for a School of Management graduate degree.

Artificial Intelligence (AI)

1. **Permitted Use of AI**
    - Graduate students may use AI tools (e.g., ChatGPT, Grammarly, coding assistants, image generation software) **only when explicitly permitted** by the course instructor or program guidelines.
    - When AI tools are used, students must **clearly disclose** their use, including the tool used and the nature of the assistance received (e.g., idea generation, grammar editing, coding help).
2. **Prohibited Use**
    - Submitting AI-generated content as one's own original work without disclosure constitutes a breach of academic integrity.
    - Using AI to bypass learning objectives, generate entire assignments, or complete assessments intended to measure individual understanding is strictly prohibited.
    - The use of AI tools in research must comply with university research ethics policies, including proper attribution and compliance with data privacy standards.
3. **Academic Integrity**
    - Use of AI must adhere to the university's Academic Integrity Policy. Undisclosed or inappropriate use of AI will be considered a form of academic misconduct and subject to disciplinary action.
4. **Responsibilities of Students**
    - Students are responsible for ensuring that any use of AI supports—not substitutes—their learning and academic development.
    - Students should consult with their instructors or program directors if they are unsure about the appropriate use of AI in a given context.

5. **Transparency and Attribution**
    - Any assignment, paper, presentation or project that includes contributions from AI tools must include an acknowledgment section specifying:
        - The name of the AI tool used
        - The type of task it assisted with (e.g., outlining, proofreading, code debugging)
        - A statement on how the final submission was reviewed and edited by the student
6. **Research and Thesis Work**
    - The use of AI in research projects, theses or dissertations must comply with all academic research integrity and human subjects research standards.
    - Students must disclose AI use in methodology or acknowledgments sections where relevant.
7. **Enforcement and Sanctions**
    - Violations of this policy will be handled according to the university's procedures for academic integrity. Sanctions may include a failing grade on the assignment, a failing grade in the course, suspension or dismissal, depending on the severity of the violation.

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

School of Management faculty and administrators pride themselves on the richness and flexibility of our curriculum and course offerings. To offer a quality education at an affordable price, enrollment levels may occasionally affect the variety of courses available 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. If you wish to take a particular course, we recommend taking it as soon as possible, as long as all prerequisites have been met.

Course Sharing Limits

In cases where a student wishes to utilize 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 21 credit hours at UB. Individual degree programs may establish minimum credit hour requirements that exceed that level.

2. Limits by Program Type:
    1. **UB Master's Degree Programs**
       No more than 15% 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 nine credit hours (15%) of the 60 may be comprised of courses applied to both programs. Similarly, in the case of two degree programs that, in total, require 77 credit hours between them, no more than 11 credit hours (15%) of the 77 may be comprised of courses applied to both programs.
    2. **Designated Professional Programs**
       In cases where a student wishes to utilize selected graduate level courses to satisfy the degree requirements of a professional degree program, **a 10% limitation applies for the following programs: DDS, JD, MD, PharmD, and Advanced Certificates in Oral and Maxillofacial Pathology, Periodontics, Prosthodontics, and Temporomandibular Disorders and Orofacial Pain.** While these professional programs each generally allow up to 10% of their program credits to be shared with another graduate-level degree, professional accreditation guidelines may necessitate even stricter limits.
    3. **Advanced Certificates and Micro-Credentials**
       Advanced certificates (except for select dental certificates that lead to board certification) and micro-credentials are official post-baccalaureate credentials at UB. However, neither is considered a *degree program*. Therefore, all credits satisfactorily completed for a UB advanced certificate and/or micro-credentials may also count toward a relevant UB graduate degree. Academic programs may impose stricter course sharing limits.
3. **PhD Programs**
   Up to 50% of a student's PhD program may be comprised of courses used to complete another degree program at UB or at another institution. **A minimum of 50% of the PhD program must consist of courses completed at UB that have not been applied toward any other degree program.**
4. In rare 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 this policy and will be the first course(s) counted toward the 15% limit. If those specific courses explicitly required by both programs exceed the normal 15% "shared courses" limit, the 15% limit is waived and all such courses may be counted toward both degrees.

Note: Students enrolled in the combined 4+1 programs for either MS Finance or MS Management Information Systems will bring 6 credits of graduate coursework once matriculation into the graduate program has been finalized.

Credit Hour Requirements/Curricular Restrictions

Enrolling in a Management Course
Graduate students interested in enrolling in either our on-campus or online courses must check seat availability in HUB. If there are open seats, we encourage you to enroll immediately as courses tend to fill quickly. Seats will be opened before registration begins and are available on a first-come, first-served basis. Additional seats may be made available if feasible throughout the add/drop period and we encourage you to monitor HUB for updates. **Do not contact faculty members for "permission" to enroll where no open seats are available, as these requests cannot be processed**. Instead, interested students should continue to monitor HUB and attempt to self-enroll, as eligible seats might open throughout the drop/add period.

Note: Students enrolled in the combined 4+1 programs for either MS Finance or MS Management Information Systems will bring 6 credits of graduate coursework into the graduate program.

School of Management graduate students who matriculate into an on-campus program should enroll in on-campus sections of a course if one exists; they should only enroll in online sections if no other alternative is available. School of Management online graduate students who matriculate must only enroll

in online courses. Note that online courses are generally 3 credits that are typically competed in 7 weeks, and this timeframe should be understood when considering enrollment in an online course.

On-Campus Courses
Most 3 credit, on-campus courses run for 15 weeks. These courses consist of 3 hours of live instruction and 6 hours of outside work per week, for a total of 9 hours per week and 135 hours per semester. They follow the standard academic calendar, add/drop and liability deadlines.

Online Courses
Our 3 credit, online courses run for 6 or 7 weeks. These courses also require 135 hours in total, which results in at least 19 hours of work per week. Online courses are usually asynchronous in nature, allowing for flexibility in scheduling this work, but students considering a mix of on-campus and online courses should be aware of the total amount of work time they are committing themselves to when their online course is running. These courses follow a non-standard academic calendar, non-standard add/drop and non-standard liability deadlines.

International students must follow the policies and procedures regarding online course enrollment to ensure visa status is not compromised.

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 for MS Business Analytics (on campus), MS Management, MS Management Information Systems*, and MS Supply Chain Programs

Students enrolling in the MS Business Analytics (on campus), MS Management, MS Management Information Systems, and MS Supply Chain programs will be registered for 6 credit hours in the summer semester. Summer registration will be conducted on your behalf by the Graduate Programs Office.

For subsequent fall and spring semesters, students will self-enroll via the HUB system for a maximum of 12 credit hours.

An enrollment audit will be conducted after the add/drop period ends. If a student is enrolled in more than the maximum 12 credit hours, the student will be administratively dropped from the last elective added to

their schedule.

* MS MIS students will complete their 1-credit capstone during the winter semester or second summer semester.

Credit Hour Requirements for MS Finance Program
MS Finance students will enroll in a maximum of 12 credit hours each semester during their program.

An enrollment audit will be conducted after the add/drop period ends. If a student is enrolled in more than the maximum 12 credit hours, the student will be administratively dropped from the last elective added to their schedule.

Credit Hour Requirements for Full-Time MBA Program
Full-time MBA students may register for a maximum of 15 credit hours each semester. An exception to this limit is made for first-year students who enroll in LeaderCORE during the spring semester; these students may register for 17 credit hours that semester.

Registration for core courses will be conducted on your behalf by the Graduate Programs Office for the fall and spring of the first year. Students must self-enroll via the HUB system for elective course(s) in the spring semester of the first year. For subsequent semesters, students will self-enroll via the HUB system.

An enrollment audit will be conducted after the add/drop period ends. If a student is enrolled in more than the maximum allowable credit hours, the student will be administratively dropped from the last elective added to their schedule. For permission to exceed the maximum credit hours, you must follow the credit hour override request policy below.

Credit Hour Requirements for 4+1 MS Finance
Due to the nature of the combined 4+1 program structure, students matriculated into the MS Finance program are required to take 15 credits per semester to meet conferral requirements.

Credit Override Request Policy (Full-time MBA program only)
To submit a credit override request for review, your current cumulative graduate point average (CGPA) must be greater than 3.4. *If your CGPA falls below 3.4, your request will not be considered.*

If you meet the CGPA requirement, compile the following information:

- Justification for the need to exceed 15 credit hours for the semester
- A summary of your projected course loads and commitments for the remainder of your program
- A PDF copy of your transcript (available in HUB Student Center)
- Weekly snapshot of your schedule in an Excel document or table format that includes your coursework along with any other commitments (work, family, clubs, etc.)

Submit all information to the MBA advisor at least one week before the semester begins. The MBA faculty director will review your request, and you will be notified of the decision via email.

If an exception is granted, you must register for your core classes before registering for electives. If there is a time conflict between a core course and an elective, you 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.

Online Graduate Program Registration Policy

Online graduate program students may only study part-time in their inaugural semester (maximum of six credits). Following that semester, students that are in good standing with a cumulative GPA over 3.0, may register for up to 12 credits in a semester. Students should expect that each 3-credit asynchronous online course requires approximately 15-23 hours of coursework per week.

Following a cumulative GPA review inclusive of the semester grades prior to the one requested for the increased credit load, students registered for more than six credits will be reviewed. As long as the student has fulfilled the criteria listed above, they may remain registered for more than six credits for the upcoming semester. If a student does not meet those requirements, they will receive email notification and extra courses beyond six credits will be dropped from the student's registration.

Global Programs – Maximum Credit Hours
The maximum amount of Global Program and Experience the 50 credits that may be used toward a graduate degree is 10% of the total credit hours required for the program. Any additional credits over this threshold will not be used toward the degree requirement. Not all graduate programs allow global programs course credit to be used towards degree credit, please review your program curricular planner for specific details. If you take a global programs course and it is not an approved course in your program it will not count toward your degree. Note: If you are registering for more than three credit hours of Global Programs, review the repeatable courses 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

Per SUNY policy, when you register, you assume responsibility for paying all tuition and fees associated with your enrollment/registration. You must pay even if you did not attend a single class unless you have dropped or resigned your courses according to the published deadlines. This applies to those who are withdrawing from the university, as well as those who have fallen below full-time status.

For complete details, see the Student Accounts website: Student Accounts Financial Liability Deadlines.

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, you 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 you have not completed all requirements for the course. A grade of “I” can be assigned only if you have 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 specify, in writing, 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 specify whether the class will be graded with "S/U" or with 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: Audit (N)
The School of Management does not allow students to audit courses.

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

The credit hour requirements of on-campus 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 any information and activity content beyond the requirements of the related course are not tested on 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.

Holds

The university uses service indicators/holds to prevent students from registering for classes, receiving grades and 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.

For questions or concerns about resolving your hold, contact the office that placed it. Your program office cannot resolve holds placed by other university offices.

Independent Study-Supervised Research

Independent studies (supervised research) are usually limited to 3 credit hours. To be eligible for an independent study a student must do the following: download an independent study form from your program's current student website, complete the required information, obtain the proper signatures, and return it to your program office before the add/drop deadline for the semester. Typically, students do not participate in an independent study or supervised research until their second semester.

Internships (Full-Time MBA and MS Students)

The School of Management's Career Resource Center (CRC) builds relationships with employers to develop relevant internship and employment opportunities exclusively for you. Based on focus area, you are assigned to CRC career advisors who can assist with internship search strategies, including but not limited to resume reviews, networking advice and practice interviews. As part of the CRC, the Internships and Experiential Learning team (IEL) oversees the vetting and reporting of non-credit and credit-bearing internships for domestic and international students at all class levels. Our goal is to ensure that internships posted in our BizLink recruitment system, as well as those cultivated via networking, provide a credible opportunity to learn while doing. We also facilitate academic credit registrations for internship participation for all School of Management students; and the required Curricular Practical Training (CPT) work authorization process for our international students.

Universal Internship Parameters

- Graduate students must earn a CGPA of ≥ 3.0 to be eligible for internship participation.
- Academic registration is enrolled during the same semester as the internship occurs. No retroactive credit will be granted.
- Only 3 internship credits (typically one credit-bearing internship) may count toward specific program graduation credit requirements. Internship credit is elective and graded pass/fail.
- All students must report their internship activities in BizLink (non-credit and credit-bearing).

Full-Time MBA Students must fulfill one internship requirement prior to graduation and have several options to do so. Most students will choose to register for an internship for 3 academic credits that counts toward the 60-credit requirement for your program. However, we have introduced a few options to assist you while being flexible around your preferences and needs. Students who do not qualify for a waiver and do not complete an internship will not graduate until the internship requirement is satisfied.

MBA Internship Waiver Options

1. MBA students who enter the program with relevant full-time professional experience may be waived from the internship requirement. Our IEL team will review your resume and send our waiver decision via email in the fall of your first year. Specific instructions will be sent for this option. You may void this wavier upon securing an internship as needed.
2. MBA students not waived from the internship requirement who participate in summer internships can use the MBA only summer waiver option. This option is selected in BizLink when reporting, and either removes (for domestic students) or significantly reduces (for international students) summer tuition charges.

Full-Time MS Students

Depending on the length, start date and construct of your MS program, you may or may not be eligible for internship participation. The best strategy before conducting an internship search is to meet with your

academic advisor to discuss what your specific program permits. The approved program curricula for the following programs do not require nor allow for internship credit: MS Business Analytics, MS Finance – Quantitative track, MS Management and MS Supply Chain.

MS Accounting
MS Accounting students in good academic standing are eligible for internship participation in appropriate accounting-related internship experiences. Given the brevity of the program, internship engagement usually occurs during the spring semester, depending on your student status and eligibility. International students who attended UB or another U.S. college or university prior to joining the MS Accounting program may be eligible for CPT earlier than the standard academic year requirement and should check with a UB ISS advisor for confirmation. Domestic students can participate in internships at any time. Note: the summer between undergraduate and graduate programs is not eligible for academic registration or CPT work authorization.

MS Finance
MS Finance students in good academic standing are eligible for internship participation in appropriate finance-related internships only. Internship engagement usually occurs during the summer between first and second year, and is reliant, in part, on your student status. Domestic students can participate in internships at any time during the MS Finance program; international students must adhere to the parameters described by UB ISS – successful completion of two semesters in the U.S. is required prior to eligibility for work authorization.

MS MIS
MS MIS students are required to complete an experiential capstone by either completing an approved certification or internship. Students in good academic standing are eligible for internship participation in appropriate technical/systems-oriented internships only. As a requirement of your program, you must indicate to your academic advisor early in the curriculum your intention to participate in an internship. Domestic students can participate in internships at any time during the MS MIS program. If a domestic student wishes to receive credit for their internship, they must complete the internship during the second summer; international students must adhere to the parameters described by UB ISS – successful completion of two semesters in the U.S. is required to prior to eligibility for work authorization.

International Students and Internships
International students in F-1 status must obtain work authorization called Curricular Practical Training (CPT) for any off-campus internship prior to the internship start date. Registration for academic credit corresponding with the internship is necessary to request CPT. After you accept an internship offer, you are required to contact mgt-internships@buffalo.edu to start and fully navigate this process. A new I-20 will be issued by UB International Student Services (UB ISS) verifying the CPT work authorization. You may begin your internship participation only after you receive your new I-20.

The Internship Search
The CRC posts internships in BizLink, your exclusive online career management system, on a regular basis. All internship postings in BizLink are pre-screened for legitimacy and eligible for academic credit. Postings reflect experiences in privately held, publicly traded, government and nonprofit organizations within WNY, across the U.S. and globally — and many times are posted by alumni.

Using BizLink on a regular basis is integral to a successful internship or job search. Additionally, we encourage you to use a multi-pronged search strategy including attending on-campus events, such as career fairs and employer information sessions; using LinkedIn and other forms of social media; applying directly to employers' websites; and networking with contacts on and off campus.

Leave of Absence

A request for a leave of absence must be reviewed with your academic advisor and approved by the faculty director 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 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).

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.

The School of Management does not allow students to retake a course unless they have failed and received approval from the faculty director.

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. 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 for outstanding management students. Membership is based on character and high scholarship, and for MBA and MS graduates, is restricted to those graduating in the upper 15-20% of all UB master’s programs in a given year. Information concerning Beta Gamma Sigma is available from your program office.

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, the faculty director will evaluate your previous graduate coursework and determine which credits, if any, may transfer.

Tuition and Fees

The most up-to-date tuition and fees information is available on the Student Accounts website.

University Course Evaluation System

The School of Management uses the University Course Evaluation System. Toward the end of each semester, you will receive a reminder via your active email, preferably your 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 feedback on the courses you took during the semester. These evaluations are anonymous, and your instructors will only see aggregate results after all grades have been submitted. This is an 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

If you wish to withdraw from your program, you should notify both the faculty director and academic advisor via email. *It is your responsibility to withdraw from any classes for which you may have registered for subsequent semesters.* If you withdraw from a master's program and wish to return at a later date, you must reapply to the program. Review the Leaving UB and Not Returning to UB websites to ensure you understand what is required to complete the withdrawal process.

SERVICES

1Capen

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

Academic Advisement

Your assigned advisor is a resource for academic planning, who can assist you in choosing courses, resolve concerns regarding your curricular plan and ensure you are on track for degree conferral. You can view your assigned advisor in your HUB student center. Establish an ongoing relationship with your advisors and meet with them. Advisors can answer your questions about such matters as course selection, registration and other opportunities. You will work with your advisor for the duration of the program.

Accessibility Resources

The UB School of Management strives to ensure that students who need services receive them, including those who need reasonable accommodations. It is important that anyone who requests such accommodation contact the Office of Accessibility Resources.

If you need reasonable accommodations, contact the office at the beginning of each semester to contract with them concerning needed accommodations for the courses you're taking. In addition, provide your instructors with a copy of the accommodation letter from Accessibility Resources that details accommodations you may need at the beginning of each semester. Faculty are encouraged to identify methods of course content delivery that are accessible to all students.

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 CRC offers a collaborative environment that promotes proactive career exploration and development with lifelong strategies for individual career success.

The CRC maximizes connections between our students, employers and networks — and 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 help you develop a personalized strategy for achieving your career objectives.

In addition, the CRC can connect you to the world of business through opportunities like Network New York, Connect-A-Bull and LinkedIn, business simulations and competitions, campus recruiting and other events. The CRC partners with Global Programs to secure company site visits at locations across the U.S. as part of the Experience the 50 program. 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 can 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, formulating a recruitment strategy that will provide the maximum benefit to their organization, and better understand the process of hiring international candidates.

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

UB students are required to have access to a computer with a webcam and printer. This access goes beyond what is provided in the university's public computing sites, the university's My Virtual Computing Lab and the School of Management's student computer lab in 201 Jacobs.

While ownership is not strictly required, you will likely find it essential for success in your 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, you should use the wireless network eduroam as 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. If you would like to speak with a counselor, call 716-645-2720.

Do not use email in an emergency: 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.

School of Management Alumni Association

With 48,000 School of Management alumni and more than 300,000 UB alumni throughout the world, you have countless opportunities to network and engage. When you graduate from the UB School of Management, you automatically become a member of the School of Management Alumni Association (SOMAA). Meanwhile, as a student, SOMAA provides you with access to a powerful global network of resources. 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 Caitlin Rush at mgt-studentclubs@buffalo.edu.

Students' Advocate

The Students' Advocacy program assists students with university-related questions or concerns. If you are having an academic or non-academic issue and are unsure where to go or what to do, our students' advocate can assist you in understanding university policy, direct you to the right resource or connect you with the right people on campus. If you are facing a university-related issue, the Students' Advocacy program is a good place to start.

University at Buffalo
School of Management

Master of Business Administration

Curriculum Planner (Single Degree, 60-Credit-Hour Plan), 2026-27

CORE CURRICULUM (27 credits)

Course Number	Course Title	Credits	Semester
MGQ 608	Statistical Analysis for Managers	3	Fall 1
MGA 603	Financial Accounting for Managers	2	Fall 1A
MGB 610	Organizational Behavior	2	Fall 1A
MGG 635	Management Communications	2	Fall 1A
MGF 611	Financial Analysis for Managers	2	Fall 1B
MGO 658	Entrepreneurship Foundations and Corporate Innovation	2	Fall 1B
MGM 615	Marketing for Managers	2	Fall 1B
MGG 601	Organizational Ethics, CSR and Sustainability	2	Spring 1A
MGE 604	Business Economics	2	Spring 1A
MGO 620	Operations Management	2	Spring 1A
MGO 640	Business Strategy	2	Spring 1B
MGS 605	Information Technology (IT) Managers	2	Spring 1B
MGA 605	Accounting for Management Decision-Making	2	Spring 1B

INTERNSHIP (3 credits)

Internship requirement can be waived with one year of full-time work experience. If waiver is approved, you must take 3 additional credits of electives.

Course Number	Course Title	Credits	Semester
MGX 648	Internship/Practicum	3	Summer

ELECTIVES (30 credits)

Choose management courses to fulfill the elective requirement of 30 credit hours. For course options, refer to catalog.

Note: Elective course options may offer variable credit hours. Consult with your academic advisor to ensure appropriate credit hours for degree conferral. Total elective credit hours for degree conferral must be 30-33, depending on internship waiver.

SUMMARY

27 core credits + 3 internship credits + 30 elective credits = 60 credits required for degree. Curricular offerings and requirements are subject to change.

University at Buffalo
School of Management

Management Science
Masters of Business Administration - STEM
Curriculum Planner (Single Degree, 60-Credit-Hour Plan), 2026-27

CORE CURRICULUM (27 credits)
* STEM Core Courses

Course Number	Course Title	Credits	Semester
MGQ 608*	Statistical Analysis for Managers	3	Fall 1
MGA 603	Financial Accounting for Managers	2	Fall 1A
MGB 610	Organizational Behavior	2	Fall 1A
MGG 635	Management Communications	2	Fall 1A
MGF 611*	Financial Analysis for Managers	2	Fall 1B
MGO 658	Entrepreneurship Foundations and Corporate Innovation	2	Fall 1B
MGM 615*	Marketing for Managers	2	Fall 1B
MGG 601	Organizational Ethics, CSR and Sustainability	2	Spring 1A
MGE 604*	Business Economics	2	Spring 1A
MGO 620*	Operations Management	2	Spring 1A
MGO 640	Business Strategy	2	Spring 1B
MGS 605*	Information Technology (IT) Managers	2	Spring 1B
MGA 605	Accounting for Management Decision-Making	2	Spring 1B

INTERNSHIP (3 credits)
Internship requirement can be waived with one year of full-time work experience. If waiver is approved, you must take 3 additional credits of electives.

Course Number	Course Title	Credits	Semester
MGX 648	Internship/Practicum	3	Summer

STEM ELECTIVES (21 credits)
A minimum of 21 credits of STEM electives are required from the list below:

Course Number	Course Title	Credits
MGA 663	Financial Accounting Analytics	3
MGB 626	People Analytics and AI	3
MGS 602	Information Technology and Cloud Infrastructure Management	3
MGS 610	Digital Forensics	3
MGS 613	Database Management Systems	3
MGS 614	Systems Analysis and Design	3
MGS 616	Predictive Analytics	3
MGS 627	Business Process Automation and Programming for Managers	3
MGS 629	Systems Security	3
MGS 636	Applied AI for Managers	3
MGS 637	Cloud Computing Security Concepts	3
MGS 639	Cybersecurity and Privacy	3
MGS 642	IS Auditing for IT Managers	3
MGS 650	Information Assurance	3
MGS 653	Social Network Analytics	3
MGS 655	Distribution Computing and Big Data	3

University at Buffalo
School of Management

Course Number	Course Title	Credits
MGS 657	Cloud Data Warehousing and Data Engineering	3
MGS 659	Web Analytics and Optimization Techniques for eCommerce	3
MGS 670	Health Care Analytics	3
MGF 633	Investment Management	3
MGF 634	Quantitative Methods in Finance	3
MGF 635	Financial Derivatives	3
MGF 636	Complex Financial Instruments	3
MGF 637	Financial Modeling	3
MGF 638	Fixed Income Securities	3
MGF 639	Security Training	3
MGF 644	Supervised Research: Fixed Income	3
MGF 645	Supervised Research: Equities	3
MGF 661	Management of Financial Institutions	3
MGF 675	Multinational Banking and Finance	3
MGF 685	International Financial Management	3
MGF 687	Financial Technology	3
MGF 696	Portfolio Theory and Strategy	3
MGG 633	Model Managerial Process	3
MGH 633	Health Care Economics	3
MGM 653	Digital Marketing Analytics	3
MGM 667	Marketing Research	3
MGM 675	Marketing Analytics	3
MGO 619	Business Forecasting	3
MGO 633	Global Operations Management	3
MGO 636	Supply Chain Analytics	3
MGO 637	Purchasing and Supply Chain Management	3
MGO 638	Logistics Management	3
MGO 639	Sustainable Operations	3
MGQ 603	Predictive Analytics and Optimization	3
MGQ 610	Sports Analytics	3

ADDITONAL ELECTIVES (9 credits)

Choose any additional management courses to fulfill the remaining elective requirement of 9 credit hours. For course options, refer to the catalog.

Note: Elective course options may offer variable credit hours. Consult with your academic advisor to ensure appropriate credit hours for degree conferral. Total elective credit hours for degree conferral must be 30-33, depending on internship waiver.

SUMMARY

27 core credits + 3 internship credits + 30 elective credits (21 STEM electives + 9 electives) = 60 credits required for degree. Curricular offerings and requirements are subject to change.

University at Buffalo
School of Management

Master of Business Administration Focus Areas, 2026-27

Curricular offerings and requirements are subject to change, and course availability varies by semester. Refer to the University's catalog for course descriptions. Courses highlighted are highly recommended.

Students must complete the minimum credits as noted from the courses listed within a focus area to fulfill the requirements for that focus area. Courses highlighted and marked with an asterisk () are highly recommended; however, any combination of courses from the approved list for a given focus area will satisfy the requirement.

Analytics (15 credits)
*A highly recommended course; however, any combination of courses from list will satisfy the requirement.

Course Number	Course Title	Credits
MGF 637	Financial Modeling	3
MGF 696	Portfolio Theory and Strategy	3
MGG 633	Model Managerial Process*	3
MGM 653	Digital Marketing Analytics	3
MGM 675	Marketing Analytics	3
MGO 619	Business Forecasting	3
MGO 636	Supply Chain Analytics	3
MGQ 610	Sports Analytics	3
MGS 613	Database Management Systems*	3
MGS 616	Predictive Analytics*	3
MGS 653	Social Network Analytics	3
MGS 657	Cloud Data Warehousing and Data Engineering	3
MGS 670	Health Care Analytics	3

Artificial Intelligence in Business (12 credits)
*A highly recommended course; however, any combination of courses from list will satisfy the requirement.

Course Number	Course Title	Credits
MGG 633	Model Managerial Process	3
MGS 616	Predictive Analytics*	3
MGS 636	Applied AI for Managers*	3
MGS 613	Database Management Systems	3
MGS 628	Data Visualization for Business Insights	3
MGS 639	Cybersecurity, Privacy and Ethics	3
MGS 653	Social Network Analytics	3
MGS 657	Cloud Data Warehousing and Data Engineering	3

Finance (15 credits)
*A highly recommended course; however, any combination of courses from list will satisfy the requirement.

Course Number	Course Title	Credits
MGA 632	Financial Statement Analysis	3
MGF 632	Corporate Governance and Finance	3
MGF 633	Investment Management*	3
MGF 634	Quantitative Methods in Finance	3
MGF 635	Financial Derivatives	3
MGF 636	Complex Financial Instruments	3

Course Number	Course Title	Credits
MGF 637	Financial Modeling	3
MGF 638	Fixed Income Securities	3
MGF 639	Security Training	3
MGF 641	Financial Policies and Strategies	3
MGF 661	Management of Financial Institutions	3
MGF 675	Multinational Banking and Finance	3
MGF 685	International Finance Management	3
MGF 696	Portfolio Theory and Strategy	3

Health Care Management (12 credits)
*A highly recommended course; however, any combination of courses from list will satisfy the requirement.

Course Number	Course Title	Credits
MGH 633	Healthcare Economics	3
MGH 634	Health Policy in the U.S.	3
MGH 641	Business of Healthcare*	3
MGH 642	Innovators in Healthcare*	3
MGH 691	Topics in Health Care Management	3
MGS 636	Applied AI for Managers	3
MGS 670	Healthcare Analytics	3

Human Resources (12 credits)

Required: 6 credits
MGI 601 Human Resource Management (3 credits)
MGB 626 People Analytics (3 credits)

Then choose three courses (8-9 credits) from the following:
*A highly recommended course; however, any combination of courses from list will satisfy the requirement.

Course Number	Course Title	Credits
MGI 617	Managing Employee Performance*	3
MGI 620	Special Topics: Talent Management*	3
MGB 625	Power and Influence	3
MGG 640	Negotiations	3

Information Security Management (15 credits)
* A highly recommended course; however, any combination of courses from list will satisfy the requirement.

Note: Students interested in this focus area may wish to pursue the Advanced Graduate Certificate in Information Security. Please visit our website for additional details.

Course Number	Course Title	Credits
MGS 610	Digital Forensics	3
MGS 613	Database Management Systems	3
MGS 637	Cloud Computing Security Concepts	3
MGS 638	Cybersecurity Analytics	3
MGS 639	Cybersecurity, Privacy and Ethics*	3
MGS 640	IT Risk Management	3
MGS 642	IS Auditing for IT Managers*	3
MGS 650	Information Security and Assurance*	3

Information Systems and E-Commerce (18 credits)
*A highly recommended course; however, any combination of courses from list will satisfy the requirement.

Course Number	Course Title	Credits
MGF 638	Fixed Income Securities	3
MGF 641	Financial Policies and Strategies	3
MGS 602	Information Technology and Cloud Infrastructure Management	3
MGS 607	Technology and Innovation Management	3
MGS 610	Digital Forensics	3
MGS 613	Database Management Systems*	3
MGS 614	Systems Analysis and Design*	3
MGS 616	Predictive Analytics*	3
MGS 625	Management of IT Projects	3
MGS 632	Seminar in Health Information Systems	3
MGS 639	Cybersecurity, Privacy, and Ethics	3
MGS 650	Information Assurance	3
MGS 653	Social Network Analytics	3
MGS 655	Distributed Computing & Big Data Technologies	3
MGS 659	Web Analytics and Optimization Techniques for eCommerce	3
MGS 670	Health Care Analytics	3

International Management (12 credits)
*A highly recommended course; however, any combination of courses from list will satisfy the requirement.

Course Number	Course Title	Credits
MGF 685	International Finance Management	3
MGG 602	International Business in Asia	3
MGG 605	Social Innovation and Entrepreneurial Leadership in Africa	3
MGG 606	Social Innovation and Entrepreneurial Leadership in Latin America	3
MGG 609	International Business in Europe	3
MGM 683	International Marketing	3
MGO 633	Global Operations Management*	3
MGT 699	Study Abroad	1-12

Leadership (12 credits)

Required: 5 credits :
MGB 607 Leadership and Motivation (3 credits)
MGB 666 - LeaderCORE Development I (2 credits)

Then choose three courses (8-9 credits) from the following:
*A highly recommended course; however, any combination of courses from list will satisfy the requirement.

Course Number	Course Title	Credits
MGG 640	Negotiations*	3
MGB 667	LeaderCORE Development II*	2
MGB 615	Executive Presence and Emotional Intelligence	3
MGB 625	Power and Influence	3
MGI 617	Managing Employee Performance	3

Life Science Entrepreneurship (13 credits)

Required: 5 credits
MGO 658 Entrepreneurship Foundations (2 credits),

MGO 663 Entrepreneurship Lab (3 credits)

Choose Eight Elective Credits Below
4 Credits Science Literacy and 4 Credits of Electives

Students interested in this focus area may wish to pursue the Advanced Graduate Certificate in Life Sciences Entrepreneurship. Please visit our website for additional details.

Electives (choose 4 credits)

Course Number	Course Title	Credits
MGO 660	Intro to Entrepreneurship	3
MGO 665	Technological Entrepreneurship	3
MGT 629	Life Science Venture Funding	1
MGT 630	Company Formation	1
MGT 632	Entrepreneurial Mindset	1
MGT 633	Intellectual Property for Life Sciences	1
MGT 635	Regulatory Affairs	1
MGT 636	Quality Management	1
MGT 637	Reimbursement	1

Science Literacy (choose 4 credits)

Course Number	Course Title	Credits
BIO 619	Immunology Basics	1
BIO 621	Molecular Theory Basics	1
BMI 525	Biomedical Information Basics	1
BE 507	Biomaterials and Tissue Engineering: Products, Clinical Translations and Commercialization	1
BE 508	Survey of Biomedical Instrumentation and Devices	1

Management Consulting (12 credits)
*A highly recommended course; however, any combination of courses from list will satisfy the requirement.

Course Number	Course Title	Credits
MGB 666	LeaderCORE Development I*	2
MGB 667	LeaderCORE Development II*	2
MGF 637	Financial Modeling	3
MGF 658	M&A Strategy/Financing	3
MGG 633	Model Managerial Process	3
MGG 640	Negotiation Theory and Practice	3
MGG 650	Consulting Practices*	3
MGH 641	Business of Healthcare	3
MGM 667	Market Research	3
MGO 634	Project Management	3
MGO 636	Supply Chain Analytics	3
MGO 660	Introduction to Entrepreneurship	3
MGS 607	Technology and Innovation Management	3
MGS 613	Database Management Systems	3
MGS 614	Systems Analysis and Design	3
MGS 616	Predictive Analytics	3
MGS 636	Applied AI for Managers	3

Marketing Management (12 credits)
*A highly recommended course; however, any combination of courses from list will satisfy the requirement.

Course Number	Course Title	Credits
MGM 621	Current issues in Retailing and Omnichannel Commerce Marketing	3
MGM 647	Supervised Research	3
MGM 651	Consumer Behavior*	3
MGM 653	Digital Marketing Analytics	3
MGM 656	Product Design and Marketing	3
MGM 658	Artificial Intelligence for Marketing Managers	3
MGM 667	Marketing Research*	3
MGM 670	Advertising and Promotion	3
MGM 675	Marketing Analytics for Data-Driven Decision-Making	3

Operations and Supply Chain Management (15 credits)
*A highly recommended course; however, any combination of courses from list will satisfy the requirement.

Course Number	Course Title	Credits
MGO 619	Business Forecasting	3
MGO 631	Production and Inventory Planning*	3
MGO 632	Strategic Quality Management	3
MGO 633	Global Operations Management*	3
MGO 634	Project Management	3
MGO 635	Health Care Operations Management	3
MGO 636	Supply Chain Analytics	3
MGO 637	Purchasing and Supply Management	3
MGO 638	Logistics Management	3
MGO 639	Sustainable Operations	3

University at Buffalo
School of Management

Online Masters of Business Administration Program Curriculum Planner, 2026-2027

Core Curricular Requirements (36 Credits Total)

Course Number	Course Title	Credits
MGA 604	Financial Analysis and Reporting	3
MGB 601	Behavioral and Organizational Concepts	3
MGE 602	Global Economics	3
MGF 631	Financial Management	3
MGG 636	Communication Skills	3
MGM 625	Marketing Management	3
MGO 630	Operations and Service Management	3
MGO 634	Project Management	3
MGO 641	Strategic Management	3
MGQ 606	Statistical Foundations of Analytics	3
MGS 607	Technology and Innovation Management	3
MGT 617	The Government, the Law and the Firm	3

Electives Credit Requirements (12 Credits Total)

Course Number	Course Title	Credits
MGA 609	Management Accounting	3
MGA 663	Accounting Analytics	3
MGB 607	Motivation and Leadership	3
MGB 626	People Analytics and AI	3
MGF 634	Quantitative Methods in Finance	3
MGG 633	Model Managerial Process	3
MGG 640	Negotiations	3
MGH 641	The Business of Health Care	3
MGH 642	Innovators in Healthcare	3
MGI 617	Workforce Performance Management	3
MGM 653	Digital Marketing Analytics	3
MGM 667	Marketing Research	3
MGO 633	Global Operations Management	3
MGO 636	Supply Chain Analytics	3
MGO 638	Logistics Management	3
MGO 639	Sustainable Operations	3
MGO 660	Introduction to Entrepreneurship	3
MGO 664	Corporate Innovation	3
MGO 665	Technological Entrepreneurship	3
MGS 613	Database Management Systems	3
MGS 616	Predictive Analytics	3
MGS 617	Programming for Data Analytics	3
MGS 636	Applied AI for Managers	3
MGS 639	Cybersecurity, Privacy, and Ethics	3
MGS 650	Information Assurance	3
MGS 670	Health Care Analytics	3

University at Buffalo
School of Management

Alternative Elective Options (Synchronous)

Course Number	Course Title	Credits
MGG 602+	International Business in Asia	3
MGG 605+	Social Innovation & Entrepreneurial Leadership in Africa	3
MGG 606+	Social Innovation and Entrepreneurial Leadership in Latin America	3
MGG 609+	International Business in Europe	1.5
MGG 611+	Experience the 50 (Locations vary by semester)	1.5

+Additionally, each fall and spring semester, our Global Programs Office offers courses that are available to our online students. These course offerings are on a 15-week schedule (3 credits) or are on a 7-week schedule (1.5 credits) and meet synchronously via Zoom. The specific courses will be announced prior to each registration period. For more information, contact Global Programs.

Alternative Elective Options (Asynchronous)

Course Number	Course Title	Credits
MGT 621*	Life Sciences Entrepreneurship I	1
MGT 622*	Life Sciences Entrepreneurship II	1
MGT 623*	Life Sciences Entrepreneurship III	1
MGT 629*	Life Science Venture Funding	1
MGT 630*	Company Formation	1
MGT 632*	Entrepreneurial Mindset	1
MGT 633*	Intellectual Property for Life Sciences	1
MGT 635*	Regulatory Affairs	1
MGT 636*	Quality Management	1
MGT 637*	Reimbursement	1

**LSE is short for Life Sciences Entrepreneurship. LSE offers one credit hour courses which are fully asynchronous, but also self-guided/self-managed (no Buffalo Study Nights or office hours available). Each of the courses listed below is one credit. If students wish to take a course from this list, we highly recommend they take three of these courses (simultaneously). These courses follow the standard 15-week fall academic calendar.*

The electives listed under "Alternative Elective Options" are opportunities to take courses that are not traditionally offered to online MBA students. These courses earn elective credit but may have synchronous requirements, earn less than 3 credits per course, and/or not follow the online MBA program's academic calendar.

Note: Elective course options may offer variable credit hours. Consult your academic advisement report on HUB to ensure appropriate credit hours for degree conferral. Total elective credit hours for degree conferral must be 12.

SUMMARY

36 core credits + 12 elective credits = 48 credits required for degree. Curricular offerings and requirements are subject to change.

University at Buffalo
School of Management

Master of Science in Accounting

Financial Accounting and Assurance Track, 2026-27

CORE CURRICULUM (15 credits total)

Required courses (12 credits)

Course Number	Course Title	Credits	Semester
MGA 612	Taxation of Business Entities	3	Fall
MGA 614	Advanced Auditing	3	Fall
MGA 623	Introduction to Professional Tax Research	1.5	Fall
MGA 624	Research in Accounting and Auditing Standards	1.5	Fall
MGA 621	Data Analytics for Accountants	3	Spring

Choose 1 course (3 credits)

Course Number	Course Title	Credits	Semester
MGA 617	Advanced Topics in Management Accounting and Control	3	Spring
MGA 618	Current Issues in Financial Reporting	3	Spring

FINANCIAL ACCOUNTING AND ASSURANCE TRACK (15 credits total)

* Only one internship applied towards degree

Course Number	Course Title	Credits	Semester
MGA 643	Fraud Examination and Forensic Investigation	3	Fall
MGX ###	Business Elective OR Internship*	3	Fall
MGA 637	Business Valuation for Accountants	3	Spring
MGA 642	Information Technology Audit	3	Spring
MGX ###	Business Elective OR Internship*	3	Spring

SUMMARY

15 core credits + 15 elective credits = 30 credits required for degree. Curricular offerings and requirements are subject to change.

University at Buffalo
School of Management

Master of Science in Accounting

Internal Audit and Risk Management Track, 2026-27

CORE CURRICULUM (15 credits total)

Required courses (12 credits)

Course Number	Course Title	Credits	Semester
MGA 612	Taxation of Business Entities	3	Fall
MGA 614	Advanced Auditing	3	Fall
MGA 623	Introduction to Professional Tax Research	1.5	Fall
MGA 624	Research in Accounting and Auditing Standards	1.5	Fall
MGA 621	Data Analytics for Accountants	3	Spring

Choose 1 course (3 credits)

Course Number	Course Title	Credits	Semester
MGA 617	Advanced Topics in Management Accounting and Control	3	Spring
MGA 618	Current Issues in Financial Reporting	3	Spring

INTERNAL AUDIT AND RISK MANAGEMENT TRACK (15 credits total)

* Only one internship applied towards degree

Course Number	Course Title	Credits	Semester
MGA 640	Principles and Practice of Internal Auditing	3	Fall
MGA 643	Fraud Examination and Forensic Investigation	3	Fall
MGA 641	Advanced Topics in Internal Audit	3	Spring
MGA 642	Information Technology Audit	3	Spring
MGX ###	Business Elective OR Internship*	3	Spring

SUMMARY

15 core credits + 15 elective credits = 30 credits required for degree. Curricular offerings and requirements are subject to change.

University at Buffalo
School of Management

Master of Science in Accounting

Taxation Track, 2026-27

CORE CURRICULUM (15 credits total)

Course Number	Course Title	Credits	Semester
MGA 612	Taxation of Business Entities	3	Fall
MGA 614	Advanced Auditing	3	Fall
MGA 623	Introduction to Professional Tax Research	1.5	Fall
MGA 624	Research in Accounting and Auditing Standards	1.5	Fall
MGA 621	Data Analytics for Accountants	3	Spring
MGA 654	Advanced Topics in ASC 740 and Subchapter K	3	Spring

TAXATION TRACK (15 credits total)

* Only one internship applied towards degree

Course Number	Course Title	Credits	Semester
MGA 652	Tax Planning for Multijurisdictional Entities	3	Fall
MGX ###	Business Elective OR Internship*	3	Fall
MGA 651	Tax Planning for the Closely-Held Business	3	Spring
MGA 653	Advanced Topics in Corporate Taxation	3	Spring
MGX ###	Business Elective OR Internship*	3	Spring

SUMMARY

15 core credits + 15 elective credits = 30 credits required for degree. Curricular offerings and requirements are subject to change.

University at Buffalo
School of Management

Master of Science in Accounting

Data Analytics Track, 2026-27

CORE CURRICULUM (15 credits total)

Required courses (12 credits)

Course Number	Course Title	Credits	Semester
MGA 612	Taxation of Business Entities	3	Fall
MGA 614	Advanced Auditing	3	Fall
MGA 623	Introduction to Professional Tax Research	1.5	Fall
MGA 624	Research in Accounting and Auditing Standards	1.5	Fall
MGA 621	Data Analytics for Accountants	3	Spring

Choose 1 course (3 credits)

Course Number	Course Title	Credits	Semester
MGA 617	Advanced Topics in Management Accounting and Control	3	Spring
MGA 618	Current Issues in Financial Reporting	3	Spring

DATA ANALYTICS TRACK (15 credits total)

Required courses (6 credits)

* Only one internship applied towards degree

Course Number	Course Title	Credits	Semester
MGA ###	Accounting Elective OR Internship*	3	Fall
MGA ###	Accounting Elective OR Internship*	3	Spring

Choose 3 courses (9 credits)

Course Number	Course Title	Credits	Semester
MGS 613	Database Management Systems	3	Fall
MGQ 603	Prescriptive Analytics and Optimization	3	TBA
MGS 639	Cybersecurity, Privacy and Ethics	3	Fall
MGS 616	Predictive Analytics	3	Fall/Spring
MGG 633	Model Managerial Processes	3	Spring

SUMMARY

15 core credits + 15 elective credits = 30 credits required for degree. Curricular offerings and requirements are subject to change.

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Master of Science in Business Analytics and Applied AI

Curriculum Planner, 2026-27

Availability varies by semester. Refer to catalog.

CORE CURRICULUM (24 credits)

Course Number	Course Title	Credits	Semester
MGS 613	Database Management Systems	3	Summer or Fall
MGQ 606	Statistical Foundations of Analytics	3	Summer or Fall
MGS 628	Data Visualization for Business Insights	3	Summer or Fall
AI 502	Mathematical and Computational Fundamentals for AI and Society	3	Fall
MGS 616	Predictive Analytics	3	Fall or Spring
MGS 636	Applied AI for Managers	3	Spring
AI 501	Foundations of AI and Society	3	Spring
MGG 670	AI Capstone	3	Spring

FOUNDATIONAL ANALYTICS FLEXCORE (3 credits)

Choose 1 courses

Course Number	Course Title	Credits	Semester
MGS 617	Programming for Data Analytics	3	Fall
MGG 633	Model Managerial Process	3	Spring
MGQ 603	Prescriptive Analytics and Optimization	3	Spring

ELECTIVE (3 credits)

Choose 1 course

Course Number	Course Title	Credits
MGB 626	People Analytics	3
MGM 653	Digital Marketing Analytics	3
MGO 636	Supply Chain Analytics	3
MGS 638	Cybersecurity Analytics	3
MGS 670	Health Care Analytics	3
MGF 634	Quantitative Methods in Finance	3
MGQ 610	Sports Analytics	3
MGS 618	Adopting AI in the Enterprise	3
MGS 627	Business Process Automation	3
MGS 632	Seminar in Health Information Systems	3
MGS 639	Cybersecurity, Privacy and Ethics	3
MGS 657	Cloud Data Warehousing and Data Engineering	3
MGS 659	Web Analytics and Optimization Techniques for eCommerce	3
MGO 619	Business Forecasting	3
MGO 631	Production and Inventory Planning	3

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Course Number	Course Title	Credits
MGO 630	Operations and Service Management	3
MGH 641	Business of Health Care	3
MGF 637	Financial Modeling	3
MGF 641	Financial Policies and Strategies	3
MGM 667	Marketing Research	3
MGM 659	Marketing Planning	3
MGM 651	Consumer Behavior	3
MGS 653	Social Network Analytics	3
MGX ###	A course not taken in the Foundational Analytics Flexcore list	3
MGX ###	A second course from Applied Domain Analytics Flexcore list	3

SUMMARY

24 core credits + 3 foundational flexcore credits + 3 elective credits = 30 credits required for degree. Students may only enroll in 12 credits per semester. Curricular offerings and requirements are subject to change.

University at Buffalo
School of Management

Master of Science in Business Analytics
Curriculum Planner, 2026-27
Availability varies by semester. Refer to catalog.

CORE CURRICULUM (12 credits)

Course Number	Course Title	Credits
MGS 613	Database Management Systems	3
MGS 617	Programming for Data Analytics	3
MGQ 606	Statistical Foundations of Analytics	3
MGS 626	Data Visualization	1.5
MGS 649	MS Practicum (culminating experience)	1.5

FOUNDATIONAL ANALYTICS FLEXCORE (6 credits)
Choose 2 courses

Course Number	Course Title	Credits
MGG 633	Model Managerial Process	3
MGQ 603	Prescriptive Analytics and Optimization	3
MGS 616	Predictive Analytics	3

APPLIED DOMAIN ANALYTICS FLEXCORE (3 credits)
Choose 1 course

Course Number	Course Title	Credits
MGB 626	People Analytics and AI	3
MGM 653	Digital Marketing Analytics	3
MGM 675	Marketing Analytics	3
MGO 636	Supply Chain Analytics	3
MGS 638	Cybersecurity Analytics	3
MGS 670	Health Care Analytics	3
MGF 634	Quantitative Methods in Finance	3
MGQ 610	Sports Analytics	3

ELECTIVES (9 credits)
Choose 3 courses

Course Number	Course Title	Credits
MGS 618	Adopting AI in the Enterprise	3
MGS 627	Business Process Automation	3
MGS 632	Seminar in Health Information Systems	3
MGS 636	AI for Managers	3
MGS 639	Cybersecurity, Privacy and Ethics	3
MGS 657	Cloud Data Warehousing and Data Engineering	3
MGS 659	Web Analytics and Optimization Techniques for eCommerce	3
MGO 619	Business Forecasting	3
MGO 631	Production and Inventory Planning	3
MGO 630	Operations and Service Management	3
MGH 641	Business of Health Care	3

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Course Number	Course Title	Credits
MGF 637	Financial Modeling	3
MGF 641	Financial Policies and Strategies	3
MGM 667	Marketing Research	3
MGM 659	Marketing Planning	3
MGM 651	Consumer Behavior	3
MGS 653	Social Network Analytics	3
MGX ###	A course not taken in the Foundational Analytics Flexcore list	3
MGX ###	A second course from Applied Domain Analytics Flexcore list	3

SUMMARY

12 core credits + 6 foundational flexcore credits + 3 analytics flexcore credits + 9 elective credits = 30 credits required for degree. Students may only enroll in 12 credits per semester. Curricular offerings and requirements are subject to change.

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School of Management

Online Master of Science in Business Analytics and Applied AI Curriculum Planner, 2026-27

CORE CURRICULUM (24 credits)

Course Number	Course Title	Credits
MGS 613	Database Management Systems	3
AI 501	Foundations of AI and Society	3
AI 502	Mathematical and Computational Fundamentals for AI and Society	3
MGQ 606	Statistical Foundations of Analytics	3
MGS 616	Predictive Analytics	3
MGS 636	Applied AI for Managers	3
MGS 628	Data Visualization for Business Insights	3
MGG 670	AI Capstone	3

FOUNDATIONAL ANALYTICS FLEXCORE (3 credits)

Course Number	Course Title	Credits
MGG 633	Model Managerial Process (Data Modeling)	3
MGS 617	Programming for Data Analytics	3

ELECTIVES (3 credits)

Choose 1 course. Availability varies by session and is subject to change.

Course Number	Course Title	Credits
MGB 626	People Analytics and AI	3
MGF 634	Quantitative Methods in Finance	3
MGH 641	The Business of Healthcare	3
MGM 653	Digital Marketing Analytics	3
MGO 636	Supply Chain Analytics	3
MGS 670	Health Care Analytics	3
MGA 609	Management Accounting	3
MGA 663	Financial Accounting Analytics	3
MGO 630	Operations and Service Management	3
MGO 634	Project Management	3
MGO 638	Logistics Management	3
MGS 639	Cybersecurity, Privacy, and Ethics	3

SUMMARY

24 core credits + 3 foundational analytics flexcore credits + 3 elective credits = 30 credits required for degree.
Curricular offerings and requirements are subject to change.

University at Buffalo
School of Management

Online Master of Science in Business Analytics
Curriculum Planner, 2026-27

CORE CURRICULUM (12 credits)

Course Number	Course Title	Credits
MGQ 606	Statistical Foundations of Analytics	3
MGS 613	Database Management Systems	3
MGS 617	Programming for Data Analytics	3
MGS 626	Data Visualization	1.5
MGS 649	MS Practicum (culminating experience)	1.5

FOUNDATIONAL ANALYTICS FLEXCORE (6 credits)

Course Number	Course Title	Credits
MGG 633	Model Managerial Process (Data Modeling)	3
MGS 616	Predictive Analytics	3

APPLIED DOMAIN ANALYTICS FLEXCORE (3 credits)
Choose 1 course. Availability varies by session and is subject to change.

Course Number	Course Title	Credits
MGB 626	People Analytics and AI	3
MGF 634	Quantitative Methods in Finance	3
MGM 653	Digital Marketing Analytics	3
MGO 636	Supply Chain Analytics	3
MGS 670	Health Care Analytics	3

ELECTIVES (9 credits)
Choose 3 courses. Availability varies by session and is subject to change.

Course Number	Course Title	Credits
MGA 609	Management Accounting	3
MGA 663	Financial Accounting Analytics	3
MGO 630	Operations and Service Management	3
MGO 634	Project Management	3
MGO 638	Logistics Management	3
MGS 636	Applied AI for Managers	3
MGS 639	Cybersecurity, Privacy and Ethics	3
MGX ###	Course(s) not taken from Applied Domain Analytics Flexcore	3 - 9

SUMMARY
12 core credits + 6 foundational flexcore credits + 3 analytics flexcore credits + 9 elective credits = 30 credits required for degree. Curricular offerings and requirements are subject to change.

NOTE REGARDING ELECTIVES: Any Applied Domain Analytics Flexcore course that isn't used toward the Applied Domain Analytics Flexcore requirement can be taken as an elective. Additional elective courses are also available.

University at Buffalo
School of Management

Master of Science in Finance

Financial Risk Management Track, 2026-27

CORE CURRICULUM (24 credits total)

Course Number	Course Title	Credits	Semester
MGF 633	Investment Management	3	Fall 1
MGF 635	Financial Derivatives	3	Fall 2
MGF 638	Fixed Income Securities	3	Spring
MGF 641	Financial Policies and Strategies	3	Spring
MGF 661	Management of Financial Institutions	3	Spring
MGF 685	International Finance Management	3	Fall 1
MGF 696	Portfolio Theory and Strategy	3	Fall 2

Capstone: Choose 1 (3 credits)

Course Number	Course Title	Credits	Semester
MGF 644	Supervised Research – Fixed Income	3	Fall
MGF 645	Supervised Research – Equities	3	Spring

ELECTIVES (12 credits total) At least two electives must be STEM designated.

STEM Electives: Choose at least 2 courses (6+ credits)

Course Number	Course Title	Credits
MGF 634	Quantitative Methods in Finance	3
MGF 636	Complex Financial Instruments	3
MGF 637	Financial Modeling	3
MGF 639	Security Trading	3
MGF 672	Artificial Intelligence in Finance	3
MGF 675	Multinational Banking and Finance	3
MGF 687	Technology for Finance: Big Data, Machine Learning and AI Applications	3
MGS 616	Predictive Analysis	3
MGS 628	Data Visualization	3

Non-STEM Electives: Choose remaining courses (0-6 credits)

Course Number	Course Title	Credits
MGA 632	Financial Statement Analysis	3
MGA 637	Business Valuation for Accountants	3
MGE 602	Global Economics and the Business Firm	3
MGF 522	Financial Analysis	3
MGF 647	Terese Kelly Investment Group (TKIG)	3
MGF 648	Finance Practicum (Internship)	3
MGF 650	Comprehensive Financial Analysis	3
MGF 651	Experiential Projects in Finance	3
MGF 657	Financial Innovation (Second year option)	3
MGF 658	Mergers and Acquisitions	3
MGG 6XX OR MGG 611	Global Programs (One 3-credit course OR two 1.5-credit courses)	3

SUMMARY - 24 core credits + 12 elective credits (including at least 6 STEM credits) = 36 credits required for degree. Course availability varies by semester. Refer to catalog.

University at Buffalo
School of Management

Master of Science in Finance

Quantitative Finance and AI Track, 2026-27

CORE CURRICULUM (27 credits total)

Course Number	Course Title	Credits	Semester
AI 501	Foundations of AI and Society	3	Spring
AI 502	Mathematical and Computational Fundamentals for AI and Society	3	Fall 1
MGF 633	Investment Management	3	Fall 1
MGF 635	Financial Derivatives	3	Fall 1
MGF 638	Fixed Income Securities	3	Spring
MGF 696	Portfolio Theory and Strategy	3	Fall 1
MGF 672	Artificial Intelligence in Finance	3	Fall 2
MGF 687	Technology for Finance: Big Data, Machine Learning and AI Applications	3	Spring

Capstone (3 credits)

Course Number		Credits	Semester
MGG 670	Applied AI Capstone	3	Spring or Fall

Electives (9 credits) At least two electives must be Quantitative designated.

Quantitative Finance Electives: Choose at least 2 courses (6+ credits)

Course Number	Course Title	Credits
MGF 634	Quantitative Methods in Finance	3
MGF 636	Complex Financial Instruments	3
MGF 637	Financial Modeling	3
MGF 639	Security Trading	3

Non-Quantitative Finance Electives: Choose remaining courses

Course Number	Course Title	Credits
MGA 632	Financial Statement Analysis	3
MGA 637	Business Valuation for Accountants	3
MGE 602	Global Economics and the Business Firm	3
MGF 522	Financial Analysis	3
MGF 641	Financial Policies and Strategies	3
MGF 647	Terese Kelly Investment Group (TKIG)	3
MGF 648	Finance Practicum (Internship)	3
MGF 650	Comprehensive Financial Analysis	3
MGF 651	Experiential Projects in Finance	3
MGF 657	Financial Innovation (Second year option)	3
MGF 658	Mergers and Acquisitions	3
MGF 661	Management of Financial Institutions	3
MGF 675	Multinational Banking in Finance	3
MGF 685	International Finance Management	3
MGG 6XXor 611	Global Programs (One 3-credit course OR two 1.5-credit courses)	3
MGS 616	Predictive Analysis	3
MGS 628	Data Visualization	3

SUMMARY - 27 core credits + 9 elective credits = 36 credits required for degree
Course availability varies by semester. Refer to catalog.

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Master of Science in Management
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CORE CURRICULUM (18 credits)
*Culminating experience

Course Number	Course Title	Credits	Semester
MGF 522	Financial Analysis	3	Fall
MGG 524	Management Communications	1.5	Fall
MGG 525	Teams and Teamwork	1.5	Fall
MGM 523	Marketing Foundations	3	Summer
MGO 524	Business Operations	3	Summer
MGO 525	Strategic and Change Management	3	Spring
*MGT 526	Leadership and Ethics	3	Spring

FOCUS AREA ELECTIVES (12 credits)
Choose management courses based on one of the three focus areas to fulfill the elective requirement of 12 credit hours (2 in Fall, 2 in Spring). Availability varies by semester. Curricular offerings and requirements are subject to change. Refer to catalog.

HUMAN RESOURCES

Course Number	Course Title	Credits
MGI 601	Human Resources Management	3
MGI 617	Managing People for Maximum Performance	3
MGI 619	Special Topics: Talent Management	3
MGB 615	Leadership: Executive Presence and Emotional Intelligence	3
MGB 625	Power and Influence	3
MGB 626	People Analytics	3
MGG 640	Negotiations	3

MARKETING

Course Number	Course Title	Credits
MGM 620	Special Topics: Retailing	3
MGM 651	Consumer Behavior	3
MGM 653	Digital Marketing Analytics	3
MGM 656	Product Design and Marketing	3
MGM 659	Marketing Planning	3
MGM 667	Marketing Research	3
MGM 670	Advertising and Promotion	3

BUSINESS OPERATIONS

Course Number	Course Title	Credits
MGO 630	Operations and Service Management	3
MGO 631	Production and Inventory Planning	3
MGO 633	Global Operations Management	3
MGO 634	Project Management	3
MGO 637	Purchasing and Supply Chain Management	3

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Course Number	Course Title	Credits
MGO 639	Sustainable Operations	3
MGO 660	Intro to Entrepreneurship	3

Note: Elective course options may offer variable credit hours. Consult with your academic advisor to ensure appropriate credit hours for degree conferral.

SUMMARY: 18 core credits + 12 elective credits = 30 credits required for degree.
Students may only enroll in 12 credits per semester.

***Curricular offerings and requirements are subject to change.*

University at Buffalo
School of Management

Master of Science in Management Information Systems
Curriculum Planner, 2026-27

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CORE CURRICULUM (13 credits total)

Required core courses (6 credits)

Course Number	Course Title	Credits	Semester
MGQ 606	Statistical Foundations of Analytics	3	Fall
MGS 607	Technology and Innovation Management	3	Spring

Required Flexcore courses: Choose at least 2 below (6 credits)†

Availability varies by semester. **Refer to catalog.**

Course Number	Course Title	Credits
MGS 602	Information Technology and Cloud Infrastructure Management	3
MGS 613	Database Management Systems	3
MGS 614	Systems Analysis and Design	3
MGS 616	Predictive Analytics	3
MGS 628	Data Visualization	3
MGS 639	Cybersecurity, Privacy and Ethics	3

Required capstone: Choose 1 below (1 credit)

Course Number	Course Title	Credits	Semester
MGS 646	MIS Project Guidance (Certification)	1	Winter semester
MGS 649	MS Practicum (Internship)	1	Second summer

ELECTIVES (18 credits total)

Choose 6 courses (3 in Fall, 3 in Spring) from below and next page.
Availability varies by semester. Refer to catalog.

Course Number	Course Title	Credits
MGE 604	Business Economics	3
MGG 524	Management Communications* (co-reg with MGG 525)	1.5
MGG 525	Leading Teams and Organizations*(co-reg with MGG 524)	1.5
MGM 523	Marketing Foundations	3
MGM 653	Digital Marketing Analytics	3
MGS 602	Information Technology and Cloud Infrastructure Management	3
MGS 610	Digital Forensics	3
MGS 613	Database Management Systems	3
MGS 614	Systems Analysis and Design	3
MGS 616	Predictive Analytics	3
MGS 617	Spreadsheet and Statistical Programming for Business	3

Course Number	Course Title	Credits
MGO 634	Project Management	3
MGS 627	Business Process Automation with Python	3
MGS 628	Data Visualization	3
MGS 629	System Security	3
MGS 635	Digital Product Management	3
MGS 636	Applied AI for Managers	3
MGS 637	Cloud Computing Security Concepts	3
MGS 638	Cybersecurity Analytics	3
MGS 639	Cybersecurity, Privacy and Ethics	3
MGS 642	IS Auditing for IT Managers	3
MGS 643	AI-Enabled Cybersecurity Operations and Risk Management	3
MGS 647	Supervised Research (Faculty approval required)	3
MGS 650	Information Security and Assurance	3
MGS 657	Cloud Data Warehousing and Data Engineering	3
MGS 687	Experiential IT Project	3
AI 501	Foundations of AI and Society (for advanced cert only)	3
AI 502	Mathematical and Computational Fundamentals for AI and Society (for advanced cert only)	3

* Courses noted must be taken together

† Additional flexcore course may be taken from the list. Any classes beyond the required 6 credits will then count as an elective.

SUMMARY

13 core credits + 18 elective credits = 31 credits required for degree

Students may only enroll in 12 credits per semester.

** Curricular offerings and requirements are subject to change.*

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Online Master of Science in Management Information Systems
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CORE CURRICULUM (13 credits total)

Required core courses (6 credits)

Course Number	Course Title	Credits	Semester
MGQ 606	Statistical Foundations of Analytics	3	Fall B
MGS 607	Technology and Innovation Management	3	Summer 3 OR Spring B

Required Flexcore courses: Choose at least 2 below (6 credits)

Availability varies by semester. **Refer to catalog.**

Course Number	Course Title	Credits	Semester
MGS 602	Information Technology and Cloud Infrastructure Management	3	Fall A
MGS 613	Database Management Systems	3	Fall A
MGS 616	Predictive Analytics	3	Spring B
MGS 628	Data Visualization	3	Spring A
MGS 639	Cybersecurity, Privacy and Ethics	3	Spring A Or Fall B

† Additional flexcore course may be taken from the list. Any classes beyond the required 6 credits will then count as an elective.

Required capstone: Choose 1 below (1 credit)

Course Number	Course Title	Credits	Semester
MGS 646	MIS Project Guidance (Certification)	1	Spring B

ELECTIVES (18 credits total)

Choose 6 courses (3 in Fall, 3 in Spring) from below and next page.
Availability varies by semester. Refer to catalog.

Course Number	Course Title	Credits
MGS 636	Applied AI for Managers	3
MGG 640	Theory and Practice of Negotiations	3
MGA 663	Financial Accounting Analytics	3
MGB 626	People Analytics & AI	3
MGG 636	Communication Skills	3
MGB 607	Motivation and Leadership	3
MGS 670	Healthcare Analytics	3
MGS 643	AI-Enabled Cybersecurity Ops and Risk Management	3
MGS 642	IS Auditing for IT Managers	3
MGO 634	Project Management	3
MGS 617	Programming for Data Analytics	3
MGM 653	Digital Marketing Analytics	3

Course Number	Course Title	Credits
MGS 650	Information Security and Assurance	3
MGO 665	Technological Entrepreneurship	3
MGI 617	Workforce Performance Management	3
MGS 617	Spreadsheet and Statistical Programming	3
MGS 636	Applied AI for Managers	3

SUMMARY

13 core credits (6 core + 6 flex + 1 capstone) + 18 elective credits = 31 credits required for degree

Students may only enroll in 12 credits per semester.

** Curricular offerings and requirements are subject to change.*

University at Buffalo
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Master of Science in Supply Chain Management Curriculum Planner, 2026-27

CORE CURRICULUM (12 credits)

Course Number	Course Title	Credits
MGO 630	Operations and Service Management (STEM)	3
MGO 633	Global Operations Management (STEM)	3
MGO 636	Supply Chain Analytics (STEM)	3
MGO 638	Logistics Management (STEM)	3

FLEXCORE (3 credits)

Choose at least one course

Course Number	Course Title	Credits
MGO 631	Production and Inventory Analytics (STEM)	3
MGO 637	Purchasing and Supply Management (STEM)	3
MGO 639	Sustainable Operations (STEM)	3

REQUIRED CAPSTONE (3 credits)

Course Number	Course Title	Credits
MGO 647	Supervised Research (STEM)	3

MGO 647 is a research- or practice-based project course that helps students apply the knowledge and techniques gained throughout their academic program to analyze, research and develop solutions for real-world supply chain challenges faced by business organizations. This course is supervised by faculty members and administrated by the Center for Supply Chain Analytics. A final project report is required and must be approved by a faculty member by the end of the final semester.

*ELECTIVES (12 credits)

Must include a minimum of two STEM-designated electives and one non-STEM elective. Availability varies by semester. Refer to catalog.

*STEM: 6-9 credits

Course Number	Course Title	Credits
MGO 6XX	Any flexcore course(s) not already taken	3 or 6
MGO 619	Business Forecasting	3
MGG 633	Model Managerial Process	3
MGQ 606	Statistical Foundations for Analytics	3
MGS 613	Database Management Systems	3
MGS 616	Predictive Analytics	3
MGS 617	Spreadsheet and Statistical Programming for Business	3
MGS 628	Data Visualization for Business Insights	3
MGS 636	Applied AI for Managers	3
IE 551	Simulation and Stochastic Methods	3
AI 502	Mathematical and Computational Fundamentals for AI and Society	3
AI 504	Machine Learning for AI and Society	3
MGS 643	AI-Enabled Cybersecurity Operations and Risk Management	3
MGS 662	Optimization Methods for Machine Learning	3

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*NON-STEM: 3-6 credits

Course Number	Course Title	Credits
MGO 632	Strategic Quality Management	3
MGO 634	Project Management	3
MGO 664	Corporate Innovation	3
MGO 665	Technological Entrepreneurship	3
MGA 609	Management Accounting	3
MGI 617	Workforce Performance Management	3
MGG 640	Theory and Practice: Negotiation	3
AI 501	Foundations of AI and Society	3

SUMMARY

12 core credits + 3 flexcore credits + 3 capstone credits + 12 elective credits = 30 credits required for degree. Students may only enroll in 12 credits per semester.

University at Buffalo
School of Management

Master of Science in Supply Chain Management
Online Curriculum Planner, 2026-27

CORE CURRICULUM (15 credits)

Course Number	Course Title	Credits
MGO 630	Operations & Service Management	3
MGO 633	Global Operations Management	3
MGO 636	Supply Chain Analytics	3
MGO 638	Logistics Management	3
MGO 639	Sustainable Operations	3

REQUIRED CAPSTONE (3 credits)

Course Number	Course Title	Credits
MGO 647	Supervised Research	3

*ELECTIVES (12 credits)

Must include a minimum of two STEM-designated electives and one non-STEM elective. Availability varies by semester. Refer to catalog.

*STEM: 6-9 credits

Course Number	Course Title	Credits
MGB 626	People Analytics and AI	3
MGG 633	Model Managerial Process (Data Modeling)	3
MGQ 606	Statistical Foundation of Analytics	3
MGS 613	Database Management Systems	3
MGS 616	Predictive Analytics	3
MGS 617	Programming for Data Analytics	3
MGS 636	Applied AI for Managers	3

*NON STEM: 3-6 credits

Course Number	Course Title	Credits
MGA 609	Management Accounting	3
MGE 602	Global Economy and the Business Firm	3
MGG 640	Negotiations	3
MGI 617	Managing People for Maximum Performance	3
MGO 634	Project Management	3
MGS 607	Technology and Innovation Management	3

SUMMARY

15 core credits + 3 capstone credits + 12 elective credits = 30 credits required for degree. Curricular offerings and requirements subject to change.