

Academic Policies

The following college academic procedures, policies, and guidelines apply to all students and all college sessions. Students are responsible for determining their academic programs and for meeting every degree requirement. Faculty or professional staff who act as advisers are obligated only to assist students in meeting this responsibility. Clarification of any requirements for the baccalaureate degree may be obtained from the academic adviser, department chair, or academic dean. The Academic Standards Office (<https://academicstandards.buffalostate.edu/>) can provide clarification on other regulations and procedures. A non-exhaustive list of highlighted academic policies is provided on the Academic Affairs website (<https://academicaffairs.buffalostate.edu/academic-policies/>).

Undergraduates Enrolling in Graduate Courses and Accelerated Pathways to Graduate Degrees

Buffalo State offers three distinct options for undergraduate students to register for and complete graduate courses—Standard Option, 4+1 Pathways Option, Combined Pathway Option. Each option allows Buffalo State undergraduates to take graduate-level courses during as seniors, offering motivated students an expedited way to earn a bachelor's and a master's degree. Any student interested in taking graduate courses as an undergraduate should meet with their department's undergraduate adviser to learn more about their options. Graduate courses taken while completing undergraduate courses will be billed at undergraduate tuition rates and are subject to financial aid guidelines for undergraduates. Students are strongly advised to consult with their undergraduate advisers and a Buffalo State financial aid adviser prior to initiating and/or making any changes to their prescribed undergraduate programs of study.

- 1. Standard Option:** Undergraduate students who have completed more than 106 credits by the end of the previous semester at Buffalo State can register for graduate-level courses if they have maintained a minimum 2.5 cumulative GPA. A request to enroll in a graduate course is made by contacting the academic department offering the course. Permission must be granted by the instructor and department chair. The total enrollment of undergraduate and graduate courses should not exceed 15 hours per semester. Graduate courses taken in the Standard Option manner will not apply toward an undergraduate degree. The graduate courses may be applied toward an advanced degree if they are acceptable to the graduate program and department. The six-year time limitation on the completion of the master's degree program applies to the earned graduate credits. Generally, a maximum of 6 graduate credit hours may be taken as a senior unless enrolled in a 4+1 Undergraduate to Graduate Pathways (Option 2) or Combined Undergraduate/Graduate Pathway (Option 3).
- 2. 4+1 Undergraduate to Graduate Pathways Option:** A 4+1 Pathway seamless entry to an accelerated course of study leading to an advanced degree. Students must apply, be accepted into a 4+1 Pathway, and commit to following the curriculum (i.e., academic roadmap) detailed by the respective 4+1 Pathway. Admission into a 4+1 Pathway requires approval of the undergraduate program adviser and the appropriate graduate program director. Students in a 4+1 Pathway may take a maximum of 9 graduate credit hours as seniors. Graduate courses taken as part of a 4+1 Pathway will not apply toward an undergraduate degree. The graduate courses may be applied toward the advanced degree associated with the pathway. The six-year time limitation on the completion of the master's degree program applies to the earned graduate credits.
- 3. Combined Undergraduate/Graduate Pathway Option:** Buffalo State recently started offering combined pathways between existing undergraduate and graduate degree programs. Combined pathways are distinctly different from 4+1 pathways, and admission is selective. The 4+1 Pathways allow undergraduates to take up to 9 credits of graduate coursework as seniors, but those courses cannot be used to fulfill undergraduate program requirements. A combined pathway is stackable. Up to 12 credits of designated graduate courses completed as part of a combined pathway can be used to fulfill both undergraduate and graduate degree program requirements. An example of a combined pathway is the Criminal Justice Combined Pathway (B.S. and M.S.) The six-year time limitation on the completion of the master's degree program applies to the earned graduate credits.

Academic Advisement

Incoming freshman (first-time students) are each assigned a professional (staff) adviser upon entry into Buffalo

State.

Some departments choose also to affiliate students with major (faculty) advisers in their first year. As a result, every incoming first-time student will have one or more adviser. Transfer students are assigned their faculty adviser within their major, or a professional adviser if they are undeclared.

Each professional adviser is affiliated with a department or set of departments. Professional advisers work with first-time students through their first 59 credits.

Advisement for students affiliated with the Arthur O. Eve Educational Opportunity Program (EOP) should contact EOP for advisement. All other advising inquiries are addressed in the Advising Center, Butler Library 149.

Academic Calendar

Academic Calendar (<https://suny.buffalostate.edu/academic-calendar/>)

Students should consult the online Buffalo State calendars

—both the College Calendar and the Academic Calendar

—for important dates, deadlines, term start and end dates, registration and course withdrawal dates, degree application deadlines, all-college events, student events, etc.

Academic Clemency

Any student with a Buffalo State GPA less than 2.0 is eligible to apply for academic clemency when he or she applies for matriculated readmission to the college through the Admissions Office. The student's last semester of enrollment must have been at least three years prior to the application for readmission. Students can request clemency for up to two semesters of work (consecutive or nonconsecutive). These semesters are to be determined by the student in consultation with appropriate offices (dean, Educational Opportunity Program, etc.). A decision of clemency includes all coursework taken within the semester(s) at Buffalo State; it is not selectively applied.

Any mathematics or English competency requirements fulfilled during the clemency period will still be recognized. However, any credit hours associated with these requirements will be removed and must be replaced with other coursework.

Clemency is applied only after a student has registered for an upcoming semester.

Academic Levels (Class Level)

Students are designated by class level according to the number of credit hours they have earned. Undergraduate levels are:

Class Designation	Credit Hours
Freshman	0 to 29
Sophomores	30 to 59
Juniors	60 to 89
Seniors	90 or more

*Earned Credits: Credit hours that are counted toward class level include only credit hours that are completed and graded. Credit hours that the student is currently taking or for which they are registered for an upcoming term (i.e., credit hours "in progress") are not counted toward class level.

Academic Minors

Buffalo State academic minors are specially conceived sequences of courses designed to allow students to achieve important goals. A minor may be used to complement the major course of study, broaden and enhance career opportunities, gain expertise in an area of interdisciplinary studies, or provide in-depth study in a subject of special interest. While an academic minor is an optional study program, students often find it an excellent way to make strategic use of all college elective courses. Students may not elect a minor from the same discipline as their major

program.

Each minor program consists of 18–21 credit hours of coursework. A minimum cumulative GPA of 2.0 is required for admission to a minor program, and at least three of the courses in each minor must be completed at the college. A minor must include at least 9 distinct credits (i.e., not overlap with primary major requirements or overlap with the requirements of a minor or concentrations). A minor may include no more than half of its credit hours at the lower division level. A maximum of three courses of transfer credit will be permitted. Students may declare up to two minors.

Students who complete the minor with a minimum GPA of 2.0 will have the minor recorded on their official transcript.

Students interested in selecting a minor program should contact the coordinating department as soon as possible and complete an Undergraduate Change or Commit Form for Major, Certificate, Minor, Second Major, Dual Degree, and Microcredentials. A listing of all minors and requirements is available through each department and dean's office. Only the coordinating departments provide advisement on their individual minors.

Academic Misconduct

Academic Standards Office South Wing 510
(716) 878-5222

academicstandards.buffalostate.edu

All students are expected to display honesty and integrity in completing course requirements and college academic regulations. "Academic misconduct" refers to any form of plagiarism, fraud, or cheating in connection with academic coursework and is inconsistent with the aims and goals of Buffalo State College.

Examples of academic misconduct includes but is not limited to the following:

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

www.turnitin.com)) in courses at Buffalo State College.

This software may be used as an educational tool to assist students in learning how to properly cite resources, decrease instances of academic misconduct, or assist in the identification of acts of academic misconduct.

Students are to refer to the Academic Misconduct Policy (<http://bscintra.buffalostate.edu/dops/policysect8/080400.pdf>) for the full policy that includes statements on notification, due process, and timeliness; composition of Academic Misconduct Committee; resolution of academic misconduct allegations; and the procedures for resolving an allegation of academic misconduct including potential outcomes. A statement outlining formal college policies and procedures to be followed in cases of alleged academic misconduct will be on file in each academic dean's office, in the Academic Standards Office and in the Student Leadership and Engagement Office. Cases of severe infractions of acceptable standards may be brought before the Academic Misconduct Committee and may result in academic dismissal.

Academic Probation and Dismissal

Academic Standards Office South Wing 510
(716) 878-5222

academicstandards.buffalostate.edu (<https://academicstandards.buffalostate.edu/>)

Good Academic Standing

All students not on Academic Probation are considered to be in good academic standing and are eligible to participate in extra-curricular activities and are eligible to register for course work at Buffalo State.

Academic Warning

Many undergraduate students go through an adjustment period when beginning their baccalaureate studies at Buffalo State.

Therefore, any student, including transfer students, whose first-semester GPA is less than 2.0 and who has not met any of the terms for academic dismissal from Buffalo State will be on academic warning in his or her second semester of study at Buffalo State. However, if a student's GPA is less than 2.0 and the student has met one or more of the reasons for academic dismissal from Buffalo State, the student may still be immediately dismissed at the discretion of the college. A student on academic warning has until the completion of the next semester (i.e., spring or fall) to raise his or her cumulative GPA to 2.0 or higher.

Students on Academic Warning are limited to registering for 15 credits per semester unless special permission to register for additional credits is granted by their dean's office. In accordance with Buffalo State's Advisement Policy, students on academic warning may be subject to an advisement hold in order to encourage a discussion with the student's academic adviser to help build an effective academic strategy before the student may register for additional coursework at Buffalo State. An extended academic warning-semester may be granted at the discretion of the college if the student has demonstrated exceptional academic progress during the academic warning term. Students on academic warning may be ineligible for financial aid based on failure to meet federal and/or state aid eligibility standards.

Academic Probation

An undergraduate student is on academic probation if the student's cumulative Buffalo State GPA is less than 2.0 following the second semester of study at Buffalo State. However, if a student's GPA is less than 2.0 and the student has met one or more of the reasons for academic dismissal from Buffalo State, the student may be immediately dismissed at the discretion of the college without a probationary semester. A student on academic probation has until the completion of the next semester (i.e., spring or fall) to raise the cumulative GPA to 2.0 or higher.

Students on academic probation are limited to registering for 15 credits per semester unless special permission to register for additional credits is granted by their dean's office. In accordance with Buffalo State's Advisement Policy, students on academic probation may be subject to an advisement hold to encourage discussion with the student's academic adviser and help build an effective academic strategy before the student may register for additional coursework at Buffalo State. Students on academic probation may be ineligible for financial aid based on failure to meet federal and/or state aid eligibility standards. Students on academic probation are not eligible to participate in

extra-curricular college activities.

Academic Dismissal

Students are reviewed for academic dismissal at the end of each academic term (fall, spring, and summer).

Each dismissed student will receive official notification via U.S. mail to the student's address of record with the college or the student's Buffalo State email account, and all future academic-year registrations and on-campus housing reservations will be removed. Dismissal appeal guidelines and deadlines are communicated to the student in the dismissal notification sent by the director of Academic Standards and can be found online (<https://academicstandards.buffalostate.edu/academic-standing/>).

Undergraduate students may be dismissed from Buffalo State for the following reasons:

1. Unsuccessfully completing (i.e., E, EV, F, I, N, U, W, or X) one half or more of a semester's work.
2. A cumulative Buffalo State GPA below 1.0.
3. Failing to satisfy academic warning or academic probation requirements.
4. Failing any course for the third time.
5. Failing to complete basic skills requirements (e.g., the Intellectual Foundation's Basic Communication and Mathematics/Quantitative Reasoning requirements) by the end of their sophomore year.
6. Determination of an academic misconduct offense.

Undergraduate students who have been academically dismissed must wait one full year from the time of dismissal before being considered for readmission and/or nonmatriculated enrollment at Buffalo State. A dismissed student may not attend Buffalo State Summer or January- Term Session courses. If readmitted, all coursework taken previously at Buffalo State will be considered in computing the cumulative average unless the student has opted for academic clemency. All prior Buffalo State coursework, including clemency-bearing credits, will be used in calculating the readmitted student's federal and state financial aid eligibility at Buffalo State. Readmission forms are available in the Admissions Office, Moot Hall 110.

Academic Eligibility for Financial Aid

Financial aid guidelines require that to continue to receive financial aid, students must show evidence of making satisfactory academic progress toward a degree. For additional information about financial aid eligibility, refer to the financial aid section of this catalog or see financialaid.buffalostate.edu (<https://financialaid.buffalostate.edu/>).

Adding or Dropping Courses

Registration is continuous from the opening of registration through the end of the first week of classes. Dropping a course during that time removes all record of the course from the student's transcript. Registration dates and instructions are updated each semester on the Registrar's website ([https:// registrar.buffalostate.edu/registration/](https://registrar.buffalostate.edu/registration/)). By the close of registration, students should recognize that they have made a serious commitment to complete the courses for which they are registered. It is expected that students will complete any necessary changes to their schedules before the first day of classes in a semester or Summer Session. Changes during the first week of classes, or the first two days of a Summer Session or January Term, should be the exception.

Alternative Methods of Earning College Credit

Advanced Placement Examinations

Credit may be granted for acceptable scores in approved Advanced Placement examinations, provided the subjects meet the curricular requirements of the specialized units of the college. Approved examinations include New York State College Proficiency Examinations (CPE), College Entrance Examination Board Advanced Placement Examinations (AP), International Baccalaureate (IB), and College Entrance Examination Board College Level Examinations (CLEP).

Students receiving the lowest passing grade may be admitted to an advanced course but will receive no credit for the beginning course that was exempted. All other passing grades carry college credit. Before taking such an examination for credit, students already enrolled at the college must receive advance approval from the appropriate department chair. When the examination subject is the same as or overlaps a college course already credited, no new credit will be granted.

International Baccalaureate (IB) credits may be granted for standard level IB courses or high level IB courses for which a score of 4 or better was earned on exams. Credit awarded may range from 3-4 credits and varies per course and level. Students may be awarded no more than 30 credits total through published examinations.

Credit by Evaluation (Undergraduate)

Up to 45 credit hours may be accepted from the following sources:

Source	Maximum Credit Hours
Published examinations (no be in general examinations.)	30 more than 18 credit hours may
Course challenge	30
Military Service Credits	15
Non-collegiate institutions	15
Proprietary institutions	15

Published Examinations: Included in this category are nationally given subject and general examinations sponsored by the College Level Examination Program (CLEP), Advanced Placement Program (AP), International Baccalaureate (IB), and College Proficiency Examination (CPE). Passing grades are required for credit.

Course Challenge: Requirements are listed in Course Challenge section of this policy.

Courses from Noncollegiate Organizations: For credits to be granted, the institution must be approved by the State Education Department and listed in its Guide to Educational Programs in Noncollegiate Organizations. Noncollegiate organizations are those whose primary function is not education, such as the American Institute of Banking. Such

credit applies primarily to the major and is determined by the appropriate department.

Proprietary Institutions: The institution must be approved by the State Education Department and listed in its official publication of approved institutions. Proprietary institutions are privately owned and for profit, such as Bryant & Stratton Business Institute. Such credit is applied primarily to the major and is determined by the appropriate department.

Course by Contract

Taking a course by contract is one form of independent study open to students who have reached sophomore level and

are in good academic standing. Graduate students who have been accepted to a degree program and are in good standing may request to take a course by contract by contacting the department offering the course. For a graduate course by contract, the instructor must be a member of the college's graduate faculty. The course must be among those already approved by the college. Courses may be taken by contract only if they are not offered in the regular schedule during the semester involved.

Under this option, a faculty member (graduate faculty member for a graduate course) provides the student with a course outline, bibliography, and a statement of responsibilities and dates by which these are to be met. The number of student-instructor conferences, the type of evaluation, and the culminating activity are determined by the faculty member and the student prior to registration for the course. These requirements must be filed with the department chair.

Before initiating a course by contract, the student must register for the course using the Individual Course by Contract Application form, obtained from the department office, the Registrar's Office, Graduate Studies Office, or the Graduate Studies forms (<https://suny.buffalostate.edu/graduate/current/#forms>) page. This form must be signed by the instructor, the department chair, and the school dean by the Individual Study Application deadline. Consult the academic calendar ([https:// suny.buffalostate.edu/academic-calendar/](https://suny.buffalostate.edu/academic-calendar/)).

Freshmen also are eligible to take courses by contract under special circumstances. They may do so if:

1. They are in their second semester of a one-year course and have a grade of A or B in the first semester part of the course.
2. They have successfully challenged the preceding course in the sequence.

3. They have entered the college with excellent high school records or have done honors work in pertinent fields in high school

Course Challenge

A course challenge may be used to request college credit for a Buffalo State course when the course objectives and student

learning outcomes have been previously met. Each department determines whether credit for a successful course challenge may be applied to the major or minor.

The following rules apply:

1. A student must be matriculated to challenge a course.
2. The department determines the challenge method, which may include but is not limited to examination, portfolio, performance, or presentation.
3. No credit will be awarded when the challenged course duplicates a course for which credit has already been earned (except in the specific case of a repeatable course), a course for which a grade has already been earned, or a course in which a student is currently enrolled.
4. Credit earned will be recorded as credit only (CR) rather than as a grade.
5. A student may not receive more than 30 undergraduate credits or 6 graduate credits through course challenge.
6. The grade grievance policy can be invoked by a student who wishes to appeal an unsuccessful course challenge.

Credit for Experiential Learning

Credit for college-level experiential learning is available. Matriculated students who consider their previous learning experience as college-level creditable may enroll in INS 300, Educational Assessment and Portfolio Development. This course is open to matriculated students, who must attend an information session in August to become familiar with the portfolio development process. In INS 300, students will conduct a self-appraisal and inventory of all potentially creditable prior learning. The portfolio will be treated as an application to appropriate departments for the award of college credit.

Within the guidelines, credit for experiential learning follows essentially the same principle as transfer credit—students may receive credit for knowledge gained elsewhere. Students may receive a maximum of 30 credit hours. Credit will be awarded on the basis of its correspondence to existing Buffalo State courses. Credit earned will be recorded as credit only (CR), rather than by grade.

For information regarding credit for experiential learning, students should contact the Individualized Studies coordinator, South Wing 210A, (716) 878-5303.

Cross Registration

SUNY Cross Registration Deadlines ([https:// registrar.buffalostate.edu/suny-cross-registration-deadlines/](https://registrar.buffalostate.edu/suny-cross-registration-deadlines/))

SUNY Cross Registration

The SUNY Cross Registration Agreement is for students cross registering at SUNY institutions and is for matriculated (declared major), undergraduate-level students and graduate-level students. Most SUNY schools participate in this agreement.

- There is no credit hour limit per semester.
- The student must be an active and matriculated Buffalo State student taking at least 12 credits for that semester at Buffalo State.
- Credits from the host SUNY institution are brought back to the home college (Buffalo State) as credits earned. (Credit hours count toward program completion, and final grade **DOES** count in cumulative GPA.)
- Some local fees (for example, parking permit) may be charged to the student by the host SUNY institution.

- Cross-registration is available at Buffalo State for the fall and spring semesters and is not available in the Summer Session or January term.
- The student is billed Buffalo State tuition and fees and is responsible for payment.
- SUNY Cross Registration application ([http:// www.suny.edu/crossregister/](http://www.suny.edu/crossregister/)) .
- The student is responsible for providing proof of county residency to the host SUNY institution.
- The student may be billed directly by the host SUNY institution for college fees and course fees if applicable.

Direct SUNY cross registration inquiries to crossregistration@buffalostate.edu.

Restrictions for SUNY Cross Registration

- The student must be in Good Academic Standing.
- The requested host SUNY course must be one that is not offered at Buffalo State or is at capacity for the requested semester.
- The student must identify his or her adviser who will accept or deny the cross registration request. All acknowledgements will be received through the workflow built into the electronic request system.
- The host SUNY course may not be a duplicate of a current enrollment at Buffalo State.

WNY Undergraduate Consortium

Western New York (WNY) Consortium Undergraduate Cross Registration is for students cross registering at one of the local private colleges in the WNY Consortium agreement and is for full-time (12 credits), matriculated (declared major), undergraduate-level students only. The full list of participating schools is provided on the Registrar's cross registration website. The deadline for the WNY Consortium typically is in mid-August or mid-January. Consult the Buffalo State Academic Calendar ([https://suny.buffalostate.edu/academic- calendar/](https://suny.buffalostate.edu/academic-calendar/)) for specific dates by term.

Direct WNY Consortium cross registration inquiries to Regofc@buffalostate.edu.

Student Guidelines for WNY Consortium Cross Registration

- Buffalo State students may cross register at one of the private colleges listed on the Registrar's cross registration website that participates in the WNY Consortium agreement. Students must abide by the rules, regulations, and deadlines of the host private institution where he or she cross registers.
- A students may cross register only for the approved course that is listed on the application forms.*
- There is a one cross-registration course limit per semester (fall and spring).
- Students must continue as full-time Buffalo State students during the semester in which they cross register to be eligible to receive credit through the cross registration program. A student who drops below full-time status forfeits any credits earned at the host private institution.
- Students may register for undergraduate courses only.
- Students may not register for independent study.
- Credit hours and final grade count toward the cumulative grade point average.
- There is no WNY Consortium cross registration program during January Term or Summer Session; no exceptions.
- The host private institution will forward the final transcript/grade directly to Buffalo State at the end of the term.

*WNY Consortium application form ([https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/forms/ crossregistrationprivate2.pdf](https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/forms/crossregistrationprivate2.pdf)) provided as a PDF in the Forms and Services section ([https://registrar.buffalostate.edu/forms- and-services/](https://registrar.buffalostate.edu/forms-and-services/)) on the Registrar's website. Also, paper forms are provided in the lobby at the Registrar's Office, Moot Hall 210.

Off-Campus Study

Courses may be taken at other institutions for transfer credit as long as prior approval from the department chair is obtained and the Study Off Campus Form from the Registrar's Office (provided in the Forms and Services section (<https://registrar.buffalostate.edu/forms-and-services/>) of the Registrar's website) is

completed and returned to that office. Students are urged to have transcripts for all coursework completed elsewhere forwarded to the Registrar's Office as soon as possible. Coursework undertaken elsewhere other than by cross registration will be recorded as transfer credit on the college transcript.

Independent Study (499, Undergraduate)

Independent study provides students the opportunity to pursue topics that may be covered only briefly or not at all in regular course offerings. Students may choose a faculty sponsor who is an expert in the selected topic and together determine all aspects of the study, including the method of evaluation.

The chair of the sponsoring department must approve the description of the study.

Students electing to do independent study should have a degree of knowledge in the area they have chosen, in addition to a strong motivation to work alone much of the time.

Independent study is never a substitute for a course already being offered that term.

Specific requirements for undergraduate independent study are:

1. Sophomores, juniors, and seniors who have successfully completed basis courses or their equivalent in the area of study chosen are eligible to participate. A minimum 2.0 cumulative GPA and a minimum 2.0 GPA the previous semester, plus a minimum 2.0 GPA in work completed in the selected area are required. Freshmen who have successful advanced preparation in the selected area may also be allowed this option.
2. The study must be relevant to the student's total program, and the student must derive special benefit from supervision by the college staff. The study must meet standards established for such programs by the department or program.
3. No independent study may be undertaken for fewer than 3 credit hours. A maximum of 30 credit hours in all areas may be taken independently by a student. No more than two independent studies may be taken in one semester.

Further information is available from the department chair and program coordinator. Application forms are available in the academic department and the Registrar's Office and must be filed with that office by the deadline date published in the class schedule each semester.

Independent Study (590, Graduate)

Independent study provides the opportunity for graduate students to pursue topics that may be covered only briefly or not at all in regular course offerings. Independent study is never a substitute for a regular course.

Independent study may be offered by any member of the college's graduate faculty. All independent study is listed by the appropriate content area prefix and the number 590 (e.g., EDF 590). A maximum of 6 credit hours of independent study may be included in a master's degree program.

Students must register for graduate-level independent study by completing the Individual Graduate Study Application, available from academic departments, Graduate Studies Office, or the Graduate Studies forms (<https://suny.buffalostate.edu/graduate/current/#forms>) page. The application must include a written paragraph describing the proposed course, including the purpose, objectives, method of instruction (e.g., readings, individual consultations with instructor, etc.), and method of evaluation (e.g., research paper, examination, etc.). The application must be signed

by the instructor, the department chair, and the school dean by the Individual Study Application deadline. Consult the Academic Calendar (<https://suny.buffalostate.edu/academic-calendar/>) for appropriate deadlines.

Lower-division Project (295, Undergraduate)

Special provision must be made to ensure adequate planning and approval to facilitate lower-level undergraduate credit-bearing project courses.

Undergraduate students may undertake projects related to required courses for up to 3 credit hours per project. No more than 6 credit hours of academic project work is allowed.

Application forms are available in the academic department and the Registrar's Office and must be filed with that office by the deadline date published in the class schedule each semester.

Upper-division Project (495, Undergraduate)

Upper division students may undertake projects related to required courses for up to 3 credit hours per project. No more than 6 credit hours of academic project work is allowed.

Application forms are available in the academic department and the Registrar's Office, and must be filed with that office by the deadline date published in the class schedule each semester.

Workshops (594, Graduate; 596, Conferences; 598, Micro- courses)

Workshops, conferences, and micro-courses are graduate courses offered at variable times and places in particular themes outside the usual schedule of classes. These courses also carry variable credit. A maximum of 6 credit hours of workshops, conferences, and micro-courses may be included in a master's degree program.

Workshops emphasize process and implementation of theory and involve participants in accomplishing individualized objectives on specific themes. A conference emphasizes a unique, one-time experience on a given theme. A micro-course offers intensive instruction with a specific, limited objective.

Internship (488, Undergraduate)

Internship programs provide students with guided and supervised field experiences (experiential learning) as part of their degree programs. Students who wish to participate in the program must have a minimum cumulative 2.0 GPA and a background of courses or experience within the area of interest. Approval for experiential learning situations must be obtained from either the student's adviser or the chair of the department within which the student is a major, the supervising faculty member, and the chair of the department within which credit will be granted. An individual student will be permitted to apply a maximum of 15 credit hours toward the baccalaureate degree.

Topics Courses (189 and 389, Undergraduate)

The topics format provides the opportunity for in-depth study and examination of rapidly and significantly changing disciplinary issues, topics, or practices, and may be used to accommodate requests of external agencies or the specialized resources of visiting faculty members. Students may accumulate a maximum of 9 credit hours in one discipline.

Topics Courses (587and 687, Graduate)

Lower-Division Option for Graduate-Level Topics Courses (Prefix will indicate department) Topics (587, Graduate)

Special provision must be made to ensure adequate planning and approval to facilitate lower-division graduate-level credit-bearing topics courses.

Students may accumulate a maximum of 6 credit hours of graduate topics courses in a master's degree program.

Application forms are available in the academic department and the Registrar's Office, and must be filed with that office by the deadline date published in the class schedule each semester.

Upper-Division Option for Graduate-Level Topics Courses (Prefix will indicate department) Topics (687, Graduate)

Special provision must be made to assure adequate planning and approval to facilitate upper-division graduate-level, credit-bearing topics courses.

Students may accumulate a maximum of 6 credit hours of graduate topics courses in a master's degree program.

Application forms are available in the academic department and the Registrar's Office and must be filed with that office by the deadline date published in the class schedule each semester.

Military Service Educational Experience (Undergraduate)

Up to 15 college credit hours may be awarded for education received through military service, specialty schools, technical

training schools, and basic training programs. Request for such credit should be made to the Admissions Office.

Documents showing completion of such courses should accompany all requests.

Evaluation of this experience is based on its relation to college degree requirements and recommendations suggested by the American Council on Education Credit Manual.

Assessment of Student Learning

Cleveland Hall 519
(716) 878-5550

Assessment and Continuous Improvement ([https:// institutionaleffectiveness.buffalostate.edu/assessment-continuous-improvement/](https://institutionaleffectiveness.buffalostate.edu/assessment-continuous-improvement/))

Buffalo State is committed to providing high-quality educational experiences to its students. Assessment of student learning and use of assessment results are core strategies used to continuously improve upon the effectiveness of all academic and support programs offered to students. Assessment processes are ongoing, systematic, and involve the use of direct and indirect sources of evidence that provide opportunities to recognize educational trends and develop a sound basis for academic planning.

Attendance

Buffalo State sets no uniform attendance policy. Attendance regulations are established by each instructor and will be distributed at the start of each semester.

Auditing Courses

Persons may audit or take courses without earning credit on a space-available basis with the approval of the course instructor. The auditor's role beyond attending the course, such as completing assignments, receiving instructor feedback, and taking exams, should be agreed upon with the instructor but at no time will the student receive a grade in the audited course nor be charged a fee or tuition for the course. All participants must complete an Official Permission to Audit a Course Form (<https://registrar.buffalostate.edu/>) before being enrolled. Additionally, non-matriculated students must first complete that application process through the Admissions office. Additional guidelines, requirements, and forms can be found on the Registrar's website (<https://registrar.buffalostate.edu/auditing-courses/>). Exception: Auditing is not permitted in any study-abroad program.

Basic Communication Requirement

The university requires all matriculated undergraduate students to demonstrate college-level skills in written and oral communication.

Basic Communication Requirement for Freshmen Entering freshmen will be placed in the appropriate writing- level course through the College Writing Program's placement policy (<https://writing.buffalostate.edu/student-placement/>). Students are placed at one of the three levels:

Code	Title	Credit
Hours		
CWP 101	COLLEGE WRITING I	3
CWP 102	ARGUMENTATION AND RESEARCH	3

Basic Communication Exemption

The Writing Program director will forward any basic communication exemptions to the registrar.

CWP 101 and CWP 102 will be graded on an A-through-E basis. A through D are officially passing grades; however,

courses with a prerequisite of CWP 101 or CWP 102 require a C or higher in the class. This means that a student cannot enroll in CWP 102 until he or she has earned at least a C in CWP 101 (grades of C- or below do not meet the requirement) Course challenges will not be permitted.

Students who are considering taking a composition course at another institution that they expect will fulfill the Buffalo State basic communication requirement must seek prior permission from the Writing Program director. The basic communication requirement is usually completed by the end of the sophomore year.

Basic Writing Requirement for Transfer Students

If two composition courses equivalent to CWP 101 and CWP 102 are transferred, the basic communication requirement is satisfied. If one composition course equivalent to CWP 101 is transferred, the student must complete CWP 102. If no composition courses are transferred, the student must confer with an academic adviser and follow the requirement stated for freshmen (above). Transfer students must complete the basic communication requirement within their first 45 credit hours at Buffalo State University.

Basic Writing Requirement for International Students

International students registering at Buffalo State are required provide the Admissions Office with English Placement testing scores and in addition may provide SAT/ACT scores. International Students are encouraged to work with their professional advisers and register for the appropriate College Writing Program course(s) designated for nonnative English speakers, CWP 101 ESL and CWP 102 ESL. Individual and group supplemental instruction in English as a Second Language is available through the Writing Center, located in Butler Library.

Buffalo State Student Email

Students are required to check their Buffalo State email accounts regularly, especially during registration. Students on a waitlist should check their Buffalo State email accounts at least daily. Email notifications are sent when a seat becomes available. All correspondence to faculty members or college staff should be sent from your Buffalo State student email account.

Refer to the Student Email Policy (<https://deanofstudents.buffalostate.edu/e-mail-policy/>) and the setup and reset student email information on the Information Technology website (<https://buffalostate.teamdynamix.com/TDClient/2003/Portal/KB/ArticleDet/?ID=28156>).

Change of Grade

In case of a clerical error or other extenuating circumstance resulting in an incorrect grade, a request for a grade change must be submitted according to the following policies and procedures. This policy applies to both undergraduate and graduate students. This policy does not apply to incomplete (I), in-process (IP), grade delayed (N), grade not submitted (X), or withdrawn (W) grades. Appropriate reasons for grade changes may include but are not limited to the following:

1. Demonstrable arithmetic, editing, or factual error in calculating the grade.
2. Omission of assignments or parts of assignments in calculating the grade.
3. A grade demonstrably based on impermissible factors unrelated to student performance, such as discrimination, bias, retaliation, or retribution.

Inappropriate reasons for grade changes may include but are not limited to the following:

1. Saving a student from some academic penalty such as dismissal, probation, warning, or academic integrity problem.
2. Enabling a student to graduate.
3. Enabling a student to maintain academic eligibility for financial aid.
4. Enabling a student to graduate with academic honors or meet some other established minima.

5. Personal issues unrelated to academics.
6. Enabling a student to maintain academic eligibility for athletics or any other co-curricular activity.
7. Managing enrollment levels in order to preserve programs or revenue, or to increase retention rates.

Once a student has completed a bachelor's degree, a final average for that degree is computed. Courses from that degree may not be repeated and that final average is not affected by any subsequent coursework at Buffalo State. No changes will be permitted after a student's degree is conferred except to correct a documented college error.

Changing a Major

Incoming first-year students who want to change their major before the start of their first semester may initiate the major change process with their academic adviser. First-year students who want to change their major after the start of their first semester may initiate the major-change process by contacting the department office of the new major to gain the approval of the department chair. Continuing students who want to change their major may initiate the major change process by contacting the department office of the new major to gain the approval of the department chair.

If the department chair of the new department approves the change, an Undergraduate Change or Commit Form for Major, Certificate, Minor, Second Major, Dual Degree or Microcredential will be forwarded to the Registrar's Office for recording. Change requests should be made at least four weeks before registration for the next semester to allow students to register for courses in the new major. Departments may refuse a student's request for acceptance to a major based on published requirements and prerequisites.

A student on probation will not be permitted to transfer to a new major without the approval of the associate dean of the new major.

Commencement Ceremony

commencement.buffalostate.edu ([https:// commencement.buffalostate.edu](https://commencement.buffalostate.edu))

Commencement is held each May at the end of the spring semester to honor the current Buffalo State graduating class.

There is no summer or fall ceremony. Seniors should file a degree application through Self Service Banner in the anticipated term of degree completion. The Registrar posts deadlines and procedures ([https://registrar.buffalostate.edu/ degreeapplication/](https://registrar.buffalostate.edu/degreeapplication/)).

The Academic Affairs Office sends commencement ceremony information to eligible participants, typically during spring recess, via Buffalo State student email and/or student permanent mailing addresses. It is possible that seniors who submit their degree applications after the posted deadlines may not receive commencement information and/or have their names listed in the ceremony program. The commencement website (<https://commencement.buffalostate.edu>) provides ceremony details, ticketing procedures, cap and gown information, a section for families, and related events.

Commencement celebrates the recent graduates and spring degree candidates for the current academic year. A student becomes a graduate when the Registrar completes a successful degree audit and awards the degree. Diplomas are not distributed at the commencement ceremony. Diplomas are mailed to permanent addresses up to six weeks following your final term of study. Students should be sure their local and permanent addresses are up to date to avoid delay in receiving commencement information or their diplomas. The change of address form is provided on the Registrar's website ([https:// registrar.buffalostate.edu/forms-and-services/](https://registrar.buffalostate.edu/forms-and-services/)).

Course Load

The average course load for matriculated undergraduates is 15–16 credit hours a semester. Matriculated students who desire to register for more than 19 credit hours must secure approval from the appropriate academic adviser. Students in majors should consult with their faculty advisers and any undeclared students not affiliated with the

Educational Opportunity Program (EOP) or the Muriel A. Howard Honors Program should consult with the Academic Advising Center (<https://academiccommons.buffalostate.edu/advising/>) in Butler Library 149. Other undeclared students should consult with their EOP or honors program advisers. Students on academic probation or academic warning (below a 2.0 cumulative grade point average) can enroll in a maximum of 15 credit hours. All students should consult with their academic advisers for proper guidance and review for overload. Probationary students seeking an override to the 15- credit limit must make the request with their dean's office.

To graduate in four years (eight semesters), at least 15 credits must be earned each semester to earn the minimum 120 credits required for a bachelor's degree. Some majors require more than 120 credits. Seven credit hours is the maximum course load in January term for students in good standing.

Cumulative GPA

A student's cumulative grade point average (GPA) is computed by dividing the total number of quality points by the total number of credit hours attempted in all semesters of attendance at Buffalo State. As with the semester GPA, only grades carrying quality points are included. Courses taken at other institutions are not included, with the exception of accepted cross-registration credits, which are counted toward GPA. Refer to SUNY Cross Registration Deadlines ([https:// registrar.buffalostate.edu/suny-cross-registration-deadlines/](https://registrar.buffalostate.edu/suny-cross-registration-deadlines/)).

Declaring an Academic Major

Undergraduate students must declare a major before completing credits that will result in achieving "junior class level" standing (60 hours). It is recommended that all students declare a major upon completing 30 credit hours. Before declaring a major, students should seek the advice of the department chair or the associate dean of the academic school responsible for the major. The Undergraduate Change or Commit Form (<https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/forms/MajorChangeForm.pdf>) for Major, Certificate, Minor, Second Major, Dual Degree, or Microcredential is available from the chair, the associate dean, and on the Registrar's website. Following consultation with the department chair or associate dean, the student must complete the form and file it with the Registrar's Office.

Some academic programs have special requirements students must meet before being admitted as a major (e.g., fine arts candidates must submit a portfolio of representative work).

The department chair or program coordinator can provide information on specific requirements for an intended major.

Degree Audit System

Student academic progress toward meeting graduation requirements is recorded in the Degree Works online audit system. Students should review their audit in Degree Works prior to an academic advisement meeting. Audit sheets can be viewed by logging in to **Degree Works**. Students should inform their academic advisers of any necessary corrections as soon as possible or consult advisers with any audit sheet questions.

Students should review Degree Works regularly to ensure they are enrolled in courses that will fulfill degree requirements.

Only courses that fulfill degree requirements are eligible for federal and/or state financial aid, including loans.

Dual Baccalaureate Degrees

The awarding of two degrees at the baccalaureate level may occur when the following requirements are met. Coursework in fulfillment of requirements for two baccalaureate degrees (B.S. or B.A. or both) may be undertaken simultaneously or concurrently and requires significant additional coursework of at least 30 credit hours (usually one additional year) in distinctly different fields with at least 15 distinct upper- division credits (i.e., not overlap with primary major requirements or overlap with the requirements of a minor or concentrations). The exception to this requirement is the bachelor of fine arts in which two degrees may be awarded upon fulfilling the requirements of each degree.

Students must earn a minimum of 150 credit hours to qualify for two baccalaureate degrees. The maximum number

of concurrently awarded degrees at the baccalaureate level is two.

Students interested in pursuing a dual degree should contact the departments involved; request a review of their progress and academic advice concerning the second degree; and complete the Undergraduate Change or Commit Form for Major, Certificate, Minor, Second Major, Dual Degree, or Microcredential and file with the Registrar's Office.

Students pursuing dual baccalaureate degrees should seek academic advisement from the appropriate faculty advisers or department chairs in both majors to ensure that all dual degree requirements will be fulfilled.

Grading

The college uses letter grades to indicate the status of a student at the completion of a course. All grades are awarded at the sole discretion of the faculty member responsible for the course. A grade must be submitted for every student on the course roster at the end of the semester. Students will be apprised of evaluation policies in each class at the beginning of every semester. This information also will include notification, where appropriate, that the plus/minus grading system will be used as determined by the instructor. Instructors will inform students of their standing in each

course by the end of the ninth week of the semester, or two-thirds of a Summer Session or January Term. Mid-term grades are available in Degree Works and Banner when submitted by the instructor. Questions regarding grading policies or an individual grade received in a particular course should be addressed to the instructor or to the department chair.

Grades Awarded by the College

Letter Grade	Description
A	Superior.
A-	
B+	
B	Above Average for undergraduate coursework. Average for graduate coursework (B or 3.0 is required minimum cumulative GPA for graduate coursework).
*B-	
*C+	
*C	Average.
**C-	
**D+	
**D	Below average.
**E	Failure or unofficial withdrawal from a course.
**EV	Failure, never attended.
S	Satisfactory.
SD	Satisfactory with Distinction.
U	Unsatisfactory.
P	Pass, may not be given for graduate coursework.
F	Fail, may not be given for graduate coursework.
CR	Awarded for Course Challenge and Experiential Learning.

*Courses with a grade of B-, C+, or C are below required average for graduate coursework but may be used to meet graduate program degree requirements.

**Courses with a grade of C- or below cannot be used to meet graduate program degree requirements.

The following letters are used to indicate status:

Letter Grade	Description
I	Incomplete.
IP	In Progress.
N	Grade delayed.
NR	Grade not required.
X	Grade not submitted.
W	Withdrawn.

Explanation of Grades

S (satisfactory) and U (unsatisfactory) grades are reserved for graduate theses, student teaching or other field experiences that are not readily evaluated by the normal letter grades and basic skills courses.

SD (satisfactory with distinction) is reserved for graduate theses. S, SD, and U grades may be given only for courses so designated.

P (pass) and F (fail) grades are given for undergraduate courses taken on a pass-fail basis. They may be submitted only under proper authorization. Pass and fail grades may not be used for graduate coursework.

W (withdrawal) grades may be submitted only when a student has formally withdrawn from a course.

I (incomplete) grades may be submitted by an instructor only when circumstances leading to a student's failure to complete course requirements are known to be beyond the student's control (e.g., serious illness or unavailability of material) or for planned extensions of undergraduate project and studies. Students must request an incomplete grade directly from the instructor. The student must complete course requirements and the instructor must submit a grade change by the 10th week of the following spring or fall semester or the grade automatically converts to an

E (failure). In the event that the instructor who granted the I grade is unable to evaluate whether the student has fulfilled the course requirements during the stipulated time period, the chair or program coordinator takes responsibility for evaluating the student's work and changing the grade.

IP (in progress) grade of IP is reserved for graduate students who have not completed their thesis or project requirements. When work is completed, the instructor submits a grade change, replacing the IP grade with a final grade. If an instructor does not submit a final grade by the end of the second additional semester, the IP grade will automatically be recorded as an E or U unless an incomplete extension (722) is filed. A grade of N (grade delayed) may not be submitted for a thesis or project.

N (grade delayed) grades may be given when research work or an internship carries over from one semester to another and when it is necessary to delay grading to a subsequent semester. N grades may be submitted only with the permission of the department chair or program coordinator. A grade of N may not be used for a graduate thesis or project course.

NR (grade not required) grade is reserved for and must be submitted for any graduate level 721 Thesis/Project Continuation or 722 Thesis/Project Extending Course.

Pass-Fail Option

The pass-fail option permits any matriculated student to take an undergraduate course for credit without receiving a letter grade of A, B, C, D, E, or EV. The pass-fail option cannot be used for graduate courses. A pass (P) grade provides credit but no quality points and is not counted in total hours used to determine cumulative average. A fail (F) grade is treated as a failure although the hours are not used in computing the cumulative average.

A pass-fail credit may be applied toward an undergraduate degree. Courses taken as part of early childhood and childhood education program concentrations and distributions may not be taken pass-fail.

Any undergraduate course, except English composition 100-level courses and those required for completion of a major or a minor, may be taken on a pass-fail basis. Students must declare their intention to do so by the end of the 13th week of classes in any semester or after two-thirds of a Summer Session or January Term. Students should refer to the Registrar's Office for the proper procedure for completing a pass-fail. A student may choose to rescind their pass-fail request and accept their earned letter grade by following the requirements for

rescinding a pass-fail request (found on the Registrar's Office website) prior to the last day of class. After this point, a student may petition Academic Standards to have the earned letter grade apply. Students will be allowed to take up to two courses per semester as a pass-fail option for a total of 24 credit hours during their undergraduate program at the university.

Students may not use pass-fail to repeat an undergraduate course for which a grade of C- or below was earned.

Note: Students are cautioned that the amount of pass-fail work permitted may jeopardize their chances for admission to graduate or professional school or for career placement.

Graduate Courses

Undergraduates Enrolling in Graduate Courses Undergraduate students who have completed more than 106 credits by the end of the previous semester at Buffalo State may register for graduate-level courses if they have maintained a minimum 2.5 cumulative GPA. A maximum of 6 graduate credit hours may be taken as a senior unless enrolled in a combined undergraduate/graduate program. The combined enrollment of undergraduate and graduate courses should not exceed 15 hours per semester. Courses taken in this manner are related to a graduate program of study and will not apply toward an undergraduate degree with the exception of a combined undergraduate/graduate program where the student must seek advisement prior to registration. These courses may be applied toward an advanced degree if they are acceptable to the department. The six-year time limitation on the completion of the master's degree program applies to these as well as to other credits.

An undergraduate request to enroll in a graduate course must be made by contacting the academic department offering the course. Permission must be granted by the instructor and department chair.

Graduate Programs of Study

Graduate Studies offers 44 master's degree programs and 12 advanced certificate programs in a wide range of areas, with over 20 areas of specialization in the master's of science in education. For more information see post baccalaureate and graduate program options. Nearly 1,000 students enrolled in graduate study at Buffalo State find that a graduate degree allows them entry into new or related fields or eligibility for promotion in their current fields.

Specialized graduate degree programs include creativity and change leadership, data science and analytics, literacy specialist, and art conservation. While teacher education remains a tradition at Buffalo State, new graduate programs in dietetics and applied behavior analysis add to our array of programs in business management, adult education, applied economics, conflict analysis and resolution, and higher education and student affairs administration that are unique within SUNY. Applied programs in public relations, disaster and emergency management, Teaching English to Speakers of Other Languages (TESOL), urban education, music education, great lakes environmental science, public and nonprofit management (MPA), professional applied and computational mathematics, and students with disabilities offer exceptional opportunities for professional advancement.

Other distinctive graduate degree programs include criminal justice, industrial technology, applied economics, biology, English, history, and multidisciplinary studies with tracks in individualized, data science and analytics, and nutrition.

Applying for Graduate Study

Students holding bachelor's degrees from accredited colleges and universities are eligible to apply for graduate study at Buffalo State. International applicants must submit transcript evaluations and the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) or Duolingo English Test scores. Admissions procedures and deadline dates are available on the Graduate Studies (<https://suny.buffalostate.edu/graduate/>) website.

Contact the Graduate Admissions Office in person in Moot Hall 110, by calling (716) 878-4017, or through email (graduateadmissions@buffalostate.edu).

In accordance with federal regulations and for financial aid eligibility, all graduate students are required to submit final transcripts, with degrees posted, to the Graduate Admissions Office by the start of their graduate work.

Graduation Requirements

Graduation Requirements for Bachelor's

The steps undergraduates take to apply for graduation are provided on the Registrar's website (<https://registrar.buffalostate.edu/degreeapplication/>). All students expecting to qualify for a bachelor's degree must fulfill the following requirements:

1. Complete the online Application for Undergraduate Degree through Self Service Banner by the specified date. Failure to make application before the date may eliminate the student from the commencement program and delay the granting of the degree.
2. Students must meet all curricular requirements. They must have completed the prescribed curriculum for their major.
 - a. Students must maintain a minimum cumulative 2.0 GPA for all coursework taken at Buffalo State. The minimum cumulative GPA for the courses taken in the major field must also be 2.0. The minimum cumulative GPA for courses taken in a minor is 2.0.
 - b. Students must complete the 33#39 credit hours of Intellectual Foundations 2014 requirements.
 - c. All candidates must have completed a minimum of 45 credit hours of upper-division coursework, courses generally considered advanced and numbered 300–499.
 - d. A minimum of 30 credit hours must be completed at Buffalo State.
 - e. A minimum of 120 academic credit hours must be completed.
 - f. Students must complete at least 6 credit hours in their major at Buffalo State.
3. Education majors leading to certification for teaching in the early childhood and upper-elementary grades must fulfill a drug-education requirement and should file a certification application with the Teacher Certification Office, Chase Hall 222.
4. In addition to academic requirements, students enrolled in teacher education programs leading to initial certification or initial/professional certification are required to complete all seminars specifically required by New York State for program completion and graduation. Required seminars include: School Violence Prevention and Intervention (SAVE); Identification and Reporting of Child Abuse and Maltreatment; Alcohol and Other Drug Avoidance; Fire and Arson Safety; HIV and the Classroom; and Harassment, Bullying, Cyberbullying, and Discrimination in Schools: Prevention and Intervention (DASA Training). These seminar requirements are subject to change.
5. No students will be cleared for graduation until all grades of I, N, or X have been replaced with an appropriate letter grade.

Honors Convocation

Academic Affairs Office Cleveland Hall 519
(716) 878-5550

Honors Convocation (<https://academicaffairs.buffalostate.edu/honors-convocation/>)

This recognition of academic excellence is held each spring semester. Undergraduate students with a minimum cumulative GPA of 3.5 after earning 60 credit hours are invited to attend the Honors Convocation with family members and a faculty guest. Transfer students are eligible after completing 30 credit hours at Buffalo State.

Honors (Baccalaureate), Dean's Honors

Dean's Honors List

The Dean's Honors List is calculated each fall and spring semester for matriculated undergraduate students based on number of credit hours and term GPA. Dean's honors is not calculated for Summer Session or January Term (J-Term).

Full-time undergraduate students must meet all of the following criteria to be eligible for the Dean's Honor List in a given semester:

1. Earn a minimum term 3.5 GPA.

2. Successfully complete a minimum of 12 credit hours of letter grade work (i.e., A, B, C, or D). Grades of S and P are not considered. Students with incomplete grades or grades of I, N, X, or U in a course for that semester are ineligible for the Dean's Honor List.
3. All courses must be taken at Buffalo State.

Part-Time Dean's Honors List

Part-time, matriculated undergraduate students (those carrying less than a 12-credit-hour course load per semester) become eligible for Part-Time Dean's Honors List following successful completion of 12 credit hours of letter grade work (A–E) at Buffalo State. The Dean's Honors List designation for part-time undergraduate students is determined once a year at the end of the spring semester for courses taken during that semester and the preceding fall semester.

Eligibility also requires the following:

1. A minimum 3.5 GPA for all coursework taken in that academic year.
2. No grades of I, N, X, or U in a course during that year.
3. Successful completion of at least 12 hours of letter grade work per academic year.

Baccalaureate Academic Honors

Members of the graduating class who achieve honors as graduates or degree candidates according to the criteria set by the Registrar's Office may be recognized at the commencement ceremony.

Baccalaureate Academic Honors

An honors designation is awarded to bachelor's graduates who achieve a minimum cumulative 3.5 GPA for all work completed at Buffalo State. Graduates with a cumulative GPA of 3.8 to 4.0 are designated summa cum laude; 3.65 to 3.79 are magna cum laude; and 3.5 to 3.64 are cum laude. A graduate must have completed a minimum of 60 credit hours at Buffalo State with a requisite number of final credits in residence to be considered for the honors designation. The honors designation is noted on the diploma and in the graduate's transcripts once the Registrar has completed the degree audit and awarded the degree.

An honors citation may be noted for spring degree candidates eligible to participate in the commencement ceremony. Spring degree candidates with a minimum 3.5 cumulative GPA who have completed or have in progress 60 credit hours at Buffalo State during the spring semester may be eligible. A final honors designation will be determined when the Registrar completes the degree audit and awards the degree. Students who have incomplete grades or grades of I, N, X, or U may not be considered for honors designation upon degree conferral nor honors citation at commencement.

Gold Honors Cord at Commencement

Members of the bachelor's graduating class who are honors designation graduates or honors citation degree candidates based on their current GPA in their last completed term are invited to wear a gold honors cord at commencement to signify their academic achievement. They are also recognized in the commencement program. Wearing the gold honors cord is not required. There is no honors designation or citation at the graduate level.

Honors in Majors

Many departments have programs leading to baccalaureate degrees with honors. Generally, these departments require special criteria for admission to the departmental major and 6 credit hours of predetermined honors work to earn

the distinction. Students interested in departmental honors programs should contact the department of their choice.

The following majors can be pursued as bachelor's degrees with honors:

- Anthropology, B.A.
- Biology, B.A.
- Biology, B.S.
- Earth Sciences, B.S.

- Economics, B.A.
- Geology, B.S.
- History, B.A.
- Philosophy, B.A.
- Psychology, B.A.
- Psychology, B.S.
- Social Studies Education (7–12), B.S.

Completing a bachelor's degree with an honors major does not equate to graduating with baccalaureate honors or the gold honors cord at the commencement ceremony, which require meeting minimum cumulative GPA and Buffalo State credit hours.

Immunization Requirement

Immunization Compliance

All students must be in compliance with New York State law regarding immunizations to be able to register for classes. The health center provides measles, mumps, and rubella immunizations at no charge for students who need vaccinations. New York State Public Law and Buffalo State University also require all students enrolled to complete and return the Meningitis Information Response Form.

The meningitis form and the New Student Health Form are available online (<https://weigel.buffalostate.edu/forms/>) and are to be returned to the health center. If vaccines are provided in NYS, Weigel should be able to retrieve them on the state's immunization systems. Students should call (716) 878-6711 to verify that Weigel can obtain their vaccine records.

Leave of Absence, Withdrawal from College

The Application for Leave of Absence/Withdrawal from University form is available online on the Forms and Services (<https://registrar.buffalostate.edu/forms-and-services/>) section of the Registrar's website.

Students should discuss this decision with their academic or professional advisor. Tuition refunds, if applicable, will be made on a prorated basis as outlined for that semester. Financial aid recipients who withdraw or take a leave of absence may owe a refund of aid they received for the semester. For additional information about financial aid, refer to the financial aid section of this catalog or <https://financialaid.buffalostate.edu>, Moot Hall 230.

Leave of Absence

Matriculated undergraduate and graduate students who wish to leave the college for academic, financial, medical, military, or personal reasons may be granted leaves of absence for the fall or spring semesters only. A leave of absence (LOA) is

a temporary interruption in a student's program of study. A LOA cannot exceed 180 days in any 12-month period and may have a serious impact on a student's financial aid. Any student who received financial aid and is considering a LOA should consult with the Financial Aid Office to determine how their aid will be affected (e.g., grace period, repayment, failure to return as stipulated, etc.) prior to LOA approval. In accordance with federal regulations, 34 CFR 668.22 (d), the following criteria outlines the requirements to process an approved LOA:

- The student must submit a completed Leave of Absence form for approval. The form must state the reason(s) for the LOA request. A LOA cannot be granted for academic reasons (i.e. to keep a student from failing).
 - When a student submits a leave of absence before the start of a semester, the leave will start on the first day of the next semester (fall or spring).
 - A student who wishes to take a leave of absence during a semester already in progress must submit the paperwork no later than the last day to drop without financial penalty. No leaves of absence will be granted after that date.
 - Retroactive leave of absence requests will not be approved.
 - Students can automatically remove their leave-of-absence status by registering for the semester in which

they had originally planned to take a leave or for the following semester after the approved leave of absence.

- There must be reasonable expectation that the student will return from LOA. A student granted a LOA is not to be considered withdrawn and no return of Title IV calculation is required.
 - Student borrowers are given a six-month grace period on most types of federal loans starting at the date enrollment ceases. During this time, lenders will treat the borrower's loans as if the borrower were still enrolled in school full time.
 - Once a grace period is used on a specific loan, it will not be given again.
 - At the end of this six-month grace period, the student will be required to enter repayment on their federal educational loans until they return to school. However, deferment or forbearance options may be available if the student makes a request to their lender.
- A student returning from a LOA must resume study at the same point in the academic program that they began the LOA.
- Students who change their majors when they return will be required to meet the curriculum of the new program in place at the time of their return.
- If a student does not register for classes within the 180 day-requirement, the student is considered to have ceased attendance from the institution and a Title IV return of funds calculation is required if the student received federal aid.
- When a student returns from a LOA, the institution may not assess the student any additional institutional charges relative to reinstatement.
 - Students on an approved leave of absence who fail to return (for any reason) will be inactivated at the end of the following semester (fall or spring) and must apply for readmission to the college when they are interested in resuming their progress toward a degree.
 - Students who are not enrolled for three consecutive semesters will be readmitted using the catalog year of their readmittance.
- Students who do not register for courses for the semester after their leave expires will be deactivated as students and must apply for readmission to the college when they are interested in resuming their progress toward a degree.
- Upon return from a leave of absence, students will be allowed to complete the program requirements in place at the time they took the leave of absence. Students should seek financial aid eligibility consultation and academic advisement before registering for courses for their return semester.

Withdrawal from University

To maintain good academic standing and eligibility for readmission to the college, students finding it necessary to withdraw must do so officially. Failure to file for withdrawal will result in the recording of an E grade in each course in which the student is registered. Students withdrawing officially with no outstanding obligations or commitments to the college are considered to be in good academic standing.

Microcredentials

Microcredentials verify, validate, and attest that specific skills and/or competencies have been achieved and are endorsed

by the issuing institution, having been developed through established faculty governance processes and designed to be meaningful and high quality. SUNY Buffalo State recognizes four types of microcredentials which can be credit or non-credit bearing and stackable.

1. Curricular Microcredentials: Curricular microcredentials involve minimally 1 credit hour and no more than 15 credit hours, and may combine credit-bearing courses and non- credit-bearing activities. These microcredentials must be reviewed and approved through the regular process of curriculum approval for their level. These microcredentials may be awarded and found on a transcript or co-curricular document.
2. Professional Pathways: Mapped to skills and competencies desired in a particular professional field, these pathways generally include academic courses and experiential learning. Often they will be interdisciplinary. Specific academic assignments will be identified in each course that map to the skills and competencies identified for the particular professional field.
3. Skill and Competency Badges: Offered to current students and complementing the curriculum, these are smaller

badges that help earners obtain and demonstrate skills. These badges can be stand-alone or built into a course.

4. Continuing Education Badges: Used for lifelong learning, professional training in collaboration with employers, or a smaller version of a larger graduate or certificate program.

Anyone who is eligible to take the required credit or non-credit courses/programs or engage in the co-curricular activities may earn a microcredential. At the discretion of the faculty, the eligibility requirements might include a minimum GPA or other criteria for matriculated students, and/or an application process for non-matriculated students.

Microcredentials are awarded upon successful completion of the specific requirements for that credential.

Microcredentials have clear, measurable outcomes, assessments aligned to the outcomes, and evidence of mastery of the outcomes through reliable and valid assessments. Only credit bearing microcredentials may be stacked for credit. SUNY Buffalo State microcredentials may or may not be transferable to other campuses. Verification of successful completion of a microcredential may result in a grade within a course or a notation of satisfactory completion.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the College Council; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; and National Student Clearinghouse officials. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the college. Upon request, the college also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
Buffalo State hereby designates the following categories of student information as public or directory information. Such information may be disclosed by the institution for any purpose, at its discretion.
 - A. Name, address, electronic mail address, telephone listing, dates of attendance, enrollment status (e.g., undergraduate or graduate, full-time or part-time), class level, and academic adviser.

B. Most recent educational agency or institution attended; major field of study; degrees, honors, and awards received.

C. Participation in officially recognized activities and sports, weight and height of members of athletic teams, date and place of birth, photographs. Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received by September 15 in the Registrar's Office, Moot Hall, Buffalo State, 1300 Elmwood Avenue, Buffalo, NY 14222-1095.

Nondisclosure of information will commence thereafter and be effective until September 14 of the following year. Written notification to withhold disclosure must be made each academic year. Buffalo State assumes that failure on the part of any student to specifically request the withholding of categories of directory information by the deadline date indicates individual approval for disclosure.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Buffalo State to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Ave., SW Washington, DC 20202-5901

Registration Information

All currently registered students who will continue their studies during the next regular semester are expected to register within two weeks of their first day of registration eligibility. Procedures for registering can be found on the Registrar's Office (<https://registrar.buffalostate.edu/registration/>) website where course listings are posted in March for fall and in October for spring.

Students should check their Buffalo State email accounts regularly, especially during registration. Students on waitlists should check their Buffalo State email at least daily as email notifications are sent when seats become available. All correspondence to faculty members or college staff should be sent from a student's Buffalo State email account.

To receive accurate information about registration eligibility and to maintain registration eligibility, students should remember the following:

- Students subject to possible academic dismissal under probation regulations should register. Students clearly subject to dismissal should not begin a new semester or summer session until the appropriate dean has determined their status.
- Academic advisement is strongly encouraged for all matriculated students.
- Students with outstanding financial obligations may not be allowed to register at any time.
- Not attending the first class meeting does not withdraw a student from a class.
- Undergraduate students with 2.0 or higher GPAs who discontinue attendance without taking a leave of absence can register for classes without applying for readmission for up to two fall or spring semesters beyond the semester in which they were last registered.

Repeating Undergraduate Courses

Repeating Undergraduate Courses at Buffalo State

A student may repeat a given course once for which a C-, D+, D, or E, EV, F, OR U grade was earned. The course must have the same prefix, number, title, and credit hours. The repeated course must be taken at Buffalo State. Only the **higher of the two grades** and those semester hours completed will be used in determining the GPA. A student may not repeat a course a third time.

All grades remain on the permanent record. Students may not use pass-fail to repeat a course for which a C-, D+, D, E, or EV grade was earned. **Courses must be repeated in the same grading mode as the first attempt.** A passing grade will not replace an F or U grade since F and U are not computed in the GPA. Courses with letter grades above C- cannot be repeated. Courses that were illegally repeated will not be used in computing the cumulative average. Practicum

courses may differ. Check with the department that offered the course. Repeating courses affects financial aid. Check with the Financial Aid Office for more information regarding repeating courses and financial aid policy.

Once a student has completed a bachelor's degree, a final average for that degree is computed. Courses from that degree may not be repeated, and that final average is not affected by any subsequent coursework at Buffalo State.

Repeating Undergraduate Courses at Other Institutions

A Buffalo State course in which a C-, D+, D, E, EV, OR F grade was earned may be repeated at another institution provided the student has received prior department approval of course equivalency and filed the appropriate off-campus study form through the Registrar's Office

A minimum grade of C is required for transfer credit to be applied as a repeated course. The transfer credit will count toward degree completion, but the transferred course grade will not be included in the overall Buffalo State GPA. Upon transfer of the repeated course, the Buffalo State course will be excluded from the GPA and will be so indicated on the transcript.

No more than 16 credits may be awarded through course repeat at another institution. Transfer credits obtained through course repeat outside of Buffalo State will count toward the maximum transfer credit allowance.

Role of Students and Faculty in the Advisement Process

Effective academic advisement is the interaction between a qualified adviser who is knowledgeable and supportive and a serious student who is motivated and receptive. Together they evaluate and plan the student's course of study. The task of the adviser is to provide guidance and information for the student to make efficient progress in the pursuit of an academic goal. The adviser is responsible for being well informed and ready to provide aid in the selection of specific areas of study and major, minor, general education, and all-college elective courses. The adviser should also help the student interpret administrative policies, fulfill academic requirements, and comply with college regulations. The task of the student is to seek advisement, to understand, and to be responsible for decisions. The student should be familiar with the sources of information on policies, requirements, and regulations. The college bears the responsibility for establishing procedures and providing a setting conducive to good advisement.

Second Major, Single Degree

A student may fulfill the requirements for two majors and receive a designation on the official transcript indicating the completion of a baccalaureate degree in one major with the fulfillment of requirements of a distinctly different second major. The second major must include at least 15 distinct upper-division credits (i.e., not overlap with primary major requirements or overlap with the requirements of a minor or concentrations). Upon conferral of the degree, the student's transcript will contain two entries: the major degree and a notation that "this student has also completed all requirements for a second major in the appropriate area."

Students opting for a second major should contact the department involved; request a review of their progress and academic advice concerning the second major; and complete the Undergraduate Change or Commit Form ([https:// registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/MajorChangeFormRevised3.pdf](https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/MajorChangeFormRevised3.pdf)) for Major, Certificate, Minor, Second Major, Dual Degree, or Microcredential available in the Forms and Services ([https:// registrar.buffalostate.edu/forms-and-services/](https://registrar.buffalostate.edu/forms-and-services/)) section of the Registrar's website; and file with the Registrar's Office. The student's primary major adviser conducts regular advisement of the student. Only one baccalaureate degree may be awarded for a four-year, 120-credit-hour program.

When the student nears degree completion and submits a degree application through Self Service Banner, the online application form will prompt the student to identify the primary major in which the degree will be awarded and the second major that is also being completed.

Student Complaints, Grievances, and Appeals

Buffalo State complies with New York State Education regulations requiring that campuses have procedures in place for filing complaints and seeking resolution of perceived problems.

Academic Petition Appeals: Waiver of Academic Regulations

Students are expected to adhere to all regulations of the college. However, unusual and extenuating circumstances may warrant a modification of certain regulations.

Students should not request a waiver of any regulations without very strong evidence to justify the waiver. Requests for waivers are made by completing an Academic Appeals Petition on the Academic Standards website (<https://academicstandards.buffalostate.edu/petitions/>). For assistance with filing an Academic Appeals Petition, students should contact their academic advisers or the Academic Standards Office, South Wing 510.

The Academic Standards Office makes decisions on requests for waivers that do not relate to a student's major after consulting with the Academic Appeals Committee. The Academic Standards Office decision is final. A minimum of one month is necessary to process academic appeal petitions.

Decisions on requests for a waiver related to a student's major are made by the appropriate department chair in accordance with procedures established by the department or area faculty. Requests for application of AP and/or transfer credit should be taken directly to the Admissions Office; these requests do not require an Academic Appeals Petition.

Student Complaints Regarding Discrimination

If the complaint involves alleged harassment or discrimination based on race, sex, ethnicity, national origin, sexual orientation, gender identity, religion, age, disability, or marital or veteran status, the student should use procedures administered through the Equity and Diversity Office (<https://equity.buffalostate.edu>). Acts of discrimination should be reported immediately to this office for confidential discussion of the alleged acts. Students have 90 days from the alleged act of discrimination or 90 days after receipt of a grade to file a complaint. A copy of the procedures may be obtained in Cleveland Hall 415.

Student Complaints Regarding Nonacademic Issues

If the complaint involves nonacademic issues, the student should deal with procedures administered by the Dean of Students Office, Campbell Student Union 311. However, students are encouraged to seek resolution of the perceived problem directly in the unit in question before initiating processes that are more formal.

Student Complaints Regarding Academic Issues The procedures outlined in the next section pertain to complaints about academic issues other than those dealing with waiver of collegewide academic regulations or graduation issues, which are addressed by petitions to the Academic Appeals Committee. The college seeks to resolve student grievances as promptly and informally as possible. No adverse action will be taken against any student initiating a complaint.

Students who feel aggrieved regarding any aspect of the academic program have a right to request a resolution by bringing the matter to the attention of the appropriate college personnel. The academic appeals process regarding a waiver of academic regulations is outlined under Waiver of Academic Regulations section. If the perceived problem pertains to a grade or the conduct of a particular course, students should follow the Student Academic Grievance Procedures, below.

Student Academic Grievance Procedures

The procedures that follow pertain to alleged violations or misapplication of college and/or course policies. They are also directed at a student grievance alleging that the student has been treated unfairly, in violation of established academic policy or practice. These procedures reflect the college's commitment to a fair and prompt resolution of student academic grievances. These procedures begin with an informal process but include a formal process that centers on hearings and recommended resolution of the grievance in a way that maximizes the opportunity for a full and impartial solution. Request to waive or otherwise alter college academic policies shall continue to be the province of the Academic Appeals Committee (see Waiver of Academic Regulations).

The procedures below do not deal with grievances that are based on issues of sexual harassment or discrimination. Such grievances are handled through the Equity and Diversity Office. Similarly, complaints that deal with other nonacademic issues are administered by the Dean of Students Office (see previous section).

For academic grievances, students are advised to retain all documentation from the course, including (but not limited to) the syllabus, tests, quizzes, papers, and any graded evaluations. These materials are required to substantiate any grievance.

1. Jurisdiction

: A grievance shall include, but not be restricted to, a complaint by a student

- a. that college regulations and/or policies have been violated or misapplied to him or her, or
- b. that he or she has been treated unfairly, defined in terms of established academic policy or practice governing or affecting students at the college.

2. Time Limit

- a. At the informal level before the fifth week of the following semester, or
- b. at the formal level before the 10th week of the following semester.

3. Grievance Resolution Process:

The process includes the possibility of hearings at two levels: the department and the faculty.

- a. At the department level, a student with a complaint should attempt to resolve the complaint informally with the faculty or staff member involved. The assistance of the chair may be sought to resolve the dispute to the satisfaction of both parties. A student must initiate the process no later than five weeks into the following semester. The student who is not able to achieve resolution with the instructor may initiate a formal grievance or grade appeal process no later than 10 weeks into the following semester by preparing a written statement, which includes the following:
 - i. a statement of the case in detail,
 - ii. all information about the conference with the instructor,
 - iii. a statement of the reasons the student believes he or she is aggrieved or, in the case of a grade, why it should be reconsidered,
 - iv. all relevant supporting materials, which should be identified and listed in an index.

The student shall submit complete copies of the written statement and attachments to the chair of the department and the faculty member identified in the grievance.

The chair shall carefully review the statement, confer with the student and instructor, and attempt to reach a resolution of the dispute. The chair may ask members of the department to serve as a committee to review the materials and assist him or her in reaching a decision. The chair's response must be made within 10 academic days of the date of the student's request.

In conformance with state regulations, the department shall maintain adequate documentation about each formal complaint and its disposition for at least six years after final disposition of the complaint. If the department chair is the party against whom the grievance is brought, the student should initiate a review at the dean's level, which follows:

1. If the matter is not resolved to the student's satisfaction at the departmental level, he or she may request a hearing at the faculty level by writing to the dean of the faculty and forwarding the documentation to that office. The request must be made within 10 academic days of the receipt of the recommendation of the department chair. The dean or designee shall convene a three-person committee drawn from a panel of available faculty within 10 academic days. Such committee shall include one faculty member from the department in which the faculty member resides.

Furthermore, after the committee is constituted, the faculty member and the student have the right to review the committee membership and request alternative members in the event it is believed a member of the committee is not neutral. The committee shall meet and review the materials presented and solicit a response from the instructor to each count of the student's case. In the case of a grade appeal, the committee will familiarize itself with the standards and objectives of the course and evaluative material presented.

Concerns shall be limited to consideration of the fairness of the application of the standards and objectives, and whether the standards and objectives were made known to the student in a reasonable manner. The difficulty of the standards shall not be an issue.

The burden of proof shall be on the student, who may be asked to appear before the committee.

In the case of a grade appeal, if the majority of the committee feels no case can be made, the original grade will remain. If it finds that the standards and objectives were not reasonably known to the student or were unfairly applied, it may recommend a different grade and give its reasons for so recommending. The committee shall report its findings in writing to the student, the instructor, and the dean.

If the panel recommends a different grade, the instructor shall have 10 academic days from receipt of the panel's report to inform the dean of the faculty of the intent to change the grade. If necessary, the dean may direct that the grade be changed. A change of grade shall not be interpreted as an admission of unfairness in grading.

In the case of a grievance, if the majority of the committee members adjudge the grievance to be without foundation, written notification of their findings will be forwarded to the student, the instructor, and the dean of the faculty. If, in the judgment of the committee, there is a basis for the grievance, a written report will be forwarded to the dean of the faculty with specific recommendations for redress. Copies shall be forwarded to the student and the instructor.

The dean of the faculty will notify all parties of his or her final decision regarding the grievance within 10 academic days of receipt of the committee's findings and recommendations.

In conformance with state regulations, the dean's office shall maintain adequate documentation about each formal complaint and its disposition for at least six years after the final disposition of the complaint.

1. Committees:

Committee members shall be drawn from a list of faculty nominated by departments. In naming the committee to hear a grievance, the dean shall take care to ensure that no member has an interest in the case being heard.

2. Confidentiality:

Once the grievance committee has been convened to hear a complaint, principals and committee members shall have the obligation to maintain the confidentiality of the proceedings and of all materials presented.

3. Review

: This procedure must be reviewed after two years. The review process should identify any irregularities in grade changes. To facilitate this review, a copy of all documentation/findings at the formal level shall be retained in the department office.

Student Complaints Regarding Distance Learning

Students should attempt to resolve any issues or complaints directly with Buffalo State by contacting the campus office responsible for the area relevant to the complaint. If dissatisfied with the response, the student may contact the relevant area supervisor, director, department chair, or dean for resolution. Please refer to the *Student Complaints, Grievances, and Appeals* section in the appropriate course catalog ([Undergraduate](#) or [Graduate](#)) on the [Academic Affairs](#) website which describes the appropriate complaint procedures or the [Online Student Complaint Process](#).

Buffalo State University is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA) and follows the complaint resolution policies and procedures outlined within the [SARA Policy Manual](#) and [summarized here](#). SARA is a voluntary agreement among its member states that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. The purpose of SARA is to make it less challenging for students to take online courses and programs offered by postsecondary institutions based in another state.

Consumer protection complaints resulting from distance education courses, activities, and operations may be submitted to the [Provost/VP for Academic Affairs and the Director of Distance Learning for investigation and resolution](#) for investigation and resolution. If a student is dissatisfied with the campus-based resolution, a concern may be submitted to System Administration of the State University of New York as [outlined here](#). And, if still not satisfied, a complaint may be submitted within two years of the incident about which the complaint is made, [to the New York State Education Department as outlined here](#).

Please note, this does not include complaints related to grades or student conduct violations, both of which are to be fully addressed via campus processes, not through the NC-SARA complaint resolution procedures.

Complaints to State Education Department, State University of New York, and Middle States Commission on Higher Education

Any individual who continues to feel aggrieved after pursuing the options outlined previously, is unable to resolve the problems, or believes the institution has not properly addressed the concerns may file a written complaint with any of the following:

Office of College and University Evaluation
New York State Education Department
89 Washington Avenue
Room 960 EBA
Albany, NY 12234

[OCUE Filing a Complaint about a College or University webpage](#)

State University of New York Central Administration
State University Plaza Albany, NY 12246
[SUNY System Administration Student Concerns](#)

Middle States Commission on Higher Education 3624 Market Street
2nd Floor West Philadelphia, PA 19104
<https://www.msche.org/complaints/>

Students Unable to Attend Classes on Certain Days Because of Religious Beliefs

Equity and Campus Diversity Office Cleveland Hall 204
(716) 878-6210

equity.buffalostate.edu (<https://equity.buffalostate.edu>)

1. No person shall be expelled from or be refused admission as a student to an institution of higher education because he or she is unable, due to religious beliefs, to register for or attend classes, or to participate in any examination, study, or work requirements, on a particular day or days.
2. Any student in an institution of higher education who is unable, because of his or her religious beliefs, to attend classes on a particular day or days shall, because of such absence on the particular day or days, be excused from any examination or any study or work requirements.
3. It shall be the responsibility of the faculty and the administrative officials of each institution of higher education to make available to each student who is absent from school, because of his or her religious beliefs, an equivalent opportunity to register for classes or make up any examination, study, or work requirements that he or she may have missed because of such absence on any particular day or days. No fees of any kind shall be charged by the institution for making available to the said student such equivalent opportunity.
4. If registration, classes, examinations, study, or work requirements are held on Friday after 4:00 p.m. or on Saturday, similar or makeup classes, examinations, study, or work requirements shall be made available on other days, where it is possible and practical to do so. No special fees shall be charged to the student for these classes, examinations, study, or work requirements held on other days.
5. In effectuating the provisions of the Education Law, it is expected that faculty and administrative officials will exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student for availing himself or herself of the provisions of this section.
6. Any student who is aggrieved by the alleged failure of any faculty or administrative official to comply in good faith with the provisions of this section shall be entitled to maintain an action or proceeding in the supreme court of the county in which such institution of higher education is located for the enforcement of his or her rights under this section.

7. The term "religious beliefs" shall mean beliefs associated with any corporation organized and operated exclusively for religious purposes, which is not disqualified for tax exemption under Section 501 of the United States Code.
8. At Buffalo State, we sharpen the mandate of the state and endorse the policy that prohibits administering evaluative examinations on Rosh Hashanah, Yom Kippur, and Good Friday.

Teacher Certification

Chase Hall 222
(716) 878-6121

teachercertification.buffalostate.edu ([https:// teachercertification.buffalostate.edu](https://teachercertification.buffalostate.edu))

The Teacher Certification Office is a resource for Buffalo State students, faculty, and staff in verifying program completion so that Buffalo State graduates can apply for New York State teacher certification. The office also verifies completion of teacher education programs for graduates applying for out-of- state certification and is a resource for education departments in all 50 states.

New York State Certification

All students who successfully complete an approved educator preparation program may be recommended to the New York State Education Department for a teaching certificate.

The New York State Education Department requires additional steps, including a background check through a fingerprinting process and satisfactory performance on a series of examinations, before a certificate can be issued.

Graduates can apply for a New York State Teacher Certificate online through TEACH Online Services (<http://www.highered.nysed.gov/tcert/teach/>). For the Teacher Certification Office to provide verification of program completion to the New York State Office of Teaching Initiatives, students must provide the certification office permission to release this information. Release forms are available on the Teacher Certification Office website or in the certification office.

Teacher Certification Examinations

Successful completion of identified New York State Teacher Certification Examinations (NYSTCE) is required for New York teaching certificates in all areas. Information can be obtained from the Teacher Certification Office.

Interstate Certification

As a participant in the Interstate Certification Project, New York State has reciprocity agreements with a number of other states, allowing Buffalo State graduates to seek certification and employment in other states. These include reciprocity for classroom teachers, vocational teachers, and administrative personnel. The New York State Teacher Certification Examinations may not be acceptable in other states. Students should check with individual states to determine specific requirements.

Certification for B.A./B.S. Degree Holders Holders of B.A. or B.S. degrees who wish to become certified may receive advisement from the Teacher Certification Office regarding available options, which may include postbaccalaureate certification programs, master's degree including initial teacher certification, and alternate pathways.

Transfer Students

Admission is based on academic performance in college and on space availability. A minimum cumulative GPA of 2.0 out of 4.0 is necessary for consideration, although some programs are very competitive and will require a higher minimum cumulative GPA for admission. Transfer students with more than 45 credit hours are encouraged to apply for and be admitted to their intended major program of study. Those with fewer than 60 credit hours may be undeclared. No student who is on academic probation at another institution or who has been academically dismissed in the past year will be accepted.

Previously earned credit will be evaluated for all transfer students upon admission to Buffalo State, and accepted

students will be apprised regarding transferable credit.

A maximum of 90 credit hours may be transferred from other regionally accredited baccalaureate degree-granting institutions, and with no more than 66 credit hours from associate degree programs. Most credit hours earned at other institutions will be accepted, although the college cannot guarantee how credit hours earned will relate to bachelor's degree requirements. The most common cases in which transfer credit hours are not accepted are:

1. Developmental courses in mathematics, English, and learning skills.
2. Courses in programs not offered at Buffalo State (e.g., nursing, occupational therapy, etc.).

Only credit is transferable. Grades, quality points, and cumulative averages do not transfer.

The evaluation of transfer credit hours is recorded in Degree Works, Buffalo State's online degree audit system ([https:// registrar.buffalostate.edu/degree-works/](https://registrar.buffalostate.edu/degree-works/)). The system records the major and general college requirements that have already been fulfilled, and those that remain.

Departments reserve the right to refuse to accept transfer credit hours in fulfillment of their own major requirements. Whether or not a course fulfills a major requirement may be open to discussion with the department chair or academic adviser, and it is useful to have a copy of the catalog and course syllabus from the previous institution available.

Transcript of Academic Record

Official Transcripts

Official transcripts are ordered online ([https:// registrar.buffalostate.edu/transcript-ordering/](https://registrar.buffalostate.edu/transcript-ordering/)). There is a \$9 fee per request. Online transcript orders that select the Buffalo State Registrar's Office pick-up option require proper photo ID at the time of pick-up.

Unofficial Transcripts

Current students who know their Banner ID and PIN can access self-service Banner to view or print an unofficial transcript to assist in academic planning. There is no fee for viewing or printing an unofficial transcript. Unofficial Transcripts are not available to students in the spring and fall term during the final grading period. Unofficial transcripts are not available to students who do not have access to the Self Service Banner (SSB) portal.

Verification of Records

Current students who have access to the Banner SSB portal (under student records tab) can print an online enrollment verification through Banner Self Service

Transportation to Off-Campus Instructional Sites

Students are responsible for providing their own transportation to off-campus sites for required courses, including student teaching and participation.

Undergraduate Unit of Credit (Credit Hour)

The semester hour is the unit of course credit. It represents completion of one 50-minute class period per week for one semester. A course having three class periods a week will earn 3 semester hours of credit. Studio and laboratory classes usually earn 1 credit for each two hours of attendance unless otherwise indicated. The college expects student preparation of two hours for each hour in class.

Quality Point System

The quality point system is used for determining GPAs, as follows:

Letter Grade	Description
A	4.0
A-	3.67
B+	3.33

B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
E	0.0
EV	0.0

No other letters carry quality point value.

Term GPA

A student's term GPA is computed by dividing the total number of quality points by the total number of credit hours attempted in one semester. Only grades carrying quality points are included. For example, consider a student with the following courses and grades at the end of a semester.

Course	Grade	Credit	Quality Point Value	Points
MAT 161	B-	4	(X2.67)	10.68
SOC 101	A	3	(X4)	12.00
ENG 250	E	3	(X0)	0
HEW 101	C	1	(X2.00)	2.00
PHI 220	D+	3	(X1.33)	3.99
Total		14		28.67

The student has attempted 14 credit hours, successfully completed 11, and earned 28.67 quality points. The formula for computing this student's term average follows: $28.67 / 14 = 2.04$

$(\text{Term Quality Points} / \text{Term Credit Hours}) = (\text{Term GPA})$

If the student had taken an additional 3-credit-hour course, DES 371, and received a P grade, the average would not change. If the student received an F grade in DES 371 using the pass-fail option, the average would not change.

Withdrawal from Courses

Instructors are required to notify students of their academic standing no later than the end of the ninth week of the semester, or after two-thirds of a summer session or January Term. If a student does not officially withdraw from a course and stops attending, a grade of E will be recorded.

Students who wish to leave a course after the drop/add period and before the final withdrawal date (the end of the 10th week of the semester, or after two-thirds of a Summer Session or January Term) may withdraw via Self Service Banner. Nonattendance at the first class meeting does not withdraw a student from a class.

Students withdrawing from some coursework may be eligible for a refund in accordance with the college refund schedule, which is posted each term on the Student Accounts website (<http://studentaccounts.buffalostate.edu/>). Beyond the end of the refund schedule's time limit, full charges are assessed.

Student-teaching courses have different deadlines. Students should check with their departments.

Withdrawals remain on the transcript and are recorded as W's but do not count in credit hours or GPAs. Withdrawal from a course may affect eligibility for financial aid in the current semester and in future semesters. For additional information about financial aid eligibility, refer to the financial aid section of this catalog, or online (<https://financialaid.buffalostate.edu>).

Before withdrawing from a course, careful thought should be given to the reasons for withdrawing and possible consequences. Course Withdrawals can have a negative impact on both your progress toward graduation and

eligibility for financial aid. Withdrawal from Course should be used infrequently and considered an action of last resort. It is to the student's advantage to read the instructions under Withdrawal from Course (<https://registrar.buffalostate.edu/withdrawal-course/>) before withdrawing.