

PhD Student Handbook 2026-2027

For students in the PhD Program

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Purpose of Handbook

The purpose of this handbook is to acquaint doctoral students with the rules, policies and procedures governing the PhD program at the School of Management. The Graduate School of the University at Buffalo grants the PhD degree and establishes minimum standards for all graduate students in the university. These standards are described in the [Policy Library](#).

Within these standards, individual academic units establish more detailed requirements and procedures for completion of their graduate programs. Academic questions which are not addressed in this handbook should be directed to your faculty advisor. Policy questions can be directed to the Graduate Programs Office, 203 Alfiero Center, North Campus. Tel: 716-645-3200.

Overall policy for the PhD program is set by the PhD Program Committee, consisting of the chairman, a student representative, and six faculty members who serve as advisors for the various subject areas in the program. Incoming students should contact their respective advisors as early as possible to discuss their individual programs and course requirements. A permanent record is maintained by the Graduate Programs Office, 203 Alfiero.

PhD Program Directory

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Mission, Vision, Goals and Values

Our Mission

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

Our Vision

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

Our Strategic Pillars

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

Our Values

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

Calendars for 2026-2027

University Calendar

University calendars are official for all School of Management PhD 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.

Student Rights, Responsibilities and Code of Conduct

Graduate School Policies

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

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

check their UB email account in order to stay informed on all matters relating to their 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. Each student is expected to have knowledge of the information contained in this handbook and in other university publications, and during the new student orientation (also known in some programs as “Advantage”) will be prompted to read and affirm the Student Code of Conduct.

Graduate Student Expectations

PLATINUM RULE

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

What to Expect – Of Yourself

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

What to Expect – In the Classroom

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

What to Expect – Faculty Office Hours, Appointments and Meetings

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

What to Expect – Program Administration

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

What to Expect – From Your Classmates

- Recognize that everyone comes from a different background (for example, family, culture, language or general experiences). Seek to embrace and understand different points of view.
- Follow professional conduct and maintain professional demeanor.

- Communicate with and respect each other.
- Harassment and discrimination of any kind is prohibited and can result in disciplinary action. For more information about sanctions and the conduct process, visit the [UB Student Guide](#).

What to Expect – Presentations, Papers and Coursework

- Do not plagiarize. According to Merriam-Webster, plagiarism is defined as “the act of using another person's words or ideas without giving credit to that person.”
- You cannot copy and paste from the internet and call that work your own. You must give credit when using direct quotes or paragraphs or even summary of someone else's ideas.
- To properly cite sources, the School of Management uses APA citation format.
- Report intellectual property violators to your faculty and/or your faculty director.
- Understand the difference between plagiarism and collaboration.
- To learn more, review the [University at Buffalo's Academic Integrity policies](#)

Reminder: You are always demonstrating your personal brand.

School of Management Code of Professionalism

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

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

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

Disciplinary Procedures for Unprofessional Behavior

Standards of professional conduct are expected of management professionals. These same standards of professional conduct are expected of management students. Integrity and responsibility, ethical conduct, punctuality and attendance, and other professionally appropriate behavior, as outlined in the Code of Professionalism, are emphasized. These standards are considered in evaluation of a student and will be used by the faculty in determining a student's status in the school.

If an individual faculty member or student has reason to believe that a student may have committed an act of unprofessional conduct, they shall refer the act of unprofessional conduct to the faculty director.

The faculty director will refer the case to the Faculty Director Committee, for review and investigation, as appropriate. The findings of the Graduate Faculty Director Committee will be forwarded to the associate dean of graduate programs who will take the action(s) specified in the committee's report. Actions may include, but are not limited to:

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

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

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

Probation

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

Probation letters must indicate the terms of the probation and the pathway toward its removal. After the specified period outlined in the probation letter, the student must be sent another letter to either remove the probationary status or issue a second probationary letter with updated sanctions for remaining in the program or to dismiss the student from the program.

Dismissal

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

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

Students can find more information regarding the University at Buffalo Graduate School Grievance Policy [here](#).

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.

PhD Major Fields

Accounting

Combine conceptual and technical accounting skills with mathematics, statistics, econometrics and relational databases to produce original research. By examining current and relevant issues, doctoral students help advance the academic accounting field and contribute to the profession, governance and industry. Pursue a tenure-track position in academia conducting research, publishing scholarship and teaching future accountants. A doctorate also prepares you for senior-level positions in research, financial management and policy.

Finance

Develop a deep understanding of the statistical tools and methods used in theoretical modeling and empirical testing. Examine issues in finance research using economics, mathematics, decision theory and statistics.

Management Science and Systems

The use of artificial intelligence, cloud computing, machine learning, predictive analytics and business intelligence tools are creating new methods to conduct, operate and manage business in every industry. Demand for advanced research in these areas is explosive. Widely respected around the world, our program is known as a leader in health information technology, online marketplaces, information assurance and security and machine learning.

Marketing

Make important discoveries about the relationships between organizations and consumers, consumer behavior and marketing theories, strategies and tactics.

Operations Management and Strategy

Take advantage of the unique opportunity for innovation and distinctiveness in a multidisciplinary department that brings together the areas of supply chains, operations strategy and data analytics. Explore issues of coordination, resilience and sustainability, and learn empirical and analytical research methodologies. Working closely with our faculty members, you will receive individual training in contemporary research and teaching methods.

Organization and Human Resources

Focus on behavior in the organizational context, relations between individuals and organizations, the study of organizations themselves and the behavioral social science foundations of these subjects. The related field of human resources examines the strategies and approaches used to effectively recruit, select, develop, reward and manage people.

PhD Core Requirements

PhD Mentors

- Every PhD student will have **one faculty mentor at all stages of their program** through graduation.
- **Department Chairs have the flexibility to assign a mentor to each incoming student**, but in the absence of any reassignment, the department representative who is a member of the PhD committee will serve as the initial mentor to the admitted PhD student. The offer letter to PhD students will include the name of this assigned faculty member, as the initial point of contact for the PhD student. This PhD mentor will help the student choose courses for the first semester, assist with finding a first-year paper mentor etc.

Calculus prerequisite

A two-semester introductory calculus sequence covering topics in differential calculus, integral calculus, simple differential equations and basic matrix algebra is preferred.

Core

Students are required to take:

- Two statistics courses. Some statistics course options include:
 - Mathematical Probability
 - Mathematical Statistics
 - Econometrics
 - Statistical Inference II
 - Statistical Methods in Sociology
- Two research methodology courses relevant to their major and approved by the advisor. These courses are usually offered by a department outside the school except for Econometric Methods and Managerial Applications I and II. Some research methods course options include:
 - Mathematics for Economists
 - Applied Stochastic Processes
 - Marketing Research
 - Research Methods in Sociology
 - Education and Psychological Seminar
 - Research Methods in Social Psychology
 - Methods of Field Research in Social Psychology

First Year Paper

In the **first six weeks after arrival at UB**, the PhD student should meet the research active faculty in the department to **select an advisor for the first-year doctoral student paper**. This decision will require the mentor (in step 2) to work with the department chair and the student to finalize this decision. **Upon assignment of a first-year paper advisor, the mentor for the doctoral student will be the first-year paper advisor.**

All students should prepare a literature survey approximately 15 pages in length on the topic that they wish to start working on for their second-year paper. This will be evaluated by a committee at the beginning of the spring semester of the second year and no later than the end of the spring semester of the second year. All students are required to pass the evaluation.

Second Year Paper

Within 2 weeks from the start of the second year since arrival at the school of management, the student should have delivered a first-year paper, scheduled a presentation and **receive a majority positive vote from the attending tenured/tenure track faculty in the department regarding the successful presentation of their first-year paper, with attendance by a quorum of qualified**

attendees (tenure/tenure track department faculty and others in the committee). If a letter of successful completion of the first-year paper is NOT received by the SOM business office within 2 weeks from the start of the second year, the doctoral fellowship for the student will be terminated effective the end of the second year.

Within the first six weeks from the start of the second year, the PhD student should meet the research active faculty in the department to **select an advisor for the second-year doctoral student paper**. This decision will require the student to work with the department chair and the second-year paper advisor to finalize this decision. The second-year paper advisor could also remain the first-year paper advisor if that is the department chair's decision. **Upon assignment of a second-year paper advisor, the mentor for the doctoral student will be the second-year paper advisor.**

Within 2 weeks from the start of the third year since arrival at the School of Management, the student should have delivered a second-year paper, scheduled a presentation and receive a majority positive vote from the attending tenured/tenure track faculty in the department regarding the successful presentation of their second-year paper **with attendance by a quorum of qualified attendees (tenure/tenure track department faculty and others in the committee)**. **If a letter of successful completion of the second-year paper is NOT received by the SOM business office within 2 weeks from the start of the third year, the doctoral fellowship for the student will be terminated effective the end of the third year.**

The student must produce a satisfactory paper before the major qualifying exam is taken.

Qualifying Examinations (Comprehensive Exams)

Doctoral candidates must take a written qualifying examination in their major field within three years of entry into the program. Also known as a comprehensive examination, the exam is in the major area and may be taken before completing all courses in the minor. Examinations in minor areas are determined by the policy in that area. All examinations must be completed successfully before the student applies for "Application to Candidacy." Normally, these examinations are taken immediately after completing coursework.

The doctoral student is expected to **successfully complete the PhD comprehensive exam** in the summer of the second year. **The department chair can confirm a conditional pass (all questions based on courses completed) if there is a question that is outstanding for the student to complete, due to the course not being offered in the second year. Within 2 weeks from the start of the third year, a letter of successful completion of the PhD comprehensive exam should be received by the SOM business office, otherwise the doctoral fellowship for the student will be terminated effective the end of the third year.**

In case a student FAILS the comprehensive exam, the tenure track/tenured faculty can vote to provide another opportunity to take the exam – in that case the exam needs to be taken and the student declared PASS before the end of the third academic year else funding stops as stated. In the absence of a fresh authorization of funding a student who fails the exam will not receive funding for year 4.

Within 2 weeks from the start of the third year, the doctoral student should have an assigned thesis advisor, selected in consultation with the department chair.

Within 2 weeks from the start of the fourth year (the final year of guaranteed funding for the doctoral student), the SOM business office should receive a letter providing the thesis committee and a **statement**

of successful progress to a thesis completion. A thesis proposal should be scheduled by the last week of the Fall semester of the fourth year.

Special note: No funding is available in years 5 onwards, unless specific arrangements have been made and the thesis proposal presented. The funding for year 5 will need Dean approval and require a statement by the chair of the thesis committee.

Arrangements for taking an examination will be made through the appropriate PhD advisor by the student. These examinations will be under the control of the department involved. Upon successful completion of each comprehensive exam, the department will notify the Graduate Programs Office, with a copy to the student.

If you require an accommodation for the qualifying exam due to a disability, please contact the [Accessibility Office](#) directly or contact your advisor or the Director of Graduate Programs.

Teaching Skills

Before a PhD Student Teaches a Course

The student should work with a professor in his or her department as a teaching assistant in a practicum before teaching that course. The practicum will expose the student to all aspects of teaching, including preparation of class materials, selection of appropriate in-class activities and exercises, preparation and grading of exams, leading class discussions and actually teaching some classes while being observed by his or her professor. Each student enrolls for one credit (pass/fail) in the teaching practicum course before teaching.

1. The Mentoring Process for Teaching

Phase 1: Assign Mentor and Identify Course

The department chair in concert with the PhD Committee will assign a mentor to a PhD student. This should be done at least one semester prior to the student's first teaching assignment. The mentor, the department chair and the PhD student will also work together to identify a course for the PhD student to teach.

Phase 2: Teaching Engagement

The PhD student will begin to prepare for the teaching assignment. This should include the following:

- Attends most, if not all, class sessions of one section taught by the mentor.
- The mentor *may provide* access to all course materials including the textbook (examination copy), lecture notes, PowerPoint slides, class handouts, assignments and examinations.
- The PhD student is encouraged to develop a syllabus, lecture notes, assignments and examinations as the semester progresses.
- The PhD student, in consultation with the mentor, will teach the mentor's course for one or two weeks during the semester. The PhD student and mentor will hold several meetings prior to the two-week assignment to discuss the student's proposed teaching strategy. The faculty mentor will meet with the PhD student after each class to discuss class presentation and content. The PhD student will prepare examination questions for a midterm or final exam related to the material covered during the weeks.

Phase 3: Evaluation

Immediately after the PhD student has completed the teaching assignment, the mentor will administer an anonymous survey to the students in the course. This survey will be similar to the

UBCATS instrument and will also attempt to elicit specific feedback concerning the PhD student's performance and areas where teaching might be improved. The mentor will send a memo to the department chair and the PhD Committee summarizing the PhD student's performance (e.g. comparison with School of Management means and overall student reaction).

SPEAK Test Proficiency Requirement

The School of Management requires all incoming international PhD students to have their language skills evaluated prior to the beginning of their first semester in the program. International Graduate Assistants are required to follow the English Speaking Proficiency Requirement as outlined by the [Graduate School](#).

Teaching Requirement

All PhD students are required to teach at least one course that is a part of the School of Management curriculum before degree conferral.

- a) Students will sit in on a section of the first course that they are to teach prior to their teaching introduction.
- b) Courses taught by PhD students will be recorded on their permanent record maintained by the School of Management.
- c) Copies of course evaluations will be directed to area coordinators for each course taught by a PhD student.
- d) A written evaluation of teaching performance will be provided to the area coordinator by either the course coordinator or the department chair for each course taught by a PhD student. (It is recommended that course coordinators review course evaluations and visit a class session).
- e) As a part of the annual review, the area coordinator will summarize information relating to the student's experience as an instructor and evaluate the student's overall teaching progress.

Course Evaluations

The PhD Committee will review course evaluations, written teaching evaluations by course coordinators or the department chairs, and area coordinators. Where the committee believes that a student's performance as an instructor is substandard, the committee may seek additional input (discussions with the individual, discussions with the individual's students, class visitations).

When the committee finds that an individual is not making satisfactory progress as an instructor, they may recommend:

- 1) that the PhD Committee make an evaluation of unsatisfactory progress;
- 2) that the PhD Committee deny opportunities to teach for compensation;
- 3) that the PhD Committee suspend financial support;
- 4) that the committee review for termination.

Student Budgets

The PhD student support policy outlines the financial support and resources available to our PhD students. You can review the full policy [here](#).

Dissertation Proposal

Students must complete all of their core courses (grade "B" or better), their research papers, and their comprehensive exams before giving their thesis proposals. Dissertation proposals defense may be held on any day when regularly scheduled classes and/or exams are being held at the university. Such events should be scheduled with the respective department and the Graduate Programs Office (typically the office manager or PhD liaison). Defense of the proposal is open to all faculty and PhD candidates.

Students are strongly advised to attend the defenses of others prior to their own to become familiar with the process and its requirements.

A proposal defense must be attended by a member of the PhD Committee. Ordinarily this is the advisor in the major area of the defending doctoral candidate. If the advisor is unable to attend, the PhD Committee will select an alternative representative. A brief outline of the proposal (at least 350 to 500 words) shall be distributed to all faculty members and PhD students in the School of Management along with the announcement of the proposal, via email. The individual PhD candidate is responsible for the preparation of such outline or summary.

Two copies of the proposal must be submitted to the Graduate Programs Office at least five business days in advance of the presentation date. This notice requirement will be strictly enforced, and any doubts as to what constitutes a business day should be resolved through consultation with the Graduate Programs Office.

At the conclusion of the public proposal presentation, it will be the dissertation chairman's responsibility to summarize for those present any suggested changes, modifications, etc. As soon after the proposal defense as possible (no longer than two weeks), this summary will be submitted, in writing, to the PhD program chairman.

Dissertation Defense

Students must complete all of their core courses (grade "B" or better), their research papers, and their comprehensive exams and dissertation proposal before giving their dissertation defense. It may be held on any day when regularly scheduled classes and/or exams are being held at the university. Such events should be scheduled with the respective department and the Graduate Programs Office (typically the office manager or PhD liaison). Dissertation defenses are open to all faculty and PhD candidates. Students are strongly advised to attend the defenses of others prior to their own to become familiar with the process and its requirements.

A dissertation defense must be attended by a member of the PhD Committee. Ordinarily this is the advisor in the major area of the defending doctoral candidate. If the advisor is unable to attend, the PhD Committee will select an alternative representative. A summary of the dissertation, not to exceed 10 pages, shall be distributed to all faculty members and PhD students in the School of Management along with the announcement of such defense, via email. The individual PhD candidate is responsible for the preparation of such summary.

Two copies of the dissertation must be submitted at least 10 business days in advance. This notice requirement will be strictly enforced, and any doubts as to what constitutes a business day should be resolved through consultation with the Graduate Programs Office.

At the conclusion of the public presentation, it will be the dissertation chairman's responsibility to summarize for those present any suggested changes, modifications, etc. As soon after the defense as possible (no longer than two weeks), this summary will be submitted, in writing, to the PhD program chairman.

PhD Policies and Procedures

Annual Academic Review of PhD Students

Each PhD student's academic progress must be evaluated annually by the director of graduate studies (DGS) and, if appropriate, the student's dissertation advisor. The most appropriate time for annual review is mid-May, thereby permitting appropriate academic planning for the following semester and allowing for timely responses to inquiries about students in jeopardy of losing federal financial aid. Alternatively, though not ideal, review can take place in mid-October.

Additionally, each PhD student's academic progress must be reviewed after their first semester of enrollment, in order to identify any academic problems early in the program. Directors of graduate study are required to communicate the annual academic evaluation to the student in writing.

Each graduate program is encouraged to develop its own process for student evaluation and advisement. However certain elements must be included in PhD student annual evaluation:

1. Review of the student's academic record including:
 - Checking the overall grade point average.
 - Addressing any incomplete and/or resigned courses.
 - Monitoring overall progress toward completing the coursework phase of the program.
2. Checking on progress in completing or preparing for the preliminary or qualifying exam(s) or paper(s).
3. Planning for a timely defense of the dissertation research proposal or prospectus.
4. Monitoring adequate progress in research including timeliness of degree completion.

Changes in Major Advisor and Committee Membership When Graduate Faculty Leave UB

When a [graduate faculty](#) member retires from UB with no intention of assuming a faculty appointment at another institution, that faculty member is eligible to continue serving as the major advisor or as a committee member for a current student. The actual decision whether or not that person may continue to serve in such a capacity with a current student rests with the director of graduate studies and the chair of the department. However, subsequent to their retirement, graduate faculty members should not accept major advisor or committee membership assignments for any *new* student.

When a graduate faculty member leaves UB for an appointment at another institution and the student is at the final stages of completing the thesis or project (generally with one year or less needed to finish), the Graduate School will allow the departed faculty member, if they are willing, to retain their role on that student's committee, providing the department chair and the director of graduate studies concur. The primary consideration in retaining a departed faculty member on a committee should be to avoid delaying completion of the degree and unwittingly penalizing the student. However, if the student is more than a year from degree completion, the Graduate School does not recommend allowing a departed faculty member to remain on that student's committee since, after that time, the faculty member will become immersed in responsibilities at his or her new place of employment, often leaving little time to devote to our student.

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 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 Student Petition for Waiver of Continuous Registration](#) with the Graduate School.

Course Sharing Limits

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

- Up to 50 percent of a student's PhD program may be comprised of courses used to complete another degree program at UB or at another institution. A minimum of 50 percent of the PhD program must consist of courses completed at UB that have not been applied toward any other degree program.

Dissertation

The dissertation should be an original contribution to the field as determined by the PhD candidate's department or program. Doctoral dissertations, except those in the department of romance languages and literatures, are normally written in English.

There are several style manuals available in the UB Libraries, including Strunk and White, Turabian and the University of Chicago Press, that answer a host of questions regarding the technical aspects of a properly prepared dissertation. A bibliography is also available which provides further examples that are more specific to various disciplines (e.g., the Publication Manual of the American Psychological Association). Students should consult the appropriate professional journals and their major professors to determine the most appropriate style within their area of research.

It is the prerogative and responsibility of the candidate and the sponsoring department to ensure that the canons of organization, presentation and documentation usually prescribed for publication in their discipline are observed. Likewise, the dissertation must be certified as substantially free of errors and ready for publication before it is submitted to the Graduate School.

Since 2005, all master's theses and doctoral dissertations completed by UB students in fulfillment of graduate program requirements have been archived and accessible through ProQuest's dissertations and theses database. Beginning with the June 1, 2018 degree conferral, all theses and dissertations will also be accessible for public access through UB's Institutional Repository. Students will continue to have the option to request a temporary embargo (delayed release) of their thesis or dissertation containing patentable material or content being submitted to peer-reviewed journals or for commercial publication. See the [Public Access of Theses and Dissertations](#) and [Embargo \(Delayed Release\) of Thesis and Dissertation](#) policies.

Dissertation Committee

A doctoral dissertation committee, selected by the student with the approval of his or her home department, oversees the doctoral student's work in preparing the PhD dissertation. The doctoral dissertation committee must be comprised of at least three core members: a major professor and at least two additional core committee members. Each core committee member must be a member of the [UB Graduate Faculty](#). Associate members of the UB Graduate Faculty may not serve on doctoral dissertation committees as core members, but may serve as additional committee members. On occasion, individuals who are neither members nor associate members of the UB Graduate Faculty may serve as additional dissertation committee members if their expertise would be of significant value to the student and the core members of the committee. Questions concerning the composition of doctoral dissertation committees should be referred to the Graduate School.

Dissertation Copyrighting

The student's copyright is established as soon as the dissertation is fixed in a tangible medium, i.e., saved on a computer hard drive. However, it is the student's choice whether or not to then register that copyright. Registering the copyright will allow the student to file suit against anyone who infringes upon this copyright in the future. Registration with the U.S. Copyright Office is not required in order to establish copyright. The rights of a copyright owner include the ability to make copies of the work, make derivative works, distribute copies of the work, perform the work publicly and display the work publicly. Whether or not a student chooses to register his or her copyright, that student retains the rights to his or her dissertation and may authorize others (i.e., a publisher or another researcher) to exercise them. The student retains these rights unless he or she relinquishes them, as is the case with some publisher contracts. It is the student's responsibility to guarantee that the work is original and that he or she has followed accepted standards for documenting the use of references and citations of other works. Attribution of one's sources, however, has nothing to do with copyright and does not protect a student from copyright infringement when using other copyrighted works in his or her dissertation. Students should discuss the option to register the copyright of their work with their major professor before reaching a decision. Once the decision has been made to register one's copyright, the appropriate symbol, the date, and the author's name must be included on the page immediately following the title page. Regardless of registration, the student's copyright will run for the life of the author plus 70 years. Students may request this service to be provided through the [Graduate School's online submission system](#) as an option under the ProQuest Dissertation Publishing Agreement they sign when submitting the final dissertation.

Dissertation Formatting Requirement

The Graduate School will accept any self-consistent format that follows conventions of a recognized discipline, but some general formatting standards are also expected as outlined on the Graduate School's [Electronic Thesis and Dissertation \(ETD\) Guidelines page](#).

Full-Time Status Certification and Academic Load

A full-time academic load for a graduate student is 12 credits per term, unless the student holds a graduate, teaching or research assistantship appointment, in which case a full-time academic load is nine credits per term. Due to the abbreviated nature of the winter and summer sessions, three credits taken over the winter session and six credits taken within a single summer session, is equivalent to the full-time academic load for a fall or spring term.

Under certain circumstances, a graduate student can be certified full-time even though they are registered for less than a full-time academic load as defined above. Full-time status may be required by outside agencies or organizations such as lending institutions, health insurance carriers, USCIS, etc. Eligible circumstances include:

- A student who is at the candidacy stage of their program and is working full-time on a project, portfolio, thesis, dissertation or a final comprehensive exam.
- A student who is engaged full-time in required field work, practica or internship.
- A doctoral student who is preparing for a qualifying exam prior to candidacy.
- A student who is participating in a university-approved foreign exchange program.

Full-time certification requires that full-time academic effort is put forth, regardless of the number of credits registered in a given term. The weekly hours of academic effort required, in addition to credits registered, must follow this schedule:

Semester Credits Registered:	Number of Weekly Hours Required (in addition to in-class hours) for Certified Full-Time Status:
12	0
11	3
10	6
9	9
8	12
7	15
6	18
5	21
4	24
3	27
2	30
1	33

If a student meets the conditions described above, the student may request certification by submitting a completed Certification of Full-Time Student Status form.

Oral Defense of a Doctoral Dissertation

The oral defense is a public event scheduled by the department and must be attended by the candidate's PhD dissertation committee and if required, the outside reader. At the discretion of the department, the defense-of-dissertation examination may take the form of a seminar with a more varied selection of participants. Examination questions will always include questions arising from the dissertation itself. In many cases, particularly ones in which departments have not required extensive examinations during the course of the student's tenure, questions will be more general and the examination longer.

PhD Advancement to Candidacy

Admission and matriculation into a PhD program does not automatically qualify a student to be a *candidate* for that PhD degree. Typically, a student *advances to candidacy* by the end of the third year in the PhD program, but this can vary from person to person, or by degree program. To become a formal PhD candidate, generally after passing the PhD qualifying exam or qualifying paper, a student formulates

their dissertation committee with the help of the DGS or another assigned academic advisor, and submits the [PhD Application to Candidacy \(ATC\)](#) to their department to begin the application vetting process. Each PhD student shall consult with the director of graduate study (DGS) to discuss the right time to file for PhD candidacy.

At such time, the student's PhD committee and the director of graduate study and/or the department chair will carefully review the student's performance in coursework, independent study, and any qualifying exam results as evidenced in the PhD ATC materials. Upon department approval, the ATC is then vetted by the school's divisional committee (if required), the relevant dean, and finally the Graduate School. Upon Graduate School approval of the ATC, the PhD student becomes a *candidate*, enters the final ABD stage of their program, and engages generally exclusively, in scholarship leading to a completed dissertation.

Typically, the PhD ATC is submitted one year or more prior to the student's anticipated degree completion. Regardless, the PhD ATC must be filed with the Graduate School at least three months before the student's anticipated graduation, according to these deadlines:

- March 1 for June 1 degree conferral.
- July 1 for Aug. 31 degree conferral.
- Oct. 1 for Feb. 1 degree conferral.

Each student is advised to check with the appropriate office one semester prior to the deadline date listed for up-to-date information. It is the student's responsibility to check with the Graduate School at 716-645-2939 prior to the deadline dates to be sure all the requirements and paperwork for your degree have been completed. Each department has the appropriate forms and additional instructions.

PhD Candidacy Qualification

Qualifying to become a PhD candidate is a significant milestone along the path to program completion and is a gateway to the dissertation-preparation phase of the PhD program. Candidacy qualification may be accomplished through discipline-specific/program-defined assessment measures such as an oral and/or written comprehensive or preliminary qualifying exam; or a dissertation prospectus; or a preliminary paper or prospectus. Oversight and assessment of the candidacy qualification process is limited to members of the UB [Graduate Faculty](#). Only students who successfully pass or complete the qualifying milestone and who have an approved PhD Application to Candidacy through the Graduate School may refer to themselves as a "doctoral candidate."

PhD Requirements Overview

Before degree conferral is possible, all PhD candidates must:

1. Maintain [continuous registration](#) until the PhD degree is conferred.
2. Complete a minimum of 72 credit hours of graduate study. A minimum of 50 percent of the PhD program must consist of courses completed at UB and uniquely applied to that degree program (see the policy on [course sharing](#)).
3. Complete the [M-form for PhD degrees](#) and submit it to the Graduate School.
4. Complete UB's [Responsible Conduct of Research \(RCR\) training requirement](#).
5. Successfully complete an oral and/or written comprehensive or preliminary qualifying exam; or a dissertation prospectus; or a preliminary paper or prospectus.
6. Submit a [PhD Application to Candidacy form](#) within the proper deadline dates for approval at the department, decanal, divisional committee (where required) and Graduate School levels.
7. Complete and orally defend an acceptable doctoral dissertation; [electronically submit the dissertation to the Graduate School](#) for final approval and filing in the [UB Institutional Repository](#).
8. Fulfill the [doctoral degree recipient survey requirement](#).
9. Complete additional requirements as the department or program might duly specify.

Responsible Conduct of Research (RCR) Training Requirement

All students admitted to a PhD program for the fall 2009 semester or thereafter are required to document successful completion of "Responsible Conduct of Research" (RCR) training when they submit their [PhD Application to Candidacy form](#) for their PhD degree. This training requirement may be fulfilled by either (1.) enrolling in and passing with a grade of B (3.00) or better LAI 648 *Research Ethics* or RPG 504 *Responsible Conduct of Research* or BMS 514 *Intro to Scientific Investigation and Responsible Conduct* or RSC 602 *Research Ethics for the Health Sciences* or (2.) completing a Collaborative Institutional Training Initiative (CITI) online Responsible Conduct of Research course with an average score of 80 percent or higher, or (3.) successfully completing UB's [Responsible Research Micro-Credential](#). Students opting to complete the CITI online course or the Responsible Research Micro-Credential must supply proof of completion with their PhD Application to Candidacy. Collaborative Institutional Training Initiative (CITI) Online Program in Responsible Conduct of Research (RCR)

The University at Buffalo has an institutional membership in the CITI online RCR program. That online program can be accessed through the [CITI Program website](#).

There are four versions of the basic CITI online RCR course from which students should choose the version most appropriate for their area of doctoral study: biomedical sciences, social and behavioral sciences, physical sciences or humanities. The RCR program is comprised of a series of modules, each of which consists of readings and case studies and ends with a quiz covering the material. The program allows the student to enter and exit at any point and to re-take the quiz associated with each section. A minimum total score of 80 percent is required to pass the online course. Assistance is available online at the CITI website if any technical difficulties are encountered.

Once the student has successfully completed the appropriate version of the CITI RCR program, they must print the "Completion Report" from within the CITI program and submit it with the PhD degree Application to Candidacy.

Review of the Dissertation

The dissertation must be examined and approved by the candidate's PhD dissertation committee and if required by the student's home department, by an outside reader.

General Policies and Procedures

Academic Dismissal

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

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

Academic Grievance

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

Grievance Definitions and Limits

Definitions

1. An **Academic Grievance** is a formal complaint regarding an academic decision or action, such as a grade, course requirement or program dismissal. An academic grievance shall include, but is not restricted to, a complaint by the graduate student:
 1. that they have been subjected to a violation, misinterpretation or inequitable application of any of the regulations of the university, the Graduate School, a college or school or department or program; or
 2. that they have been treated unfairly or inequitably by reason of any act or condition that is contrary to established policy or practice governing or affecting graduate students at the University at Buffalo.
2. **Academic day** is defined as a weekday when classes are in session, not including the summer or winter sessions as defined by the University Academic Calendar. Days in the final exam period and Reading Days are not considered academic days. With the agreement of all principals and relevant parties, proceedings may continue during non-academic days.
3. **Chair/department:** For academic programs where there is no academic chair oversight, the program director serves in the role as chair, throughout these processes. For the purposes of this policy, "chair/director" refers to either the department chair or program director and "department(al)/program" refers to the corresponding academic entity.
4. **Principals** are the primary individuals involved in the grievance: the student grievant and the person(s) or party against whom the grievance is directed.

Time Limit

A grievance must be filed within one calendar year from the date of the alleged offense. The chair/director, college or school dean, or the Dean of the Graduate School may extend this time limit upon demonstration of good cause.

Academic Grievance Consultative Resolution

Whenever possible, the parties should meet and exert a good faith effort to resolve the dispute. It may be useful for the student to seek first the assistance of a student advocate (through the Office of Student Conduct), their advisor, chair/director, or Director of Graduate Studies acting as a mediator to aid in evenhandedly resolving the dispute.

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

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

Academic Grievance Formal Resolution

I. Departmental or Program Level Review

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

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

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

Within 15 academic days of its receipt of the grievance, the committee shall complete their initial review of the materials and statements presented by the grievant. In this initial review the committee may also consider materials or statements submitted by the teaching faculty member(s) against whom the grievance is lodged. If the grievance is found to be without merit, the committee shall report this denial to the chair/director.

Within 10 academic days of receiving the committee's decision, the chair/director shall submit a Statement of Decision to the principals (to the student's UB email address), the college or school dean, and the dean of the Graduate School. This document must include information on the student's right to appeal and the time limit for doing so.

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

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

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

Step 5: Within 10 academic days from receiving the Grievance Committee's written recommendations, the chair/director shall consider the committee's findings and recommendations and render a final decision. This Statement of Decision and an indication of the student's right to appeal the chair's/director's decision (including time limit) shall be submitted in writing, from the chair/director to the principals (including to the student's UB email address), the college or school dean, and the dean of the Graduate School.

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

II. School or College Level Appeal

Step 1: Within 10 academic days of receiving the chair's/director's Statement of Decision, either principal may file an appeal of the departmental/program ruling. A written statement of the appeal, including any additional evidentiary or supporting materials, shall be filed with the college or school dean. If the dean is a party against whom the grievance is brought, either as a teaching faculty member or as dean, or where the dean can demonstrate that it will best serve the interests of the parties, a direct petition to the Graduate School level may be pursued.

Step 2: Within 20 academic days of receipt of the appeal, the college or school dean will make a determination on the case based upon review of relevant materials, including all materials and statements presented during prior hearings, and materials and statements subsequently presented.

The college or school dean may issue a formal decision regarding the appeal if based upon review: (a) the dean does not find that the statement of appeal provides reasonable grounds to appeal, nor raises

doubt concerning the adequacy of prior review or (b) the dean does find clear and convincing evidence to support findings in favor of the student. In these cases, the dean shall submit a Statement of Decision to the principals (to the student's UB email address), the chair/director and the dean of the Graduate School within 20 academic days of receipt of the appeal. If the dean denies the appeal (option a), the Statement of Decision should indicate the student's right to appeal and specify the time limit.

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

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

Step 4: At least 72 hours prior to a scheduled hearing, principals shall be notified of the hearing date and location. The Decanal Grievance Committee shall convene hearing(s) necessary to allow each principal the opportunity to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of the principals as well as others who contribute information to the committee. The hearing(s) shall be conducted in confidence and in a fair and expeditious manner but shall not be subject to the rules governing a legal proceeding (See Appendix B).

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

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

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

III. Graduate School Level Appeal

On rare occasions, when all established procedures within a college or school have been exhausted, it may be appropriate for the dean of the Graduate School to consider a final university appeal. In general, the dean of the Graduate School will consider only those appeals that document violations of applicable due process in prior proceedings or which establish sound cause to believe that prior proceedings have resulted in a decision contrary to law, the 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 the grievance by the department/program and the dean of the college or school.

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

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

After reviewing the materials, the dean of the Graduate School may issue a formal decision regarding the appeal if: (a) the dean does not find that the statement of appeal provides reasonable grounds to appeal,

and does not raise doubt concerning the adequacy of prior review or (b) the dean finds clear and convincing evidence that due process violations have occurred. In either of these cases, the dean of the Graduate School shall submit a Statement of Decision to the principals (to the student's UB email address), the chair/director and the school or college dean within 20 academic days of receipt of the appeal.

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

Step 3: The Graduate School shall give the Graduate School Grievance Committee and each principal the list of committee members, a copy of the Academic Grievance Policy and Procedures for graduate students, the original written grievance, the written appeals to both the school/college and the Graduate School levels, any supplemental materials and statements, and all documentation and recommendations from the departmental/program and decanal proceedings.

Step 4: At least 72 hours prior to a scheduled hearing, principals shall be notified of the hearing date and location. The Graduate School Grievance Committee shall convene hearing(s) as necessary to allow each principal the opportunity to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of the principals as well as others who contribute information to the committee. The hearing(s) shall be conducted in confidence and in a fair and expeditious manner, but shall not be subject to the rules governing a legal proceeding (See Appendix B).

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

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

The decision of the dean of the Graduate School constitutes the final step in the university review process and may not be further appealed.

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

Academic Grievance Appendix A

Grievance Pool and Grievance Committee Membership

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

Grievance Pools

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

Departmental or Program

The departmental or program representatives in the Grievance Pool shall be selected by the respective faculty and student constituencies in an appropriate democratic fashion. In no case shall these representatives be appointed by the departmental, program or decanal administration. If deemed

appropriate, the Departmental or Program Grievance Pool may also serve as the Departmental or Program Academic Integrity Pool.

Decanal

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

Graduate School

The departmental representatives comprising the Graduate School Grievance Pool shall be selected by the respective faculty and student constituencies in an appropriate democratic fashion. In no case shall these representatives be appointed by the departmental, program or decanal administration. If deemed appropriate, the Graduate School Grievance Pool may also serve as the Graduate School Academic Integrity Pool.

Grievance Committees

At each level, principals to the dispute shall have five academic days to request, without stipulating a reason, the replacement of one member of the committee assembled to hear the grievance. If any principal finds the replacement committee member inappropriate, the party shall transmit, within five additional academic days of member identification, a written statement of the grounds for this "challenge for cause" to the appropriate designee who shall rule on its merits and either retain or replace the committee member so challenged. Designees are as follows: the chair/director for Departmental/Program Level reviews; the dean for Decanal (School or College) level appeals; and the dean of the Graduate School for Graduate School level appeals. Each committee member selected shall have the option of disqualifying him/herself from the committee by stipulating reasons why he or she feels unable to deal with the grievance in an unbiased fashion.

Departmental or Program

The chair/director or the chair of the departmental or program Grievance Committee, shall assemble, from a pool of individuals comprising the Departmental or Program Grievance Pool, a Departmental or Program Grievance Committee comprised of no fewer than two faculty members and two graduate students or a larger number of participants maintaining this same ratio.

Decanal

The college or school dean, or the chair of the school or college Grievance Committee, shall assemble, from a pool of individuals comprising the college or school Grievance Pool, a Decanal Grievance Committee comprised of no fewer than two faculty members and two graduate students or a larger number of participants maintaining this same ratio. In those 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.

Graduate School

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

Academic Grievance Appendix B

Confidentiality and Conduct of Hearings

Once the chair/director, college or school dean, or the dean of the Graduate School initiates a grievance hearing, principals and committee members shall have the obligation to maintain the confidentiality of the proceedings and of all materials or testimony presented in hearing proceedings, until a decision is formally transmitted to the principals involved in the grievance.

Hearings as provided for in the above guidelines shall be conducted in a fair and expeditious manner but shall not be subject to the rules governing a legal proceeding. Virtual hearings (e.g., via video platforms) are permissible at the request of any party. Each principal shall have the right to be present and to have one advisor present at all hearings. In no such case shall the advisor be an attorney, unless he or she is a member of the UB faculty who is not acting in a legal capacity on behalf of a principal. An advisor may not speak on behalf of or advocate for a principal or otherwise address members of the hearing committee. Hearing(s) shall be conducted in confidence.

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

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

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

Academic Integrity

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

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

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

- **Selling academic assignments.** Offering for sale and/or receiving compensation for any academic assignment intended to fulfill any course or academic program requirement.
- **Submitting previously submitted work.** Also called self-plagiarism, re-submitting academic material (in whole or in part) that has been previously submitted by the same student without prior and expressed consent of the instructor.

Timeline

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

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

- **Warning.** Written notice to the student that they have violated a university academic integrity standard.
- **Revision of work.** Requirement that the student replace or revise the work in which dishonesty occurred.
- **Reduction in assignment grade.** Student's grade is decreased with respect to the particular assignment.
- **Reduction in course grade.** Student's final grade in the course is decreased.
- **Failure in the course.** A grade of "F" is applied.
- **Remediation.** Requirement that the student complete an educational remediation assignment through the Office of Academic Integrity. If the student passes the remediation assignment, the instructor may alter the original sanction.
- **Other.** Faculty may determine another appropriate assignment or penalty (e.g., an additional assignment, inability to drop lowest grade), except for any OAI or university sanction described below.

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

- **Failure in course, remediation required, temporary notation of academic dishonesty.** A grade of "F" for the course is recorded on the student's transcript with notation of academic dishonesty. Upon successful completion of UB's remediation assignment, the notation is removed. Failure to successfully complete the OAI assignment will result in the notation remaining permanently on the student's transcript.
- **Failure in the course with permanent notation of academic dishonesty.** A grade of "F" for the course is recorded on the student's transcript with a permanent notation that the grade of "F" was assigned for reason of academic dishonesty.
- **Dismissal from the degree program.** The academic integrity violation results in ineligibility for continuation in the student's degree program.
- **Dismissal from the degree program with notation of academic dishonesty.** The academic integrity violation results in ineligibility for continuation in the student's degree program, with a notation on the student's transcript that the dismissal is for reason of academic dishonesty.
- **Dismissal from the department.** The academic integrity violation results in ineligibility for continuation in any degree program within the department.

- **Dismissal from the department with notation of academic dishonesty.** The academic integrity violation results in ineligibility to continue in any degree program within the department, with a notation on the student's transcript that the dismissal is for reason of academic dishonesty.

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

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

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

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

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

[Academic Integrity Procedures](#)

Appendix A: Academic Integrity Pool Membership and Adjudication Committee Participation

The OAI shall assemble a pool of faculty and students willing to participate on Adjudication Committees for academic integrity cases. It is the responsibility of each decanal unit to name student and faculty members to this pool. Typically, the duration of service in the academic integrity pool is two years. The OAI is responsible for ensuring that the pool reflects the diversity of the campus community and for training all members of the adjudication pool.

From this pool, the OAI will form an Adjudication Committee for each hearing of no fewer than two faculty members, two graduate students, and one member of the OAI. Members from the academic integrity pool will be selected so that no one member will be involved in a disproportionate number of academic integrity cases. Prior to a hearing, committee members verify that there is no conflict of interest with either principal party. If a conflict exists, a committee member shall disqualify themselves and a replacement will be named.

Appendix B: Confidentiality of Proceedings

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

Appendix C: Sample Infractions and Possible Sanctions

Most severe	Range of Possible Sanctions
Having a different student take an exam.	F in course, F in course with temporary or permanent transcript notation, suspension, expulsion. Graduate level options: dismissal from program or department, mandatory remediation.

Misrepresenting documents (e.g., falsifying a doctor's note, fabricating an obituary, altering a transcript, etc.).	F in course, F in course with temporary or permanent transcript notation, suspension, expulsion. Graduate level options: dismissal from program or department, mandatory remediation.
Hiring or having someone complete an online course.	F in course, F in course with temporary or permanent transcript notation, suspension, expulsion. Graduate level options: dismissal from program or department, mandatory remediation.
Purchasing or selling course assessments.	F in course, F in course with temporary or permanent transcript notation, suspension, expulsion. Graduate level options: dismissal from program or department, mandatory remediation.
Posting a whole assessment (or a significant part thereof) to an online site for the purpose of cheating. (Posting for sharing purposes is processed under the Improper Distribution of Course Materials Policy.)	F in course, F in course with temporary or permanent transcript notation, suspension, expulsion. Graduate level options: dismissal from program or department, mandatory remediation.
Severe	Range of Possible Sanctions
Using a cell phone during an exam.	Reduction in assignment grade, reduction in course grade, F in course.
Possessing a cheat sheet.	Reduction in assignment grade, reduction in course grade, F in course.
Using artificial intelligence to complete work when it is disallowed.	Reduction in assignment grade, reduction in course grade, F in course.
Changing answers on an exam and asking for a regrade.	Reduction in assignment grade, reduction in course grade, F in course.
Plagiarizing.	Reduction in assignment grade, reduction in course grade, F in course.
Falsifying data.	Reduction in assignment grade, reduction in course grade, F in course.
Copying someone else's lab report or homework.	Reduction in assignment grade, reduction in course grade, F in course.
Copying from another person's exam.	Reduction in assignment grade, reduction in course grade, F in course.

Viewing and/or copying assessment answers found on the internet through Google, Chegg, Course Hero, etc.	Reduction in assignment grade, reduction in course grade, F in course.
Answering test questions after proctoring ends, but prior to submitting test for grading.	Reduction in assignment grade, reduction in course grade, F in course.
Giving or receiving answers in a group chat during a test.	Reduction in assignment grade, reduction in course grade, F in course.
Less severe	Range of Possible Sanctions
Using the same paper for multiple classes.	Warning, Revision of work, Reduction in assignment grade, Reduction in course grade, F in course.
Improperly citing.	Warning, Revision of work, Reduction in assignment grade, Reduction in course grade, F in course.
Illicitly obtaining or sharing copies of past assessments.	Warning, Revision of work, Reduction in assignment grade, Reduction in course grade, F in course.
Working together when it is disallowed.	Warning, Revision of work, Reduction in assignment grade, Reduction in course grade, F in course.
Aiding or abetting another student's academic dishonesty.	Warning, Mandatory Remediation, suspension, expulsion, Referral to Campus Judicial Procedures or University Police Department.
Violating the integrity of a course or academic activity (whether in a course or not).	Warning, Mandatory Remediation, suspension, expulsion, Referral to Campus Judicial Procedures or University Police Department.

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

Repeat offenses are assigned a greater penalty than a first offense and typically range from failure in course to failure with transcript notation. These penalties are applied at the discretion of the Office of Academic Integrity.

ⁱFor the purposes of this policy, the term "instructor" is defined as the instructor of record, a staff member, or their appropriate designee.

ⁱⁱAcademic days are defined as weekdays, when classes are in session, not including the summer or winter sessions as defined by the University Academic Calendar. Days in the final exam period and Reading Days are not considered academic days. With the agreement of all principals and the OAI, proceedings may continue during non-academic days.

Academic Probation

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

- Cumulative quality point average less than 3.0.
- Accumulated grades of Incomplete for 12 or more credit hours.
- Other academic infractions as described in this handbook.

- Full-time students: Less than 9 hours of new coursework completed during the past semester.
Exceptions:
 - a) Students needing fewer than specified number in their last semester need only complete the credits necessary for graduation.
 - b) International students must register for 12 hours of coursework in each semester in order to maintain satisfactory visa status.

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

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

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

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

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

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

From: [Graduate School Policy Library](#)

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

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

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

Academic Term Withdrawal

Under extraordinary circumstances, graduate students may petition for total [academic withdrawal](#) [Download pdf\(1.1 MB\)](#) from a given term. The Graduate School will only consider cases where the student or department (on the student's behalf) can document:

- Lengthy medical incapacitation of the student or a member of the student's immediate/chosen family or

- death of a student's immediate/chosen family member or
- military orders issued to a student or
- other similarly extraordinary measures as petitioned by the student.

Academic term withdrawal is for the entirety of a student's registration in that term (i.e., these cases are considered on an all or nothing basis). The Graduate School reserves the right to consult members of the faculty and others as appropriate when reviewing total academic withdrawal cases. Academic term withdrawal requests must be submitted within one term of the term in question.

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

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

Artificial Intelligence (AI)

1. Permitted Use of AI

- Graduate students may use AI tools (e.g., ChatGPT, Grammarly, coding assistants, image generation software) **only when explicitly permitted** by the course instructor or program guidelines.
- When AI tools are used, students must **clearly disclose** their use, including the tool used and the nature of the assistance received (e.g., idea generation, grammar editing, coding help).

2. Prohibited Use

- Submitting AI-generated content as one's own original work without disclosure constitutes a breach of academic integrity.
- Using AI to bypass learning objectives, generate entire assignments, or complete assessments intended to measure individual understanding is strictly prohibited.
- The use of AI tools in research must comply with university research ethics policies, including proper attribution and compliance with data privacy standards.

3. Academic Integrity

- Use of AI must adhere to the university's Academic Integrity Policy. Undisclosed or inappropriate use of AI will be considered a form of academic misconduct and subject to disciplinary action.

4. Responsibilities of Students

- Students are responsible for ensuring that any use of AI supports—not substitutes—their learning and academic development.

- Students should consult with their instructors or program directors if they are unsure about the appropriate use of AI in a given context.

5. Transparency and Attribution

- Any assignment, paper, presentation, or project that includes contributions from AI tools must include an acknowledgment section specifying:
 - The name of the AI tool used
 - The type of task it assisted with (e.g., outlining, proofreading, code debugging)
 - A statement on how the final submission was reviewed and edited by the student

6. Research and Thesis Work

- The use of AI in research projects, theses, or dissertations must comply with all academic research integrity and human subjects research standards.
- Students must disclose AI use in methodology or acknowledgments sections where relevant.

7. Enforcement and Sanctions

- Violations of this policy will be handled according to the university's procedures for academic integrity. Sanctions may include a failing grade on the assignment, a failing grade in the course, suspension, or dismissal, depending on the severity of the violation.

In addition, please consult with your department for additional, more specific guidelines on acceptable uses of AI for intellectual contributions.

Copyright: Higher Education Opportunity Act 4137 Notification

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

Course Availability

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

Course Sharing

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

1. The integrity of each **master's** level degree program must be observed by the student's completion of a minimum of 21 credit hours at UB. Individual degree programs may establish minimum credit hour requirements that exceed that level.
2. Limits by Program Type:
PhD Programs
Up to 50% of a student's PhD program may be comprised of courses used to complete another degree program at UB or at another institution. **A minimum of 50% of the PhD program must consist of courses completed at UB that have not been applied toward any other degree program.**
3. In rare cases where one or more specific courses are explicitly required by both programs (i.e., not merely as acceptable electives), such course(s) are considered "shared courses" under this policy and will be the first course(s) counted toward the 15% limit. If those specific courses explicitly required by both programs exceed the normal 15% "shared courses" limit, the 15% limit is waived and all such courses may be counted toward both degrees.

FERPA

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

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

Financial Obligations

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

Grading Procedures/Requirements

Grades: Blank/Missing

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

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

Grades: Resign (R)

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

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

Grades: Incomplete (I)

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

Assignment of an incomplete grade is at the discretion of the instructor. The instructor must specify a default grade when the “I” grade is submitted. A default grade is the letter grade the student will receive if no additional coursework is completed and/or a grade change form is not filed by the instructor. The default grade can be A-, B+, B, B-, C+, C, C-, D, F, S or U.

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

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

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

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

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

Grade Changes: Incomplete (I) Change

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

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

Grade Submission Dates

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

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

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

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

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

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

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

Grades: Load (L) – Prior to Fall 2018

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

Grades: Audit (N)

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

Graduate Prior Learning Assessment Framework

The University at Buffalo (UB) recognizes and values the acquisition of graduate-level knowledge through various experiences beyond traditional coursework. Students and applicants have the opportunity to request graduate credit for prior learning that demonstrates mastery of knowledge, skills, and competencies aligned with the learning outcomes of their respective graduate program.

The method for evaluating any prior learning is customized to each specific experience and must rely on faculty evaluation of evidence supporting the claimed mastery. The following standards must be upheld to

ensure that awarded credit for prior learning is rigorous, fair, and aligned with academic standards, while acknowledging and valuing diverse learning experiences.

1. **Established Criteria:** Faculty evaluation will be conducted using clearly defined learning outcomes against which the students' prior learning will be assessed.
2. **In Accordance with Academic Credit Hours:** In alignment with the SUNY policy on credit/contact hours, if academic credit is awarded for prior learning, one academic credit must equate to 45 hours of student work.
3. **Documentation and Evidence:** Requirements for providing evidence or documentation of prior learning experiences, such as certificates, work samples, or written examinations.
4. **Assessment Methods:** Clear explanation of the assessment methods used, whether through portfolio evaluation, examinations, interviews, or other means.
5. **Evaluation Rubrics and Standards:** Defined criteria for evaluating prior learning to ensure clarify, consistency, and fairness in the assessment process.

Restrictions

Prior Learning Assessment may constitute a maximum of 30% of the requirements for a master's degree and 50% for a doctoral degree. However, the aggregate of any approved prior learning assessment and transfer credits cannot exceed these percentages. Departments and Schools may choose to set stricter limits for specific programs or may choose to opt out of participating in graduate prior learning assessment.

Credit for prior learning will not be granted for learning ***previously deemed ineligible for academic credit***, including learning gained through non-credit programs offered by UB or any other higher education institution. This includes, but not limited to, courses and programs offered through UB's Continuing Education programs or any other higher education institution's Continuing Education programs.

For detailed guidance on whether prior learning experiences will be eligible for graduate credit at UB, students and applicants should consult with the specific program's director of graduate studies, or graduate program coordinator.

Holds

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

Independent Study-Supervised Research

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

Leave of Absence

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

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

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

International students are advised to consult with International Student and Scholar Services, 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).

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.

Time Limits for Degree Conferral

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

Transcripts

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

Transfer Between Programs

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

Transfer Credits

The Graduate School will consider for transfer credit graduate-level coursework from nationally accredited institutions of higher education, as well as graduate-level coursework from international institutions that UB recognizes as equivalent to a nationally accredited institution. (See "[Course Sharing Limits](#)" for sharing UB graduate courses and credits across programs.)

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

Transfer Credit Value

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

Limits for PhD Programs

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

Transfer Credit Process

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

Tuition and Fees

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

University Course Evaluation System (Campus Labs)

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

[Visit the evaluation website.](#)

Enter "University at Buffalo" for the school

Username: UBIT name

Password: last four digits of your UB Person Number

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

Use of 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.

Services

Academic Advisement

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

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

Accessibility Resources

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

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

Computer Resources

Students at UB are required to have access to a computer and printer. This access goes beyond what is provided in the university's public computing sites, the university's My Virtual Computing Lab and School of Management's student computer lab in 220 Jacobs 220.

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

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

Counseling Services

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

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

Equity, Diversity and Inclusion

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

1Capen

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

School of Management Alumni Association (SOMAA)

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

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