

# **Graduate Student Handbook 2024-2025**

*For students in the 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, Graduate Programs Director*

# MISSION, VISION, GOALS AND VALUES

## Our Mission

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

## Our Vision

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

## Our Goals

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

## Our Values

The 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 2024-2025

## 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.*

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, subsequent to 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, he/she 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, or failure of an exam or course.
- d. Probation. Exclusion from participation in university activities and privileges for a stated period of time, 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 of time.
- 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, he/she 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 done 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 not meeting 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.
- Students follow residency expectations prescribed by individual program for each semester. Attend all classes, and if unable, notify the professor as soon as you know you will not be to attend.
- Keep cell phones and other electronic devices turned off during class unless otherwise instructed by your faculty member(s).
- 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.
- Do not pack book bags or backpacks to leave until the instructor has dismissed class.
- Students should address faculty as "professor" or "doctor" Calling faculty by their first name is not appropriate unless given explicit permission from the faculty member.
- 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)



- 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 ahead 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 on your laptop.
- 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 website for upcoming events.
- RSVP for enrichment events and be sure to attend—your participation matters. Always dress to impress.
- Schedule advising appointments with your academic advisor to be sure you are on track to graduate on time, as well as to answer any questions you may have.
- 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.”
- 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 Academic Advisors (Full-Time MBA and MS Programs, in-residence programs)**

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. Become a self-confident decision maker by acquiring the skills needed to assume final responsibility for course scheduling, program planning and successful completion of your 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 academic 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 academic 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 Brightspace 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 academic advising appointments. If you need to cancel or reschedule, please do so in Navigate.
- Keep all interactions with your academic advisor professional. All email communication should be from your UB email account. Be prepared with accurate information and relevant materials when contacting your advisor.
- Continuously check your UB email in a timely manner for important department and [University](#) updates. Your academic advisor will communicate pertinent information, action items and deadlines with you throughout the semester.

### **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.
- Update your résumé/CV as required and meet with your career advisor on a regular basis.
- When you set up an appointment with your career advisor, keep it. If you are unable to make an appointment, let the CRC know.

### **School's Right to Amend Rules and Procedures**

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

## **ACADEMIC PROGRAMS**

### **Full-Time MBA Program**

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.

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

## Dual or Collaborative MBA Degrees

- Accelerated MBA for GME Residents/Fellows
- Combined Undergraduate and MBA programs
  - BS Biomedical/Engineering/MBA
  - BS Chemical Engineering/MBA
  - BS Civil Engineering/MBA
  - BS Computer Science/MBA
  - BS Electrical Engineering/MBA
  - BS Industrial Engineering/MBA
  - BS Mechanical Engineering/MBA
  - BS Business Administration/MBA
- Combined Graduate/Professional and MBA Programs
  - AuD/MBA
  - DDS/MBA
  - JD/MBA
  - MArchitcture/MBA
  - MD/MBA
  - MPH/MBA
  - MS Real Estate Development/MBA
  - MSW/MBA
  - PharmD/MBA

## Online MBA Program

The OMBA program requires completion of 48 credit hours with a cumulative grade point average of 3.0 or higher. The curriculum consists of 12 core courses (36 credits) and 12 elective credits. You may complete this program in 24 to 48 months. Most students will complete the program in 33 months with continuous part-time enrollment.

[Curriculum map for the Online MBA program](#)

## Professional MBA Program (Part Time)

The PMBA program requires completion of 48 credit hours with a cumulative grade point average of 3.0 or higher. The curriculum consists of 12 core courses (36 credits) and 12 elective credits. You may elect to speed up or slow down your progress, thus completing the program in as few as 27 months or as many as 48 months.

[Curriculum map for Professional MBA program](#)

## 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](#).

[Curriculum map for MS in Accounting program](#)

## Master of Science in Business Analytics (In-residence)

Full-time business analytics students will complete this 30-credit-hour program in one year.

[Curriculum map for MS in Business Analytics program](#)

### **Master of Science in Business Analytics (Online)**

As a full-time online business analytics student, you may complete this 30-credit-hour program in 21 months to 48 months.

[Curriculum map for the Online MS in Business Analytics program](#)

### **Master of Science in Finance**

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

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

### **Master of Science in Management**

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

[Curriculum map for MS in Management program](#)

### **Master of Science in Management Information Systems**

Full-time management information systems students will complete this 31-credit-hour program in one year.

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

### **BS/MS Programs**

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

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

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

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

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

## **Academic Grievance**

### **Academic Grievance Preamble**

It is an objective of the University at Buffalo and its Graduate School to encourage the prompt consultative resolution of grievances of graduate students as they arise and to provide orderly procedures for the formal consideration and resolution of complaints that cannot be resolved through consultation. This set of procedures is designed to provide a well-defined, yet appropriately flexible structure that recognizes and reflects the issues unique to graduate education, as well as academic areas common to all faculty-student or administrator-student relationships.

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

### **Grievance Definitions and Limits**

1. Definition: A grievance shall include, but is not restricted to, a complaint by a graduate student:
  1. That he or she has been subjected to a violation, misinterpretation or inequitable application of any of the regulations of the university, the Graduate School, a college or school or department or program; or
  2. That he or she has been treated unfairly or inequitably by reason of any act or condition that is contrary to established policy or practice governing or affecting graduate students at the University at Buffalo.
2. Time limit: A grievance must be filed within one calendar year from the date of the alleged offense. The department chair (or program director where there is no chair oversight), college or school dean or the dean of the Graduate School may extend this time limit upon demonstration of good cause.

### **Academic Grievance Consultative Resolution**

Virtually all disputes originate in the department (or program where there is no chair oversight) and should, if feasible, be resolved through consultation between the disputants. The parties should meet and exert a good faith effort to resolve the dispute amicably.

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

It may be useful for the student to seek first the assistance of his or her advisor, department chair (or program director where there is no chair oversight), or director of graduate studies acting as a mediator to aid in evenhandedly resolving the dispute.

## **Academic Grievance Formal Resolution**

### *I. Departmental- or Program-Level Review*

**Step 1:** The student who believes that the grievance is severe or has been unable to obtain an acceptable consultative resolution should submit in writing to the department chair (or program director where there is no chair oversight) a description of his or her complaint, including any evidentiary or supporting materials and a request for a hearing. (If the department chair or program director is a party against whom the grievance is brought, either as a teaching faculty member or as chair or director, or where the department chair or program director can demonstrate that it will best serve the interests of the parties, direct petition to the school or college level may be pursued.)

**Step 2:** The department chair (or program director where there is no chair oversight) shall begin to assemble a Departmental or Program Grievance Committee within 20 academic days<sup>1</sup> of receipt of the student's appeal (see Appendix A). The department chair or program director shall give the Departmental or Program Grievance Committee and each principal a copy of the written grievance, including any evidentiary or supporting materials, and a copy of the Academic Grievance Policy and Procedures for graduate students.

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

If the Departmental or Program Grievance Committee finds the statement of grievance has reasonable supporting grounds, the committee shall begin to assemble a hearing (as provided below) within 20 academic days<sup>1</sup> of the committee's receipt of the written grievance.

**Step 3:** The Departmental or Program Grievance Committee shall convene hearing(s) as necessary to allow both principals the opportunity to present their positions and shall allow each principal the right to question the presentation(s), written and verbal, of each principal and of others who contribute information to the committee. Principals shall be notified of the hearing date, location and Grievance Committee member names at least 72 hours prior to a scheduled hearing.

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

**Step 4:** The Departmental or Program Grievance Committee shall submit its recommendation(s) in writing, including findings and reasons for the recommendations, to the department chair (or program director where there is no chair oversight) within 10 academic days<sup>1</sup> of the final meeting of the committee.

**Step 5:** The department chair or program director shall consider the committee's findings and recommendations and render a final decision. This Statement of Decision and an indication of the student's right to appeal the department chair's or program director's decision (including time limit) shall be submitted, in writing, from the department chair or program director to the principals (via certified, return receipt mail), the college or school dean and the dean of the Graduate School within 10 academic days<sup>1</sup> from receiving the Departmental or Program Grievance Committee's written recommendations. Files shall be maintained in the offices of the dean and the Office of the Dean of the Graduate School.

## *II. School- or College-Level Appeal*

**Step 1:** If either principal wishes to appeal the departmental or program ruling, a written statement of the appeal, including any additional evidentiary or supporting materials, shall be filed within 10 academic days<sup>1</sup> of receipt of the department chair's (or program director's where there is no chair oversight) Statement of Decision. The appeal shall be filed with the college or school dean. (If the dean is a party against whom the grievance is brought, either as a teaching faculty member or as dean, or where the dean can demonstrate that it will best serve the interests of the parties, a direct petition to the Graduate School level may be pursued.)

**Step 2:** Upon review of relevant materials, including all materials and statements presented during prior hearings and materials and statements subsequently presented, if the college or school dean does not find that the statement of appeal provides reasonable grounds to appeal nor raises doubt concerning the adequacy of prior review, the dean may issue a formal decision regarding the appeal. In such a case, the dean shall submit a Statement of Decision to the principals (via certified, return receipt mail), the department chair (or program director where there is no chair oversight) and the dean of the Graduate School within 20 academic days<sup>1</sup> of receipt of the appeal.

Alternatively, if the dean deems it necessary or appropriate to consider further the circumstances of the appeal, he or she shall begin to assemble a Decanal Grievance Committee within 20 academic days<sup>1</sup> of receipt of the appeal. The Decanal Grievance Committee shall include no fewer than two faculty members and two graduate students. In those college/schools comprised of multiple academic departments, the Decanal Grievance Committee shall not include representatives from the department(s) or program(s) involved in the grievance (see Appendix C).

**Step 3:** The dean shall give the Decanal Grievance Committee and each principal a copy of the Academic Grievance Policy and Procedures for graduate students, the original written grievance, the written appeal to the school or college level, any supplemental materials and statements and all documentation and recommendations from the departmental or program proceedings.

**Step 4:** The Decanal Grievance Committee shall convene hearing(s) necessary to allow both principals the opportunity to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of the principals as well as others who contribute information to the committee. Principals shall be notified of the hearing date, location and Grievance Committee members at least 72 hours prior to a scheduled hearing.

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

**Step 5:** The Decanal Grievance Committee shall submit its recommendation(s) in writing, including findings and reasons for the recommendations, to the college or school dean within 10 academic days<sup>1</sup> of the final meeting of the committee.



**Step 6:** The dean shall consider the committee's findings and recommendations and render a final decision. This Statement of Decision and a statement of the student's right to appeal the dean's decision (including time limit) shall be submitted in writing from the dean to the principals (via certified, return receipt mail), the department chair (or program director where there is no chair oversight) and the dean of the Graduate School within 10 academic days<sup>1</sup> from receiving the Decanal Grievance Committee's written recommendations.

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

### *III. Graduate School-Level Appeal*

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

**Step 1:** If either principal wishes to appeal the decision(s) of the college or school dean, the written statement of appeal, including any additional evidentiary or supporting materials, shall be filed within 10 academic days<sup>1</sup> of receipt of the Statement of Decision. The appeal shall be filed with the dean of the Graduate School.

**Step 2:** Upon review of relevant materials, including all materials and statements presented during prior hearings and any materials and statements subsequently presented, if the dean of the Graduate School does not find that the statement of appeal provides reasonable grounds to appeal nor raises doubt concerning the adequacy of prior review, the dean of the Graduate School may issue a formal decision regarding the appeal. In such a case, the dean of the Graduate School will submit a Statement of Decision to the principals (via certified, return receipt mail), the department chair (or program director where there is no chair oversight) and dean within 20 academic days<sup>1</sup> of receipt of the appeal. Alternatively, if the dean of the Graduate School deems it necessary or appropriate to consider further the circumstances of the appeal, he or she shall begin to assemble a Graduate School Grievance Committee within 20 academic days<sup>1</sup> of receipt of the appeal. The Graduate School Grievance Committee shall include no fewer than two faculty members and two graduate students. The Graduate School Grievance Committee shall not include representatives from the college/school involved in the grievance (see Appendix D).

**Step 3:** The Graduate School shall give the Graduate School Grievance Committee and each principal a copy of the Academic Grievance Policy and Procedures, the original written grievance, the written appeals to both the school/college and the Graduate School levels, any supplemental materials and statements and all documentation and recommendations from the departmental or program and decanal proceedings. Principals shall be notified of the hearing date, location, and Grievance Committee members at least 72 hours prior to a scheduled hearing.

**Step 4:** The Graduate School Grievance Committee shall convene hearing(s) as necessary to allow both principals the opportunity to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of the principals as well as others who contribute information to the committee. The hearing(s) shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present (under unusual circumstances, if either party is considered to pose a physical threat to the other or to the chair, the chair of the committee may request that either the student or instructor participate by phone) and to have one advisor present at all hearings. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not

speak on behalf of or advocate for a principal or otherwise address members of the hearing committee. Hearing(s) shall be conducted in confidence (see Appendix B).

**Step 5:** The Graduate School Grievance Committee shall submit its letter of recommendations, including findings and reasons for recommendations, to the dean of the Graduate School within 10 academic days<sup>1</sup> after the final meeting of the committee.

**Step 6:** The dean of the Graduate School shall consider the committee's findings and recommendations and render a final university decision/determination. The dean of the Graduate School's Statement of Decision shall be submitted in writing to the principals (via certified, return receipt mail), the department chair (or program director where there is no chair oversight) and the academic dean within 10 academic days<sup>1</sup> from receiving the Graduate School Grievance Committee's written recommendations.

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

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

## **Academic Grievance Appendix A**

### *Departmental or Program Grievance Committee Membership*

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

Each principal to the dispute shall have five academic days<sup>1</sup> 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<sup>1</sup> of member identification, a written statement of the grounds for this "challenge for cause" to the department chair (or program director where there is no chair oversight) who shall rule on its merits and either retain or replace the committee member so challenged. Each committee member selected shall have the option of disqualifying him/herself from the committee by stipulating reasons why he or she feels unable to deal with the grievance in an unbiased fashion.

## **Academic Grievance Appendix B**

### *Confidentiality of Proceedings*

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

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

## **Academic Grievance Appendix C**

### *Decanal Grievance Committee Membership*

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

Each principal to the dispute shall have five academic days<sup>1</sup> 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<sup>1</sup> of member identification, a written statement of the grounds for this “challenge for cause” to the academic dean who shall rule on its merits and either retain or replace the committee member so challenged. Each committee member selected shall have the option of disqualifying him/herself from the committee by stipulating reasons why he or she feels unable to deal with the grievance in an unbiased fashion.

## **Academic Grievance Appendix D**

### *Graduate School Grievance Committee Membership*

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

Each principal to the dispute shall have five academic days<sup>1</sup> 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<sup>1</sup> of member identification, a written statement of the grounds for this “challenge for cause” to the dean of the Graduate School who shall rule on its merits and either retain or replace the committee member so challenged. Each committee member selected shall have the option of disqualifying him/herself from the committee by stipulating reasons why he or she feels unable to deal with the grievance in an unbiased fashion.

### *Grievance Pool Development*

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

### *Departmental or Program*

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

### *Decanal*

The college or school Grievance Pool shall include two representatives, as appropriate, from each department or program: one faculty member and one graduate student. The departmental and program

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

*Graduate School*

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

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

## Academic Integrity

### Academic Integrity Preamble

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

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

It is recommended that the instructor and student each consult with the Academic Integrity Office and/or the Office of Student Advocacy for guidance and assistance.

### Examples of Academic Dishonesty

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

- **Aiding in academic dishonesty.** Knowingly taking action that allows another student to engage in an act of academic dishonesty, including, but not limited to, completing an examination or assignment for another student, or stealing an examination or completed assignment for another student.
- **Cheating.** Includes, but is not limited to: (1) use of any assistance not authorized by the course instructor(s) in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the course instructor(s) in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) stealing tests or other academic material belonging to the course instructor(s).
- **Falsifying academic materials.** Fabricating laboratory materials, notes, reports or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for re-evaluation that has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
- **Misrepresenting documents.** Forgery, alteration or misuse of any university or official document, record or instrument of identification.
- **Plagiarizing.** Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one's own.
- **Purchasing academic assignments.** Purchasing an academic assignment intended for submission in fulfillment of any course or academic program requirement.
- **Selling academic assignments.** Selling or offering for sale any academic assignment to any person enrolled at the University at Buffalo. No person shall offer any inappropriate assistance in the preparation, research or writing of any assignment, which the seller knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.
- **Submitting previously submitted work.** Submitting academically required material that has been previously submitted, in whole or in substantial part, without prior and expressed consent of the instructor.

### Consultative Resolution

**Step 1:** If an instructor has reason to believe that a student may have committed an act of academic dishonesty, the instructor shall notify the student suspected of academic dishonesty within 10 academic days<sup>1</sup> of discovery of the alleged incident by email to the student's UBIT address.

If an individual other than the instructor, including other students, faculty or staff members, has reason to believe that a student may have committed an act of academic dishonesty, the individual shall notify the instructor or the Academic Integrity Office within 10 academic days<sup>1</sup> of discovery of the alleged incident.

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

The instructor will meet and consult with the student within 10 academic days<sup>1</sup> of the date of notification. During the consultation, the instructor will inform the student of the alleged incident and share a copy of the academic integrity policy and procedures with the student. Either party may request department note-takers (staff or faculty, but not teaching assistants) and/or an audio or video recording device may be used to record the consultation meeting. If the student fails to attend the consultative meeting, the instructor has the authority to reach a decision without consulting the student directly.

**Step 2:** If, after consultation with the student, the instructor believes the student did not commit an act of academic dishonesty, no sanctions will be imposed and the student will be notified of that finding by official university email. Procedures end.

If, after consultation with the student, the instructor believes the student did commit an act of academic dishonesty, the instructor has the authority to impose one or more of the following sanctions (see list below). Such sanctions will be assigned a “pending” status until the Academic Integrity Office receives notice from the instructor of the sanction and confirms the case at hand is the student’s first academic integrity infraction. If the student has a prior infraction(s), then the sanction may be revised by the Office of Academic Integrity.

- **Warning.** Provide written notice to the student that he/she has violated a university academic integrity standard and that the repetition of the wrongful conduct may be cause for more severe sanctions.
- **Revision of work.** Require the student to replace or revise the work in which dishonesty occurred. (The instructor may choose to assign a grade of “I” [Incomplete] pending replacement or revision of the work.)
- **Reduction in grade.** Reduce the student’s grade with respect to the particular assignment/exam or final grade in the course.
- **Failure in the course.** Fail the student in the course, to be indicated on the transcript by a grade of “F” without comment or further notation.
- **Remediation.** Require the student to complete a UB Academic Integrity Office remediation assignment. Upon the student’s successful passing of the assignment, the academic integrity officer will so inform the instructor, who may then change other sanctions he or she originally assigned to the student.<sup>1</sup>
- **Such other reasonable and appropriate sanction(s)** as may be determined by the instructor with the exception of any Academic Integrity Office or university sanction described below.
- **Recommendation of the following Academic Integrity Office sanctions.** The Academic Integrity Office must review and approve these recommendations.
- **Failure in course, remediation required, temporary notation of academic dishonesty.** A grade of “F” for the course is recorded on the student’s transcript and a notation of an academic dishonesty is entered on the student’s transcript. The student is required to complete an Academic Integrity Office remediation assignment. Upon the student successfully passing the assignment, the Academic Integrity Office will remove the notation from the student’s transcript. Failure to successfully complete the Academic Integrity Office remediation assignment will result in the notation remaining permanently on the student’s transcript.
- **Failure in the course with permanent notation of academic dishonesty.** A grade of “F” for the course is recorded on the student’s transcript with a permanent notation that the grade of “F” was assigned for reason of academic dishonesty.

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

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

**Step 3:** Within 10 academic days<sup>1</sup> of the consultative resolution, the instructor shall notify the student of a decision, any sanction(s) imposed and the student's right to appeal that decision, in writing. This decision letter shall be sent via email to the student's UBIT address, with copies to the Academic Integrity Office, the department chair and the school/college dean's office. *It is the instructor's responsibility to report the sanction, regardless of severity, to the Academic Integrity Office.* A copy of the instructor's decision letter will be retained in a confidential file in the Academic Integrity Office in perpetuity. The student shall have access to their own confidential file.

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

### Right to Appeal

The student may appeal the instructor's findings. The student's request for an appeal must be submitted in writing to the Academic Integrity Office within 10 academic days<sup>1</sup> after the instructor has notified the student of his or her decision. In the appeal, the student articulates if they are appealing the original judgment of academic dishonesty, the resulting sanction(s)/recommended sanction(s), or both.

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

If the office finds no cause to further consider the circumstances of the case, the office will notify the student, via email to the student's UBIT address, and the instructor within 10 academic days<sup>1</sup> of receipt of case materials, that the sanction(s) articulated in the instructor decision letter will be enacted. Student appeal procedures end.

If the office finds cause to further consider the circumstances of the case, the office will notify the student, via email to the student's UBIT address, and the instructor within 10 academic days<sup>1</sup> of receipt of case materials, that an adjudication committee (herein referred to as the committee) will be assembled.

**Step 2 (Committee Review):** The Academic Integrity Office will convene the committee to a hearing. The student and the instructor will be given at least 72 hours' notice of the hearing, and all materials will be provided to the committee, the student and the instructor within 72 hours of its occurrence. Hearings shall take place on academic days unless all principals agree otherwise.

At the hearing(s), the committee will provide sufficient opportunity for both principals to present their positions and shall allow each principal the right to question those presentation(s) to the committee. The hearing(s) shall be conducted in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding. Each principal shall have the right to be present and to have one advisor present at all hearings. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of a principal or otherwise address members of the hearing committee. Either principal may ask the committee chair if they may participate in hearings remotely. In exceptional circumstances, such as where either party is considered to pose a physical threat to the other or to the committee, the committee chair may require that either principal participate remotely.

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

The committee will provide the student, the instructor, the department chair, the Academic Integrity Office and the school/college dean with a written statement of findings and any sanctions assigned within 10 academic days<sup>1</sup> of the final meeting of the committee.

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

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

### **No Right to Further Appeal**

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

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

### **Appendix A: Academic Integrity Pool Membership and Adjudication Committee Participation**

The Academic Integrity Office shall assemble a pool of faculty and students willing to participate on adjudication committees for academic integrity cases. The Office of Academic Integrity is responsible for ensuring that the pool reflects the diversity of the campus community and for training all members of the adjudication pool. It is the responsibility of each decanal unit to name student and faculty members to this pool. With the assistance of the Academic Integrity Office, each decanal unit will update its pool membership annually. Accordingly, each year, decanal units will also solicit departments to invite faculty and student representatives for service in the academic integrity pool. To ensure a suitable breadth and depth of membership in the pool, the Academic Integrity Office will encourage departments to facilitate



continuous academic integrity training and development of faculty and students for future hearings. Typically, duration of service in the academic integrity pool is two years.

From this pool, the Academic Integrity Office will form an adjudication committee for each hearing of no fewer than two faculty members, two graduate students and one member of the Academic Integrity Office. Members from the academic integrity pool will be selected so that no one member will be involved in a disproportionate number of academic integrity cases. To that aim, the student and the instructor shall have five academic days<sup>1</sup> to request, without stipulating a reason, the replacement of one member of the adjudication committee assembled to hear the case. If any principal finds the replacement committee member inappropriate, the party shall transmit, within five additional academic days<sup>1</sup> of member identification, a written statement articulating grounds for objection to the Academic Integrity Office. The Academic Integrity Office will review and then rule on the merits of the objection, and either retain or replace the committee member. Each committee member shall have the option of disqualifying him/herself from the committee by stipulating reasons why he or she feels unable to review the case in an unbiased fashion.

### Appendix B: Confidentiality of Proceedings

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

### Appendix C: Sample Infractions and Possible Sanctions

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

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

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

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

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

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

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

#### **1. Responsible Conduct in Research and Creative Activity**

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

#### **2. Other University Policies and Procedures**

The Academic Integrity Policies and Procedures (AIPP) and the Academic Grievance Policies and Procedures (AGPP) are independent of UB's other policies and procedures. Many of these provide for investigation and recommendation of actions regarding alleged misconduct, but neither provide for nor may result in findings that a student has violated the AIPP. If other proceedings include possible violation

of the AIPP, formal actions pursuant to the AIPP shall be postponed until the other proceedings are completed. Should findings or recommendations of these proceedings provide bases for charges pursuant to the AIPP, formal proceedings under the AIPP shall be promptly initiated. Except as here provided, proceedings findings and recommendations resulting from other proceedings shall be neither challenged nor appealed through the AIPP or AGPP.

### 3. Professional School and Program Policies

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

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

### Academic Probation

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

- Cumulative quality point average less than 3.0.
- Accumulated grades of Incomplete for 12 or more credit hours.
- Other academic infractions as described in this handbook.
- Full-time students: Less than 9 hours of new coursework completed during the past semester.
  - Exceptions:
    - a) Students needing fewer than specified number in their last semester need only complete the credits necessary for graduation.
    - b) International students must register for 12 hours of coursework in each semester to maintain satisfactory visa status.

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

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

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

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

## **Approval for Courses outside the School of Management**

### **Transfer Credit Policies (courses taken outside of UB)**

The program faculty director will review requests for transfer credits on a case-by-case basis. Per the UB graduate school policy, up to 20% of a program's required credits can be considered for transfer credits. To be considered for transfer credit, a graduate course must have a full 'B' grade or better completed at an equivalent AACSB-accredited program within the last 10 years.

### **Transfer Credit Process**

If you wish to petition for transfer credit, the program faculty director must first evaluate any transfer coursework for its applicability toward any graduate program of study. Once transfer credits are deemed appropriate and applicable by the department, file a [Graduate Student Petition for Transfer Credit](#) form during your first year at 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 your 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 programs 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.

### **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.

### **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 use selected graduate-level courses to satisfy the degree requirements of more than one post-baccalaureate (graduate and/or professional) degree program, the following limitations apply:

1. The integrity of each master's level degree program must be observed by the student's completion of a minimum of 24 semester hours of credit at UB. Individual degree programs may establish minimum credit hour requirements that exceed that level.
2. No more than 10% of the total credit hours required to complete two UB master's degree programs may be comprised of "shared courses" (i.e., courses applied to both programs). For example, in the case of two MS degree programs, each of which requires 30 credits (i.e., a total of 60), no more than six credit hours (10%) of the 60 may be comprised of courses applied to

both programs. Similarly, in the case of two degree programs that, in total, require 90 credit hours between them, no more than nine credit hours (10%) of the 90 may be comprised of courses applied to both programs.

3. In cases where one or more specific courses are explicitly required by both programs (i.e., not merely as acceptable electives), such course(s) are considered “shared courses” under policy definitions and will be the first course(s) counted toward the 10% limit. If those specific courses explicitly required by both programs exceed the normal 10% “shared courses” limit, the 10% limit is waived and all such courses may be counted toward both degrees.

## **Credit Hour Requirements/Curricular Restrictions**

### ***Continuous Registration Requirement***

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

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

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

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

### **Credit Hour Requirements MS Business Analytics (in-residence) program**

MS BA in-residence students are 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 in 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.

### **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 MS Management program**

MS Management students are registered for 12 credit hours in the fall semester. Fall registration will be conducted on your behalf by the Graduate Programs Office.

For subsequent spring and summer semesters, students will self-enroll via the HUB system in a maximum of 12 credit hours during spring and a maximum of 6 credit hours during summer.

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 MS Management Information Systems program**

MS MIS students are 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 in 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 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 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.

Online programs students interested in global programs courses should contact their faculty director regarding fit within their curriculum plan.

## **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.

<b>Courses taken in any given year during:</b>	<b>Blank grade will default to F on</b>
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:

<b>Courses taken in (semester)</b>	<b>Will default in 12 months on*</b>
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.

## **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.

## **Degree Conferral**

Before degree conferral is possible, all master's candidates must complete all degree credit requirements as outlined for their program completion and have a minimum cumulative GPA of 3.0.

Make sure your records and degree requirements maintained in your program office are up to date by periodic scheduled appointments with your academic advisor.

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

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

*Note to 3/2 MBA and dual MBA students:* You may need to go through this process twice, applying to each major. Contact the Graduate Programs Office if you have any questions.

**Conferral dates and deadlines are as follows:**

<b>Graduation Term</b>	<b>Application Deadline</b>	<b>Conferral Date</b>
Fall	October 15	February 1
Spring	February 22	June 1
Summer	July 15	August 31

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

The credit hour requirements of in-residence 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)

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

### Requirements

Graduate students must have a CGPA of 3.0 or above to be eligible for an internship.

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

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

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

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

### The Internship Search

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

Conduct your internship search by browsing and applying to postings in the BizLink system. We encourage you to use a multi-pronged approach, including attending on-campus events, such as career

fairs and employer speaking engagements; using LinkedIn and other forms of social media; applying directly to employers' websites; and networking with contacts on and off campus.

### **Internship Waivers**

MBA students who have one year of full-time post-bachelor's managerial experience in a relevant professional environment may be waived from the internship requirement. You will be notified of your waiver status in the fall of your first year and can accept the waiver or complete an internship. If you choose to accept the waiver, you must take an additional course to replace the three credits otherwise provided by the internship. If you do not qualify for a waiver and do not complete an internship, you will not graduate until the internship requirement is satisfied.

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

### **Awards**

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

### **Leave of Absence**

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 and Scholar Services](#), 220 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).

### **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 (MBA students only)**

Beta Gamma Sigma is the national honor society honoring outstanding students in management. Membership is based on character and high scholarship, and for MBA graduates is restricted to those

graduating in the upper 15-20% of all UB MBA programs in a given year. Information concerning Beta Gamma Sigma is available from your program office.

### **School of Managements Honors (PMBA students only)**

For outstanding performance in the Professional MBA program, the School of Management awards the degree "With Distinction" to graduates with overall grade point averages of 3.75 and above in all MBA courses. The honor is recorded on your final transcript.

## **Time Limits for Degree Conferral**

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

## **Transcripts**

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

## **Tuition and Fees**

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

## **University Course Evaluation System (Campus Labs)**

The School of Management uses the University Course Evaluation System. 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](mailto: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 are in need of 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](#) and [Coffee Cup Conversations](#), the [Career Connector Network](#) and LinkedIn, business simulations and competitions, campus recruiting and other events. 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 and formulating a recruitment strategy that will provide the maximum benefit to their organization.

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

## Computer Resources

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 210 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 Christopher Salem at [mgt-studentclubs@buffalo.edu](mailto: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.