

Student Resource Reminders

Dear School of Management Faculty and Staff,

I hope the fall 2023 semester gets off to a great start for everyone! The following are just a few reminders of some of the resources available to help students and how I can help you with students who have issues/concerns, academic integrity violations, etc....Of course, what is below is obviously not an exhaustive list, so if/when concerns come up for which I can provide some guidance, please let me know.

- 1) If students are not showing up and not contacting you or responding to your outreach, please let me know. I can reach out to such students to try to figure out what is going on before they fall too far behind. Please simply send me an email with the student's name, person number, and the concern. Just a quick reminder that the ***last day of drop/add for a 15-week course is Tuesday, September 5 by 11:59 p.m.*** It is equally important to note when students suddenly stop attending, participating, submitting work, or there is a dramatic decline in performance. These behaviors often signal that something more serious is going on. So again, please let me know about such situations.

Here is the link to the [UB academic calendar](#). Please note that the registrar's website does include a link to the "[student calendar](#)," but this now takes students to the UB Calendar where students can select from a menu to view a variety of UB events and/or workshops, but it does not include things such as deadlines for drop/add, resignation, etc. That information is found at <https://registrar.buffalo.edu/registration/fall.php> and you might want to bookmark this site to for easy reference throughout the semester. Please keep in mind that resignation dates vary based on the course and if it is a 15-week course, a 7-week course, etc.

- 2) As everyone is likely aware, **student mental health issues** have been exponentially increasing over the past several years and this trend continues. These issues have been affecting both graduate and undergraduate students and range from the typical test anxiety to far more serious issues of severe anxiety, depression, family crisis, financial crisis, etc. and we all play a role in trying to connect students to resources. [UB Counseling Services](#) has expanded their programs and services as this crisis continues to increase. Please note that UB Counseling Services also makes available [online self-help resources](#).

It is important that we all take notice of things that seem concerning. If you are concerned about the mental or physical health or safety of any of your students and need some guidance, please let me know so that I can reach out to assist you and students in connecting to resources and/or alert the appropriate professionals at UB. ***If there is an immediate safety concern, please call UB Police at 716-645-2222.***

- 3) There has been some reorganization and change in office names in Student Affairs. The [Office of the Dean for Student Life](#) has helpful information about how to [recognize and refer a student in distress](#). Here is a direct link to the electronic form to file a [student of concern referral](#). The

office receiving the referrals is now called the Office of Student Support and Resources (under the Office of the Dean for Student Life), but their work remains the same. In addition, the Student Support and Resources team handles a number of other student-related issues such as food assistance, victim assistance, emergency funding, and more.

If you submit a **student of concern referral** yourself, which I encourage you to do when you have first-hand knowledge, I ask that you forward me (ddittmar@buffalo.edu) a copy of the referral so that I can also offer support to our students and keep track of concerns.

- 4) **Emergency Funding** – Please note that School of Management students inquiring about emergency funding should now be referred directly to the Student Life Emergency Fund. This is now being addressed centrally by the Office of Student Support and Resources for several academic units. This applies to both undergraduate and graduate students. Please also note that emergency funds may not be requested for tuition, student fees, campus residence halls, campus apartments, UB meal plan, etc. The fund is intended to assist with unexpected expenses. Here is a link to the [Student Life Emergency Fund application](#). Additionally, the Office of International Student Services also has an emergency fund. To review eligibility and application information for international students inquiring about emergency funding, please refer to the [International Student Emergency Fund](#).
- 5) Should any of your students approach you about needing accommodations and they have not yet connected with the [Office of Accessibility Resources](#), please refer the students. Students may request accommodation with Accessibility Resources by visiting the website, visiting the office in 60 Capen Hall or calling 716-645-2608 to request an appointment. Please note that this office is also a resource to faculty and staff as we work with students and Accessibility Resources has zoom drop-in hours for students and for faculty/staff. This information is on their website as well as below.

Accessibility Resources Zoom Drop-In Hours for Fall 2023

Have a quick question for the Accessibility Resources staff? Join our Zoom drop-in sessions.

For Students: Monday – Thursday, 3 - 4 p.m. beginning August 21 through December 20.

>> [Join the meeting for students.](#)

For Faculty: Every Friday, 10-11 a.m. beginning August 25 through December 21.

>> [Join the meeting for Faculty.](#)

- 6) Referring to the [“Help/Support”](#) section of the [Student Guide](#) can also be a helpful resource for faculty and staff. Please be reminded that we do have some academic support in-house for our undergraduate majors in our [Leadership, Learning, and Community Center](#) in lower level of Jacobs. Additional, more comprehensive academic support is available through [UB Tutoring &](#)

[Academic Support Services](#) located in 130 Capen Hall.

- 7) [Academic integrity](#) infractions by our students have been a concern and there has been some hesitation to officially report infractions. When we do not officially report, we are not sending the appropriate signal to our students about the importance of academic (and personal) integrity. Additionally, we risk the reputation of our programs and school. Please allow me to remind everyone that if you have any infractions, please review and follow UB process for handling potential infractions. Please see <https://www.buffalo.edu/academic-integrity/instructors.html> where you will be able to review the process as well as access templates for communicating with students. Additionally, you will find some great “grab and go” lessons you might want to use early in the semester in your courses. You can find these under the [Promote Academic Integrity](#) instructor information on their site. New this semester, all new incoming students are required to complete an Academic Integrity Module.
- 8) UB does have a [Student Code of Conduct](#) that all students must acknowledge and affirm in their first semester of enrollment. This is a SUNY-wide policy and new students who do not acknowledge and affirm will have holds on their HUB accounts that will block all registrations activity after the drop/add period. If you need clarification about whether or not an issue rises to the level of action from the UB Office of Student Conduct, I encourage you to contact that office directly and please keep me in the loop.

Questions related to the Student Code of Conduct should be directed to:
Student Conduct
9 Norton Hall
Phone: 716-645-6154
E-mail: ub-conduct@buffalo.edu

Obviously, this is not an exhaustive list of concerns and issues that students might be experiencing, so please feel free to reach out to me (ddittmar@buffalo.edu or 716-645-4444) with any questions or concerns that you have about students throughout the semester.

Have a great fall semester!

Diane