

# 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. Check with the Academic Standards Office, Twin Rise 100, (716) 878-5222, for clarification of other regulations or procedures. A list of academic policies can be found at [www.buffalostate.edu/academicaffairs/x481.xml](http://www.buffalostate.edu/academicaffairs/x481.xml).

## Academic Advisement

Students who have declared a major must seek advisement by contacting the chair of the department responsible for their major. Advisement for undeclared students affiliated with the Educational Opportunity Program (EOP), Success Track for Academic Readiness (STAR), Student Support Services Program (SSSP), All-College Honors or Academic Intervention (AI) should contact those programs for advisement. Other undeclared majors should consult with the coordinator of the Academic Advisement Office, South Wing 110.

## Degree Audit System

Students' academic progress toward meeting graduation requirements is recorded in the Degree Navigator audit system. Copies of up-to-date audit sheets should be secured before advisement and can be obtained online at [www.buffalostate.edu/registrar/degreenavigator.xml](http://www.buffalostate.edu/registrar/degreenavigator.xml). Necessary corrections or questions about the audit sheet information should be brought to the attention of the student's academic adviser. Students may also access their audit sheets directly at Degree Navigator.

## 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, as 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 and courses, and for helping the student fulfill academic regulations and interpret administrative policies. 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 requirements, regulations, and policies. The college bears the responsibility for establishing procedures and providing a setting conducive to good advisement.

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

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

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. Students should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identify the record(s) they wish 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 or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is 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 (such as an attorney, auditor, or collection agent); a person serving on the College Council; 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 responsibility. Upon request, the college 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, e-mail address, telephone number, dates of attendance, part-time/full-time status, class, and academic advisor.
- b. Most recent previous institution attended, major field of study, awards, honors (including dean's list), degree(s) conferred (including dates).
- c. Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), 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 are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

## Academic Calendar

Check general student deadlines at [www.buffalostate.edu/academiccalendar.xml](http://www.buffalostate.edu/academiccalendar.xml).

## Registration Information

All currently registered students who will continue their studies during the next regular semester are required to register within two weeks of their first day of registration eligibility. Procedures for registering can be found on the Registrar's Office Web site. Printed class schedules are available at the Registrar's Office, Moot Hall, in April for the fall semester and in late October for spring. Course listings are also posted on the web in March for fall and in October for spring. For links to up-to-date registration and course information, go to [www.buffalostate.edu/registrar](http://www.buffalostate.edu/registrar).

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

- Notify the Registrar's Office of any change of address.
- 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 mandatory for all matriculated students. Students must present proof of advisement before being allowed to register.
- Students with outstanding financial obligations will not be allowed to register at any time.
- Not attending the first class meeting does not withdraw a student from a class.

- 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 four fall or spring semesters beyond the semester in which they were last registered. Baccalaureate graduates and students with less than 2.0 cumulative GPAs retain registration eligibility for only one fall or spring semester beyond the semester in which they were last registered.

## Course Load

The average course load for undergraduates is 15-16 credit hours a semester. Should a matriculated student desire to register for more than 19 credit hours, the approval of the appropriate academic adviser must be secured. Students in majors should consult with their faculty adviser, and undeclared students not affiliated with EOP, STAR, SSSP, or AIM should consult with the coordinator of the Academic Advisement Office, Twin Rise 100. The student's academic adviser will review requests for overload.

## Attendance

There is no uniform attendance policy set by the college. Attendance regulations are established by each instructor and will be distributed at the start of each semester.

## Auditing Courses

Students may audit or take courses without earning credit, with the approval of the department chair and the instructor of the course. A person auditing a course will attend without formal recognition, will not be on the official class list in the Registrar's Office, will not be required to meet the requirements of the course, and will not be charged tuition or fees for the course.

Exception: Auditing is not permitted in any study-abroad program.

Special audit: Persons more than 60 years of age may audit courses on a space-available basis. Arrangements can be made through the Admissions Office, Moot Hall, (716) 878-5511.

## 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. Dates and instructions for registration are posted on the Web each semester. For up-to-date registration dates, go to [www.buffalostate.edu/registrar](http://www.buffalostate.edu/registrar). By the end of registration, students should recognize that they have made a serious commitment to complete the courses for which they are registered.

## 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 intersemester. 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 intersemester) may file withdrawal forms signed by the appropriate instructor or designee. 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 at [www.buffalostate.edu/studentaccounts](http://www.buffalostate.edu/studentaccounts). 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 at [www.buffalostate.edu/financialaid](http://www.buffalostate.edu/financialaid).

## Academic Clemency

Any student with a Buffalo State GPA of less than 2.0 is eligible to apply for Academic Clemency when he or she applies for readmission to the college through the Admissions Office. The student's last semester of enrollment must have been at least five years prior to the application for admission. Students can request clemency for up to two consecutive semesters of work or 30 consecutive credit hours if earned on a part time basis. These two semesters or 30 hours 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 those one or two semesters at Buffalo State; it is not selectively applied. As a result, the student forfeits all coursework during these two semesters and any remaining credit hours at the time of clemency must result in a 2.0 GPA or greater.

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.

## Leave of Absence, Medical Leave of Absence, Withdrawal from College

The Undergraduate Application for Leave of Absence/Withdrawal from College form can be obtained in the Academic Advisement Office, South Wing 110, (716) 878-5336, or in the student's academic department office. Students in a major should begin the application process by conferring with their department chair. Undeclared students should meet with the coordinator of the Academic Advisement Office. Refunds of tuition, if applicable, will be made on a prorated basis as outlined in the class schedule 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: [www.buffalostate.edu/financialaid](http://www.buffalostate.edu/financialaid).

### Medical Leave of Absence

Medical leaves of absence of varying lengths of time are granted for documented serious injury or illness. After obtaining a Leave of Absence/Withdrawal form, students requesting a medical leave of absence should report to the Weigel Health Center. To receive a medical leave of absence, students must complete the form and provide a physician's statement that includes the specific semester(s) for which the leave is being requested, diagnosis/reason for the leave request, and a recommendation from the physician that the medical leave be granted.

### Leave of Absence

Matriculated students who wish to leave the college for personal or financial reasons may be granted leaves of absence of two full years (four fall/spring semesters) beyond the semester in which they were last registered, as long as they are in good academic standing with a minimum GPA of 2.0. A leave will not be granted to study at another college or university.

An application for a leave during a semester already in progress must be received in the Registrar's Office, Moot Hall, no later than the last working day before the Critique and Evaluation Period. These approved leaves will begin at the date the request is received in the Registrar's Office.

### Withdrawal from College

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. When it is impossible to withdraw in person, it must be done in writing from the student to the dean. Students withdrawing officially with no outstanding obligations or commitments to the college are considered to be in good academic standing.

The chair and associate dean must sign the Withdrawal from College form. A request to withdraw from the college must be received in the Registrar's Office, Moot Hall, no later than the last working day before the critique and evaluation period.

## 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 will also 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 intersemester. 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 are:

- A = Superior
- A-
- B+
- B = Above average
- B-
- C+
- C = Average
- C-
- D+
- D = Below average, but passing
- E = Failure or unofficial withdrawal from a course
- S = Satisfactory
- U = Unsatisfactory
- P = Pass
- F = Fail

### The following letters are used to indicate status:

- I = Incomplete
- N = Grade delayed
- X = Grade not submitted
- W = Withdrawn

### Explanation of Grades

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

**P** (pass) and **F** (fail) grades are given for courses taken on a pass-fail basis (see description below). They may be submitted only under proper authorization.

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

**I** (incomplete) grades may be submitted only when the department chair or program coordinator has been properly notified.

**N** (grade delayed) grades are given for graduate theses/projects and internships. Grades may be given when coursework normally 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.

## Incomplete Grades

An incomplete grade is a temporary grade issued for medical emergencies or life crises. Students must request an incomplete grade directly from the instructor. An incomplete grade is converted to a letter grade by the 10th week of the following spring or fall semester. If the work is not completed by that time, the instructor will submit a grade based upon the amount of work completed. If the instructor who granted the incomplete is not able to evaluate the student's fulfillment of course requirements during the stipulated time period, the chair or program coordinator is responsible for changing the grade. Anyone not completing the course requirements within this time will automatically have a grade of E recorded.

## Pass-Fail Option

The pass-fail option permits any matriculated student who has accrued at least 15 credit hours and a minimum cumulative GPA of 2.0 to take a course for credit without receiving a letter grade of A, B, C, D, or E. Students may enroll in one course each semester or summer on a pass-fail basis. All sessions combined make up the summer semester. A P grade provides credit but no quality points and is not counted in total hours used to determine cumulative average. An 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 a degree. Courses required for the student's major and minor cannot be taken on a pass-fail basis. Courses taken as part of early childhood and childhood education program concentrations and distributions may not be taken pass-fail.

Any 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 10th week of classes in any semester or after two-thirds of a summer session or intersemester. After receiving the approval signature of the student's adviser, a declaration of intent must be filed with the Registrar's Office, Moot Hall, by the published deadline. An instructor may choose to substitute a letter grade for the pass if written consent from the student is received and the form is submitted prior to the end of the semester. Once an application for pass-fail has been submitted, the pass-fail option for that semester has been exhausted. Subsequent filing of a substitution form to receive a letter grade does not allow submission of another pass-fail application for that semester.

Students may not use pass-fail to repeat a 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.

## 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:

A	=	4.0	C	=	2.0
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.0	D	=	1.0
B-	=	2.67	E	=	0.0
C+	=	2.33			

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:

### Example

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)	=	2.00
PHI 220	D+	3	(x1.33)	=	3.99
		<u>14</u>			<u>28.67</u>

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:  $28.67 / 14 = 2.04$

(Term Quality Points / Term Credit Hours) = (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.

## Cumulative GPA

A student's cumulative 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.

## Change of Grade

Grades submitted at the end of the semester are considered final. In case of a clerical error or other extenuating circumstance resulting in an incorrect grade, a request for a grade change must be submitted by the instructor, with full written justification, to the appropriate associate dean.

## Repeating Courses

A student may repeat a given course once for which a C-, D+, D, or E 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 second grade and those semester hours completed will be used in determining the GPA. A student may not repeat a course for 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 or E grade was earned. 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 the current 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.

## Declaring an Academic Major

All students who start as freshmen at the college must declare a major before completing 45 credit hours. It is strongly recommended that new freshmen declare a major upon completing 30 credit hours. Transfer students who have

completed more than 30 credit hours must declare a major at the time of application for admission. Before declaring a major, students should seek the advice of the chair of the department or division responsible for the major. A Change of Major form, available from the chair, must then be completed and sent to the Registrar's Office.

Some academic programs have special requirements that the student must meet before being admitted as a major. For example, fine arts candidates must submit a portfolio of representative work. The department chair or program coordinator can provide information on specific requirements.

## Changing a Major

Students who have completed at least one semester at Buffalo State may change their major by going to the department office of the new major and filling out a Change of Major form. It is recommended that students seek the advice of the department chair before deciding to change a major. If the chair approves the change, the form will be forwarded to the Registrar's Office for recording. Such changes should be made at least four weeks before registration for the next semester so students are not restricted from registering for any course in their new major.

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.

## 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 second major. The student must identify a primary major in which the degree will be awarded. In fulfilling the requirements of a second major, the student will make careful use of electives. The student completes an Application for Undergraduate Degree at the Registrar's Office indicating on the application the degree major and the second major. Go to [www.buffalostate.edu/registrar](http://www.buffalostate.edu/registrar) for a link to a page where students can download a copy of the application. Upon receipt 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."

The primary major adviser does regular advisement of the student. 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 a Change of Major form to be filed with the Registrar's Office. Only one baccalaureate degree may be awarded for a four-year, 120-credit-hour program.

## Dual Baccalaureate Degrees

The awarding of two degrees at the baccalaureate level may occur under given circumstances. Coursework in fulfillment of requirements for two baccalaureate degrees (B.S. or B.A. or both) may be undertaken simultaneously or concurrently, but requires significant additional coursework (at least 32 credit hours, usually one additional year) in distinctly different fields. Exceptions to this requirement are the bachelor of fine arts and bachelor of technology, in which two degrees may be awarded upon the fulfillment of the requirements of each degree. Students must earn a minimum of 152 credit hours to qualify for two baccalaureate degrees. 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 have been fulfilled. The maximum number of degrees awarded at the baccalaureate level is two.

## Academic Levels (Class Level)

Students are given class designations according to the number of credit hours they have earned. Undergraduate levels are:

Freshmen	0 to 28 credit hours
Sophomores	29 to 56 credit hours
Juniors	57 to 88 credit hours
Seniors	89 or more credit hours

## Basic Writing Requirement

The college requires all matriculated students to demonstrate college-level skills in composition.

### Basic Writing Requirement for Freshmen

Entering freshmen will be placed in the appropriate writing-level course through the College Writing Program's placement policy. See [www.buffalostate.edu/writingprogram](http://www.buffalostate.edu/writingprogram) for the placement policy. Students are placed at one of the three levels:

- CWP 099
- CWP 101
- CWP 102

### Basic Writing Exemption

The writing program director will forward any basic writing exemptions to the registrar.

CWP 099 is a noncredit course and may not be used to meet any degree requirements. CWP 099, 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/she has earned at least a C in CWP 101. 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 writing requirement must seek prior permission from the College Writing Program director. The basic writing 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 writing 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 writing requirement within their first 45 credit hours at Buffalo State College.

## Writing Across the Curriculum Requirement

Writing represents a critical component of the educational process, and the integration of writing into all types of courses across the curriculum is widely encouraged. In particular, the college has established a 6-credit-hour Writing Across the Curriculum requirement for all students to enhance and reinforce basic writing skills learned in CWP 101 and CWP 102. Taking two Writing Across the Curriculum (W) courses satisfies this requirement. Like many courses offered on this campus, (W) courses include both formal and informal writing. (W) courses, however, emphasize writing as a major course component for both instruction and evaluation. Instructors employ writing-to-learn techniques as a major way of teaching. In such courses, students learn to use writing as a tool that can be used in all their learning processes. A significant portion of the coursework, and subsequently grades in these (W) courses, will be allocated on the basis of the student's writing performance.

Every piece of formal writing submitted as part of the requirement should meet the following minimum standards, as appropriate to the course and the nature of the assignment:

- Clearly stated purpose/main idea/thesis
- Adequate support/proof/development of main idea
- Clear and logical organization of information
- Complete sentences
- Standard usage of grammar, punctuation, and spelling
- Correct documentation (interior documentation, references, and/or bibliography) is required in a format appropriate to the field
- Evidence of critical thinking

Satisfactory completion of CWP 102 is a prerequisite for all courses used in fulfillment of the Writing Across the Curriculum requirement. The (W) courses must be completed at Buffalo State and are not transferable from other institutions. Some departments have established an alternate method, whereby their majors may satisfy the Writing Across the Curriculum requirement.

### Basic Writing Requirement for International Students

International students registering at Buffalo State are required to take the placement examination administered by the College Writing Program if they do not have SAT/ACT scores. They must register for the appropriate College Writing Program course(s) designated for English as a Second Language (ESL) students. International students must complete the Basic Writing requirement prior to declaring a major. Information on these requirements and ESL instruction is available through the International Student Affairs Office, Campbell Student Union 400. Individual and group supplemental instruction in English as a Second Language is available through the Academic Skills Center, South Wing.

### Graduation Requirements

Go to [www.buffalostate.edu/registrar/forms.xml](http://www.buffalostate.edu/registrar/forms.xml) to download the Application for Undergraduate Degree. All students expecting to qualify for a degree must fulfill the following requirements:

1. File Application for Undergraduate Degree with the Registrar's Office, Moot Hall, 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 financial obligations to the college and return all college property.
3. Students must meet all curricular requirements. They must have completed the prescribed curriculum for their major. If requirements have changed since they were admitted to a program, they may choose to graduate under the old or new requirements.
  - a. Students must maintain a minimum cumulative GPA of 2.0 for all coursework taken at the college. The minimum cumulative GPA for the courses taken in the major field must also be 2.0.
  - b. Students must complete the 39–66 credit hours of Intellectual Foundations 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 32 credit hours, including the last 16, must be completed at the college.
  - e. A minimum of 120 academic credit hours must be completed.
  - f. Students are required to successfully complete two “writing intensive” courses indicated by the designation “W” following the course number.
4. Education majors leading to certification for teaching in the early childhood and upper-elementary grades must fulfill a drug-education requirement (see page 31) and should file a certification application with the Teacher Certification Office, Caudell Hall 101.

5. No students will be cleared for graduation until all grades of I, N, or X have been replaced with an appropriate letter grade.

### Commencement Ceremony

Commencement is held each year at the end of the spring semester to honor the previous fall semester December graduates and the current May and August degree candidates. Information is mailed in March to December graduates, as well as to May and August degree candidates who apply for their degrees by the appropriate deadlines. For more information, visit the Buffalo State commencement Web site at [www.buffalostate.edu/commencement](http://www.buffalostate.edu/commencement).

### Dean's Honor List

Students must meet all of the following criteria to be eligible for the Dean's Honor List.

1. Earn a minimum term GPA of 3.5.
2. Must 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 are ineligible for the Dean's Honor List if they have an incomplete grade or grades of I, N, X, or U in a course for that semester.
3. All courses must be taken at Buffalo State.

### Part-Time Dean's List

Part-time, matriculated students (students carrying less than a 12-credit-hour course load per semester) will become eligible for Part-Time Dean's List only after prior completion of 12 credit hours of letter grade work (AE) at Buffalo State. The Dean's List designation will be 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:

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

### Baccalaureate Academic Honors/Gold Honors Cord

An honors citation is given to graduating students who have achieved a minimum cumulative GPA of 3.5 for all work completed. Students with a cumulative average of 3.8 to 4.0 will be designated summa cum laude; 3.65 to 3.79 magna cum laude; and 3.5 to 3.64 cum laude. To be considered for an honors citation, a student must complete a minimum of 54 credit hours at Buffalo State. No students with outstanding grades of I, U, X, or N may be considered for honors.

Degree candidates with a minimum GPA of 3.5 who have completed or have in progress 54 credit hours at Buffalo State may be eligible for academic honors. These students are invited to wear a gold cord at commencement to signify their academic achievement, and they are recognized in the commencement program. They will be notified by Academic Affairs separately from the Commencement Information Brochure, which is sent to degree candidates' homes in March. They also will be on a list at Commencement Headquarters where caps, gowns, and honors cords are purchased.

### All College Honors Program

The All College Honors Program addresses the needs of academically gifted students. Open to a select number of incoming freshman, transfer, and local students, the All-College Honors Program requires students to earn honors credits across disciplines in the arts, humanities, social sciences, math/science, and applied science and technology. Students must maintain a minimum cumulative GPA of 3.5 to remain in the program. Students interested in this program should contact the Admissions Office at (716) 878-5713.

## 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. At the time of printing, the following majors can be pursued as baccalaureate degrees with honors: anthropology, the arts, biology, earth sciences, economics B.A., geology, history, philosophy, psychology B.A., psychology B.S., and social studies education (7–12).

## Honors Convocation

This recognition of academic excellence is held each spring semester. Students with a minimum cumulative GPA of 3.5 after earning 45 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.

## Academic Probation and Dismissal

### Good Academic Standing

The term “in good academic standing” means that a student is eligible or has been allowed to register for and undertake academic coursework at the college for the term in question. In some instances, students may be defined as being “on academic probation.” The mechanism of academic probation, including any accompanying constraints upon students’ activities, is intended as an educational device designed to encourage greater effort on the part of students who appear to be having difficulty in meeting certain academic standards. Placement on academic probation may precede denial of the right to register for academic coursework if certain conditions are not met, but students on academic probation are considered to be in good academic standing. Any questions concerning whether or not an individual student is in good academic standing will be determined by the campus committee on academic standards.

### Probation

Students whose cumulative GPA falls below a 2.0 are automatically classified as “on academic probation and not in good academic standing with the college.” The cumulative GPA is determined at the end of each semester and is included on the term grade report. Students on probation have until the completion of the next regular semester to raise the cumulative GPA to a 2.0 or higher. Failure to do so by that time may result in dismissal from the college.

Students facing dismissal because of a low cumulative GPA may appeal that status by seeking a hearing before the appropriate Probation Appeal Board. An appointment may be made in the dean’s office of the faculty responsible for the student’s major program. Undeclared students and Individualized Studies majors may make an appointment to appeal a recommendation of academic dismissal by contacting the Academic Standards Office, Twin Rise 100.

### Academic Dismissal

Students may be dismissed from the college for the following reasons:

1. Failing any course for the third time.
2. Failing one-half or more of a semester’s work.
3. Failing to satisfy the probation requirements.
4. Failing to complete basic skills requirements by the end of their sophomore year.
5. Determination of two academic misconduct offenses.

Students who have been academically dismissed must wait one full year from the time of dismissal before being considered for readmission. 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. Readmission forms are available in the Admissions Office, Moot Hall.

## 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 visit [www.buffalostate.edu/offices/finaid](http://www.buffalostate.edu/offices/finaid).

## Academic Misconduct

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 or cheating on examinations or assignments, and is inconsistent with the aims and goals of Buffalo State.

Faculty may require students to use textual similarity detection software (e.g. Turnitin.com) in courses at Buffalo State College. Textual similarity detection software compares submitted student text to a database of millions of previously published documents, including those on the public Internet, a proprietary collection of published articles, as well as every student paper previously submitted to the detection service. When similarities between student text and an existing document are found, the software identifies those similarities for instructor and/or student review. (Similarity alone is not evidence of academic misconduct, as such material may be correctly cited.) This software may be used as an educational tool to assist students in learning how to properly cite resources, decrease instances of academic misconduct, and/or to assist in the identification of acts of academic misconduct.

Instances of academic misconduct include, but are not limited to, prior acquisition or possession of an examination and submission of false data; submission of the work of another individual without proper acknowledgment; and performance of work in a course for another individual while registered in the same course. As a result of an admission of academic misconduct, an instructor may issue a written warning; allow the student to resubmit the work, telling the student what grade penalty, if any, will be assessed; submit a recalculated grade; or submit a failing grade with a “j” designation (to appear only on the internal audit system but not on the student’s official transcript). Grade points for the failing grade will be averaged even if the student repeats the course. No penalty for an alleged instance of academic misconduct may be imposed unless the student has been apprised of the allegation, the penalty, and the procedures of due process that are available under this policy. Neither the instructor nor the student should be represented or accompanied by an attorney. A student has the right to appeal allegations of academic misconduct as outlined in the Academic Misconduct Policy at [www.buffalostate.edu/academicaffairs/x607.xml](http://www.buffalostate.edu/academicaffairs/x607.xml).

A statement outlining formal college policies and procedures to be followed in cases of alleged academic misconduct will be on file in each dean’s office, in the Academic Standards Office, in the Student Life Office, and at [www.buffalostate.edu/academicaffairs/x607.xml](http://www.buffalostate.edu/academicaffairs/x607.xml). Cases of severe infractions of acceptable standards may be brought before the Academic Misconduct Board, chaired by the appeals director of academic standards, and may result in academic dismissal.

## Graduate Courses

Second-semester seniors (i.e., 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 cumulative GPA of 2.5. A maximum of 6 graduate credit hours may be taken as a senior. 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. 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 Override

Request Form—undergraduate request to enroll in graduate course must be signed by the instructor and the department chair then submitted to the Graduate School. The form is available online at [www.buffalostate.edu/graduateschool/forms](http://www.buffalostate.edu/graduateschool/forms) or from the appropriate academic department.

## Graduate Programs of Study

The Graduate School offers master's degrees, certificates of advanced study, graduate certificates, and postbaccalaureate teacher certification programs through the college's five schools.

The master of arts (M.A.) degree is offered in applied economics, art conservation, biology, chemistry, English, history, history with museum studies concentration, and multidisciplinary studies. Master of science (M.S.) degrees are offered in adult education, creative studies, criminal justice, industrial technology, multidisciplinary studies (with program options: individualized, human services administration, public relations management, and environmental research and education), and student personnel administration. The master of science in education (M.S.Ed.) degree is offered in art education (K–12); biology education (7–12); business and marketing education; career and technical education; chemistry education (7–12); childhood and early childhood curriculum and instruction; childhood education (grades 1–6); childhood education (grades 1–6), including initial teaching certification; early childhood education (birth–grade 2); early childhood education (birth–grade 2), including initial teaching certification; earth science education (7–12); educational computing; English education (7–12); literacy specialist (birth–grade 6); mathematics education (7–12); physics education (7–12); physics education (7–12), alternative certification; social studies education (7–12); special education: adolescence; special education: childhood; special education: early childhood; speech–language pathology; teaching bilingual exceptional individuals; and technology education. Certificates of advanced study are offered in art conservation and educational leadership. The master of professional studies degree is available in literary specialist (grades 5–12). Graduate certificates are offered in adult education, creativity and change leadership, human resource development, and museum studies. Postbaccalaureate teacher certification programs are offered in art education, biology education, business and marketing education, career and technical education, chemistry education, earth science education, English education, French education, mathematics education, social studies education, Spanish education, and technology education.

## Applying for Graduate Study

Students holding bachelor's degrees from an accredited college or university are eligible to apply for graduate study at Buffalo State. International applicants must submit transcript evaluations and TOEFL scores. Admissions applications, application fee payment forms, transcript request forms, and supplemental department materials are available at (716) 878-5601; [www.buffalostate.edu/graduateschool](http://www.buffalostate.edu/graduateschool); The Graduate School, Cleveland Hall 204; or e-mail [gradoffc@buffalostate.edu](mailto:gradoffc@buffalostate.edu).

## Alternate 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 (CPEP), College Entrance Examination Board Advanced Placement Examinations (AP), 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.

### Course Challenge

Each department determines which courses may be challenged by examination. Matriculated undergraduate students may earn credit hours by challenging the specially designated courses. The following rules apply:

1. Total challenge credit may not exceed 30 credit hours.
2. A course in which a student is currently enrolled may not be challenged.
3. A course may not be challenged more than once.
4. Credit earned will be recorded as credit (CR) only rather than by grade.
5. No credit will be awarded when the challenged area duplicated an area for which credit already has been awarded.
6. A student must be matriculated to register for a course challenge.

### 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. If a course is not offered in a given semester, students may request to take a course by contract. Application forms are available in the academic department and the Registrar's Office, Moot Hall, and must be filed with that office by the deadline published in the class schedule each semester. Both the instructor and the department chair must sign applications.

Students are provided with a course outline, bibliography, statement of responsibilities, and dates by which responsibilities are to be met. Students may then pursue the course independently under the guidance of a faculty member. The number of conferences, type of evaluation, and culminating activity will be decided by the faculty member and the student before registering for the course. These requirements must be filed with the department chair.

Freshmen are also 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.

### 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 300W 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 300W, 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 noted below, 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 (CR) only, rather than by grade.

For information regarding credit for experiential learning, students should contact the Individualized Studies coordinator, Cleveland Hall 210, (716) 878-5907.

## Cross-Registration

Students who have reached the sophomore level may take courses at any public or private college in Western New York with which Buffalo State has a cross-registration relationship for degree credit as long as they maintain a 12-credit-hour courseload at Buffalo State. They may enroll for no more than one course elsewhere in any semester. Students who fall below the 12-credit-hour courseload at the college will forfeit any credit hours earned at another institution that semester under the cross-registration procedure.

Students wishing to take a course on another campus that will apply toward a major must receive permission from the department chair. Cross-registration approval forms are available in the Registrar's Office, Moot Hall, and must be signed by the student's adviser and returned to the Registrar's Office for signature. Students must then take the signed cross-registration approval to the appropriate campus where they must register according to the procedures of that campus.

Transcripts are forwarded automatically to Buffalo State at the end of the semester. Courses taken through cross-registration are recorded as if they had been taken at Buffalo State (credit hours and grade counts in cumulative GPA).

There is no cross-registration during the summer or intersemester.

## 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, Moot Hall, is completed and returned to that office. Students are urged to have transcripts of 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)

Independent study provides students with the opportunity to pursue a topic 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 independent study:

1. Sophomores, juniors, and seniors who have successfully completed basic courses or their equivalent in the area of study chosen are eligible to participate. They need a minimum GPA of 2.0 and a minimum GPA of 2.0 the previous semester, plus a minimum GPA of 2.0 in work completed in the selected area. 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, Moot Hall, and must be filed with that office by the deadline date published in the class schedule each semester.

## Project (495)

Upper-division students may undertake a project related to a required course 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, Moot Hall, and must be filed with that office by the deadline date published in the class schedule each semester.

## Internship (488)

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 GPA of 2.0 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)

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.

## Military Service Educational Experience

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, Moot Hall. 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.

## Credit by Evaluation

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

<i>Source</i>	<i>Maximum credit hours</i>
Published examinations	30
<i>No more than 18 credit hours may be in general examinations.</i>	
Course challenge	30
Military service courses	15
Noncollegiate 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 (APP), and College Proficiency Examination (CPE). Passing grades are required for credit.

*Course challenge:* Requirements are outlined on page [[TK]].

*Military service courses:* Requirements are outlined above.

*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.

*Courses from 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.

## Transcript of Academic Record

Official transcripts of records are not issued directly to students but will be forwarded upon request to authorities whom the student may designate.

A student copy may be ordered for personal use. The fee is \$5 for each transcript requested. Proper photo identification is required when picking up the student copy. Transcript request forms are available in the Registrar's Office, Moot Hall, or at [www.buffalostate.edu/registrar/transcript.xml](http://www.buffalostate.edu/registrar/transcript.xml). Transcripts will not be furnished for students who have incurred a financial obligation to the college. Transcript requests sent by mail must include the student's name, current address, student (Social Security) number, dates of attendance, graduation date (if applicable), name and address of the party to whom the transcript is to be sent, the student's signature authorizing release of the transcript, and a \$5 check or money order payable to Buffalo State College. All checks or money orders must include the last four digits of the student's ID number or the student's social security number.

Transcript requests by telephone cannot be honored. All requests are acted upon in the order in which they are received. Sufficient time is necessary for processing; requests should be made well in advance of the date needed, usually at least two weeks.

## Teacher Certification Office

Buffalo State College maintains a Teacher Certification Office in Caudell Hall 101 that serves as a resource for Buffalo State College students, faculty, and staff. The Teacher Certification Office verifies program completion so that Buffalo State College graduates may apply for New York State teacher certification. The Teacher Certification Office also verifies completion of teacher education programs for graduates applying for out-of-state certification, provides teacher certification examination bulletins, and is a resource for certification requirements in all 50 states.

## New York State Certification

All students who successfully complete an approved program in teacher education may be recommended to the New York State Education Department for a teaching certificate if they've met all requirements, including at least one student teaching placement in an urban setting and the required seminars. In addition, the New York State Education Department requires both a background check through a fingerprinting process and satisfactory performance on a series of examinations before a certificate can be issued.

Graduates are able to apply for a New York State Teacher Certificate online through the TEACH Online Service system at [www.highered.nysed.gov/tcert/teach/teach.htm](http://www.highered.nysed.gov/tcert/teach/teach.htm). In order for the Teacher Certification Office to provide verification of program completion to the New York State Office of Teaching, students need to provide the certification office with permission to release this information. Release forms may be obtained from the office's Web site or the Teacher Certification Office.

All teacher certification candidates who are applying for Initial Certification and Professional Certification through our Teacher Certification Office are required to complete two clock hours of coursework or training in the following four seminars:

- S.A.V.E. (School Anti-Violence Education Workshop)
- Child Abuse Identification Workshop
- Drug and Alcohol Awareness Seminar
- Fire and Arson Safety Seminar

Information regarding these seminars may be obtained from departmental offices and the Teacher Certification Office or Web site. Students completing an Early Childhood and/or Childhood Education B.S. program through Buffalo State College may be required to take an additional HIV/Exposure Seminar.

## Teacher Certification Examination

Successful completion of identified portions of the New York State Teacher Certification Examinations (NYSTCE) is required for New York teaching certificates in all areas. Information can be obtained from departmental offices and 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 be certified there. These include reciprocity for classroom teachers, vocational teachers, and administrative personnel in various states. 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.S./B.A. Degree Holders

Holders of a B.S. or B.A. degree who wish to become certified may complete certification requirements through additional coursework at the undergraduate level or through specially designed postbaccalaureate or master's degree programs. It is advised that they communicate with the appropriate department to determine the required admissions procedure. Please note: A department may require the completion of subject matter courses in the major area to remove any deficiencies. All professional education requirements and any subject matter courses must be completed prior to the student teaching semester. A full semester (12–15 credit hours) of student teaching, including at least one urban placement, must be successfully completed.

Holders of a B.S. or B.A. degree interested in Early Childhood Education and/or Childhood Education only should contact the Graduate School, Cleveland Hall 204, for application to a special postbaccalaureate degree program.

## 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.

## Transfer Students

Credit hours previously earned will be evaluated for all transfer students upon admission to the college. A maximum of 88 credit hours may be transferred from other regionally accredited institutions, with no more than 66 credit hours transferred from two-year colleges. Most credit hours earned at other institutions will be accepted, although the college cannot guarantee how credit hours earned at two-year institutions will relate to bachelor's degree requirements. The most common cases in which transfer credit hours are not accepted follow:

1. Developmental courses in mathematics, English, and learning skills.
2. Courses in theology or religion with sectarian emphasis.

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

The evaluation of transfer credit hours is recorded in Degree Navigator, the audit system located at <http://audit.buffalostate.edu/student>. 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 from the previous institution available.

## 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 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 available in the Academic Standards Office, Twin Rise 100, or on the Academic Standards Web site at [www.buffalostate.edu/academicstandards/x463.xml](http://www.buffalostate.edu/academicstandards/x463.xml).

The assistant to the dean for academic standards, University College, makes decisions on requests for waivers that do not relate to a student's major after consulting with the Academic Appeals Committee. The assistant to the dean's decision is final. A minimum of one month is necessary to process academic appeals.

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 A.P. 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, religion, age, disability, or marital or veteran status, the student should use procedures administered through the Equity and Campus Diversity Office. 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 306. 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 Campus 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.
- 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.
- 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:

1. A statement of the case in detail.
2. All information about the conference with the instructor.
3. 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.
4. 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.

- b. 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 alternate 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.

#### 4. 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.

#### 5. 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.

#### 6. 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.

### Complaints to State Education Department

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 the State Education Department within three years of the alleged incident.

The complainant may telephone the Postsecondary Complaint Registry to request a complaint form at (212) 951-6493 or write to the New York State Education Department, Postsecondary Complaint Registry, One Park Ave., 6th Floor, New York, NY 10016.

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

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 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 College, we sharpen the mandate of the state and endorse the policy that prohibits administering evaluative examinations on Rosh Hashanah, Yom Kippur, and Good Friday.

### Assessment

Buffalo State is committed to fostering the academic achievement and personal development of its students. To carry out this commitment, the college continuously gathers information about the effectiveness of its academic programs, the progress of students toward educational and personal goals, and the achievements and perspectives of alumni. This information is used to monitor program effectiveness, to recognize educational trends and opportunities, and to develop a sound, factual basis for academic planning.

Each Buffalo State student is expected to participate in the college's assessment efforts. Academic programs use various means and other methods. Participation in these activities may be a completion requirement for some degree programs.