

Fall 2013 - Spring 2016
Undergraduate Handbook



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Calendars

Academic Calendar – See registrar.buffalo.edu/calendars.

Financial Liability Calendar – See studentaccounts.buffalo.edu/deadlines.

Consult the Student Accounts website at studentaccounts.buffalo.edu for more information on tuition and billing.

Official calendars are posted on the Registrar's Office website at registrar.buffalo.edu.

Attendance on Religious Holy Days

On religious holy days when members of a faith observe the expectation of their religion that they be absent from school or work, individual students will be excused from class without penalty if expressly requested. If such an absence results in a student's inability to fulfill the academic requirement of a course scheduled on that day, the instructor must provide an opportunity for the student to make up the requirement without penalty. Students shall not be charged any fees or experience any adverse or prejudicial effects because of absence from coursework for religious observance.

In the event that a student absence situation cannot be resolved between the student and the class instructor, or either party is aggrieved by the process, appeal shall proceed to the Office of the Senior Vice Provost for Academic Affairs.

Undergraduate Programs Personnel Directory

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Dean and Professor
School of Management
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Buffalo, NY 14260-4000

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Associate Dean
Academic Programs
160 Jacobs Management Center
Phone: 716-645-3221

Natalie Simpson

Chair
Undergraduate Program Committee
351 Jacobs Management Center
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Cynthia Shore

Senior Assistant Dean and Director
Alumni Engagement and
External Relations
150 Jacobs Management Center
Phone: 716-645-3226

Jacqueline Molik Ghosen

Assistant Dean and Director
Communications
160 Jacobs Management Center
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**Undergraduate Academic
Programs Office**

204 Alfiero Center
Phone: 716-645-3206

Diane Dittmar

Assistant Dean
Academic Programs Administration

Deidre Marriner

Director, Undergraduate Advising

Loreta Vukadin

Director, Student Success and Retention

Megan Bragdon

Senior Academic Advisor

Samantha Calabrese

Admissions Advisor and
Special Events Coordinator

Jessica Farley

Senior Academic Advisor

Craig Mathis

Senior Academic Advisor

Mary Ann McQuade

Senior Academic Advisor

Samantha Pitler

Senior Academic Advisor

Jennifer Schultz

Office Coordinator

Candida Davis

Administrative Assistant

**Undergraduate Learning and
Community Center**

B20 Jacobs Management Center
Phone: 716-645-9200

Gwen Appelbaum

Assistant Dean and Director

Connie Hanel

Manager

Mary Dahl

Resource Coordinator

Career Resource Center

308 Alfiero Center
Phone: 716-645-3232

Michael A. Paolini

Senior Associate Director

Caitlin Rush

Associate Director

Christopher Salem

Undergraduate Advisement Associate

Dan Wolfe

Employer Relations Manager

**Internships and Experiential
Learning Office**

308 Alfiero Center
Phone: 716-645-3232

Carrie Gardner

Administrative Director

Sheila Toomb

Assistant Director

Visit the School of Management directory at mgt.buffalo.edu/about/contact-visit/faculty-staff-directory.

Introduction to Undergraduate Programs

The University at Buffalo, the Division of Undergraduate Education and the faculty of the School of Management grant the Bachelor of Science in Accounting and the Bachelor of Science in Business Administration degrees and establish standards for the undergraduate programs.

Student's Responsibility

All School of Management students are subject to university and school regulations concerning student affairs, conduct and discipline.

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

This handbook is current as of May 2016. The School of Management reserves the right to make changes in program, policy, admission standards and regulations as circumstances dictate subsequent to publication. Each student is expected to have knowledge of the information contained in this handbook and in other university publications.

School's Right to Amend Rules and Procedures

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

Advisement and Student Services

Undergraduate Academic Programs Office

Students seeking advice, assistance and information concerning the program should call 716-645-3206 or visit 204 Alfiero Center for an appointment. The office is open from 8:30 a.m. to noon and 1-5 p.m., Monday through Friday. The school's Undergraduate Academic Programs Office establishes curriculum requirements for each student when he or she enters the program. At that time, the student's course schedule and standing will be determined.

Undergraduate Learning and Community Center

The Frank and Marilyn Clement Undergraduate Community Hub is a place for students to network, study, work on group projects and relax. The Learning Hub provides a meaningful network of resources to help students achieve success in the School of Management and beyond, with one-on-one or group tutoring and workshops, study groups, and guided study skill sessions to help meet academic goals. The center is located in B20 Jacobs Management Center.

Career Resource Center (CRC)

Located in 308 Alfiero, the school's Career Resource Center provides advisement in all areas of the job search process. The CRC has a library of books, periodicals, newspapers, manufacturing directories and other resources, and schedules professional development workshops and activities. The School of Management Alumni Association also organizes professional development and networking opportunities. In addition, the university's Career Services Office is located in 259 Capen Hall.

Computer Resources

The School of Management's computer lab, located in 210 Jacobs, offers networked computers for students to use. With a consultant on duty to assist users, the lab is generally open from 8 a.m. to 11 p.m. each workday. Call 716-645-3332 for more information.

Additional computer resources are located in Baldy Hall, Bell Hall, Clemens Hall, Diefendorf Hall and the Undergraduate Library in Capen Hall.

Chapter I

The School of Management's undergraduate programs prepare students for managerial roles in the private and nonprofit sectors. The curriculum emphasizes both a broad exposure to mathematics and the social sciences and a general education in management studies. The programs give particular attention to understanding the role of the business firm in society; the management functions of planning and control; the behavior of organizations; the tools of modern management, including accounting, economics and statistics; and how managers perform such functions as production and operations, marketing, finance and human resources.

The school's programs are accredited by AACSB International (Association to Advance Collegiate Schools of Business) and lead to either a Bachelor of Science in Business Administration degree or the Bachelor of Science in Accounting degree. Note: The undergraduate accounting degree is not sufficient to sit for the New York State CPA exam, and students will need to explore graduate studies to qualify. For more information, see the [Accounting Department website](#).

Business administration concentrations include financial analysis, human resources management, international business, management information systems, marketing, and operation and supply chains management.

Qualified students may apply for a five-year program leading to a combined BS/MBA degree. The school has also established combined degree programs with other university units, through which students may obtain the combined BA or BS/MBA degree. For more information on these programs, visit your department advisor or the Graduate Programs Office in 203 Alfiero Center.

Degree Programs

The undergraduate programs in accounting and business administration are compatible with the philosophy of the University Faculty Senate's adopted resolution of requirements necessary for an undergraduate degree program and consist of the following elements:

Foundation Disciplines/ Prerequisite Courses

1. Mathematical Analysis for Business (MTH 131) (business calculus)

Before taking MTH 131, we advise students who feel their algebra and trigonometry skills are weak to take ULC 148 at UB or an equivalent course at another institution.

2. Macroeconomics (ECO 181)
3. Microeconomics (ECO 182)
4. Psychology (PSY 101)
5. Introduction to Statistics for Analytics (MGQ 201)
6. Financial Accounting (MGA 201)
7. Management Accounting (MGA 202)

Business administration students must satisfy the following requirements to remain in the School of Management and take restricted upper-level (300- and 400-level) School of Management courses:

1. Completion of the seven management prerequisite courses with a minimum cumulative GPA of 2.75 for the seven courses. If a course is repeated, the second grade is counted, even if that grade is lower than the first grade earned. Students may not take a course for the major a third time.
2. Minimum overall and UB GPA of 2.5.

3. For transfer students, a minimum transfer GPA of 2.5 at entry to UB.

Accounting students must satisfy the following requirements to remain in the School of Management and take restricted upper-level (300- and 400-level) School of Management courses:

1. Completion of the seven management prerequisite courses with a minimum cumulative GPA of 3.0 for the seven courses. If a course is repeated, the second grade is counted, even if that grade is lower than the first grade earned. Students may not take a course for the major a third time.
2. Minimum overall and UB GPA of 3.0.
3. For transfer students, a minimum transfer GPA of 3.0 at entry to UB.
4. Completion of MGA 201 and MGA 202 with minimum grades of B in each course.

Free Electives

Any credit-bearing courses throughout the university for which a student meets prerequisites and space is available.

AACSB Standard – 50 percent Rule

The Association to Advance of Collegiate Schools of Business (AACSB) accreditation standards mandate that an undergraduate curriculum has a general education/liberal arts component (not business, economics or statistics) that makes up at least 50 percent of a student's four-year program. All students must earn 60 units of such coursework. Up to nine units of statistics and six units of economics may be counted as part of the AACSB requirement.

***Core Management Courses for
Accounting and Business
Administration Majors***

- MGQ 301 Statistical Decisions for
Management
- MGF 301 Corporation Finance
- MGI 301 Human Resources and
Labor Relations for
Managers
- MGB 301 Organizational Behavior
and Administration
- MGG 300 Career Planning, Strategy
and Management
- MGM 301 Principles of Marketing
- MGS 351 Introduction to
Management Information
Systems
- MGE 302 Applied Economics
- MGO 302 Production and Operations
Management
- MGT 401 Public Policy, Law and
Management
- (Accounting students take MGT 403
instead of MGT 401)*
- MGO 403 Fundamentals of Strategic
Management

Three Management Electives

Business Administration students may take “S/U” grading in management electives not being used toward a concentration. All core courses and courses in a concentration must be letter graded.

**General Education and
University Writing
Requirements**

General education and writing requirements for incoming freshman and transfer students entering with less than 24 units are as follows:

- University Writing Skills:
 - All students must complete the University Writing Skills requirements (ENG 101-201) or ENG 102 and one humanities general education course, with placement determined by SAT scores.

- UGC 111, World Civilization I
- UGC 112, World Civilization II
- UGC 211, American Pluralism
- Arts general education course
- Two-semester natural science sequence (at least one semester with lab)
- Depth requirement (MG students satisfy this with completion of MGQ 301 for the major)

See the University Catalog for additional details about UB’s general education program

undergrad-catalog.buffalo.edu

For curriculum guides for the Bachelor of Science in accounting or business administration, visit mgt.buffalo.edu/programs/undergrad

Chapter II

Bachelor of Science in Accounting

Accounting careers often start in public accounting firms, industry, financial institutions, governmental agencies or other nonprofit organizations. Within these organizations, you can further specialize in financial accounting, managerial accounting, audit, internal audit, taxation and specialized consulting services. You may wish to eventually become a certified public accountant (CPA), certified management accountant (CMA), certified financial manager (CFM) or certified internal auditor (CIA) through a combination of licensing exams and experience requirements.

Before you can begin your job search, you will need to decide which path you want to initially follow. You will learn about different functions and kinds of employers from your professional development course and other accounting classes, participation in UB Accounting Association and Beta Alpha Psi activities, internships and your own research. Faculty members have differing backgrounds and are also willing to speak with you regarding career choices.

Requirements, in addition to the management core and university requirements:

- MGA 301 Intermediate Financial Accounting I**
- MGA 302 Intermediate Financial Accounting II**
- MGA 303 Communication for Accountants (2 units)
- MGA 311 Accounting Systems**
- MGA 314 Cost Accounting**
- MGA 402 Auditing
- MGA 403 Introduction to Federal Income Taxes
- MGA 404 Advanced Financial Accounting
- MGT 403 Business Law
- Plus one of the following:
 - MGF 401 Financial Institutions
 - MGF 402 Investment Management
 - MGF 403 International Financial Management (fall only)
 - MGF 405 Advanced Corporate Finance
 - MGF 407 Financial Derivatives and Their Markets (spring only)
 - MGF 420 Special Topics in Finance
 - MGF 439 Security Trading and Exchange Design

***These courses require a minimum grade of C to continue in the program.*

Bachelor of Science in Business Administration Concentrations

The School of Management offers formal concentrations, or sequences of courses available to students interested in specific management areas.

It is not required to follow a concentration, but all students must complete at least three upper-level management electives, in addition to the core management requirements.

The concentrations are:

1. Financial Analysis
2. Human Resources Management
3. International Business
4. Management of Information Systems
5. Marketing
6. Operation and Supply Chains Management

Internships do not satisfy concentration requirements, except for the Human Resources Management concentration. You cannot replace one of your 300- or 400-level MG concentration courses with MGA, MGF, MGM, MGO or MGS 496 to earn a concentration. However, an internship does count as one management elective if a student is not pursuing a concentration. Students should plan concentration courses so that they are spaced out over two or more semesters.

Financial Analysis

You will develop the following skills in financial analysis and control activities:

- Valuate real corporate investment projects and prepare capital budgeting evaluations.
- Estimate the firm's cost of capital for various degrees of leverage and determine optimal capital structure.
- Analyze financial statements for loan and merger analysis.
- Analyze divisional and other sub-unit performance in light of overall corporate objectives.
- Prepare budgets of firms given a sales forecast and estimate cost functions.
- Determine the values of individual securities.
- Analyze security portfolios, determine risk and return characteristics, design portfolios and assess portfolio performance.

Through this concentration, you may find positions in government and the private sector. Typical positions include:

- Financial analyst for corporations
- Lending officer
- Corporate credit analyst
- Cost accountant
- Security analyst
- Portfolio manager

Requirements

In addition to the core management courses, you must complete the following courses:

- MGA 306 Financial Reporting and Analysis*
- MGF 405 Advanced Corporate Finance
- MGF 402 Investment Management
- MGF Elective (Choose from 401, 403, 407, 420 or 439)

**Students changing from the BS in Accounting to the BS in Business Administration with a Finance concentration may substitute MGA 301-302 for MGA 306.*

Human Resources Management

The concentration in Human Resources Management provides a background for you to pursue a career in human resources and industrial relations. It builds upon material covered in MGI 301 (Human Resources and Labor Relations for Managers) and MGB 301 (Organizational Behavior and Administration), both of which are required of all undergraduates.

Requirements

In addition to the core management courses, you must complete the following courses:

- MGI 415 HR Strategy Development and Implementation
- Two of the following:
 - MGI 416 Talent Development
 - MGI 417 Performance and Rewards Development
 - MGI 420 Special Topics in Human Resources (topics vary semester to semester)
 - MGB 425 Power and Influence in Organizations
 - MGI 496 Internship

“S/U” grading will not be allowed in any of the electives.

International Business

The concentration consists of three courses, which you select from those below offered by the Geography Department or the School of Management, plus one year of a foreign language or the equivalent of one year.

Requirements

In addition to the core management courses, you must complete three of the following courses:

- GEO 330 Dynamics of International Business

- GEO 333 Bases of World Commerce
- GEO 334 International Cultural Environment and Commercial Problems
- MGF 403 International Financial Management
- MGM 483 International Marketing

The foreign language requirement will be waived if you have a high school diploma from a country whose language of instruction is not English, you've achieved a 4 or 5 score on an AP examination in a foreign language, or you've scored 600 or higher on a College Board Foreign Language Achievement test.

"S/U" grading will not be allowed in any of the electives.

Management Information Systems

This concentration provides the management and technical skills necessary for entry-level positions in information systems, including the ability to develop computer-based applications for business and industry. Although you will be trained in object-oriented and relational-database languages, the objective of the concentration is to learn to apply information technology effectively.

Requirements

In addition to the core management courses, you must complete the following courses:

- CSE 113 Introduction to Computer Science I
- MGS 314 Applied Business Programming
- MGS 402 Telecommunications Technology
- MGS 404 Database Management Systems
- MGS 405 Systems Analysis and Design
- MGS 425 IT Project Management

"S/U" grading will not be allowed in any of the electives.

Marketing

This concentration provides broad coverage of the marketing field so you will have the theoretical and applied background needed for positions in sales, marketing research or management. No special background, other than the standard management course sequence and a basic marketing course (MGM 301 or equivalent), is required to enter the concentration.

Requirements

- MGM 403 Marketing Research
- Two of the following:
 - MGM 402 Sales Force Management
 - MGM 404 Consumer Behavior
 - MGM 406 Product and Brand Management
 - MGM 409 Advertising and Promotion
 - MGM 483 International Marketing

"S/U" grading will not be allowed in any of the electives.

Operation and Supply Chains Management

This concentration prepares you for a wide range of service operations management positions, in such industries as health care, education, airlines, government, nonprofits, retail, logistics and manufacturing. Through this concentration, you will learn to identify the business characteristics of various service and manufacturing organizations and actively participate in ways and means to contribute towards better service levels for customers, and lower costs, higher productivity and quality; understand how the various tools and techniques learned in the program will contribute to the effectiveness and efficiency of different types of service and manufacturing organizations which ultimately leads to improved costs and service for customers; and, within a supply chain context, identify the specific roles and functions of each player in a (global) supply chain.

Requirements

- MGO 303 Supply Chain and Logistics Management
- MGO 304 Service Operations and Extreme Events Management
- One of the following:
 - MGO 330 Entrepreneurship and Small Business
 - MGO 405 Business Forecasting (spring only)

- MGO 493 Special Topics
- MGB 425 Power and Influence in Organizations
- IE 409 Six Sigma Quality*
- IE 408 Quality Assurance*
- IE 460 Lean Enterprise and Industrial Applications*

**IE courses have limited availability and require written permission from the Engineering Department and registration assistance. We recommend taking an MG elective for this requirement.*

For course descriptions, see the university catalog:

prv-web.sens.buffalo.edu/dev/undergraduatecatalog/academicprograms/programs/som_courses.html

Chapter III – BS/MBA 3-2 Program

The BS/MBA program reduces by one year the usual pattern of a four-year Bachelor of Science in Business Administration program and two-year MBA program. Students accepted into this program must meet undergraduate degree requirements exactly as specified in the MBA Handbook. Any deviation in the curriculum must be approved. Students completing the BS/MBA degree earn two degrees that are conferred together at the end of the fifth year.

For more information, see the MBA Handbook: mgt.buffalo.edu/degree-programs/master-of-business-mba/academic-options/handbooks.html

Chapter IV – Academic Policies and Procedures

Student’s Responsibility

All School of Management students are subject to university and school regulations concerning student affairs, conduct and discipline.

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

The School of Management reserves the right to make changes in program, policy and regulations as circumstances dictate subsequent to publication. Students are expected to know the information contained in this handbook and other university publications.

School’s Right to Amend Rules and Procedures

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

Academic Load

Undergraduates may register for up to 19 units. Your advisor can approve an override with appropriate justification.

Academic Standing

For full-time students to maintain minimum satisfactory progress toward a degree, they must complete 12 credit hours with a 2.0 grade point average or better each semester.

Academic review by the School of Management can result in several designations as follows:

Good standing in the business administration major requires:

1. 2.75 GPA in the seven management foundation courses (prerequisites)
2. 2.5 transfer, overall and UB GPA
3. 2.0 minimum GPA in management courses at the 300 and 400 level

Good standing in the accounting major requires:

1. 3.0 GPA in the seven management foundation courses (prerequisites) and B or better in MGA 201 and 202
2. 3.0 transfer, overall and UB GPA
3. 2.0 minimum GPA in management courses at the 300 and 400 level

For information on the Dean’s List, see

Apply for Graduation

Students must apply for graduation from the HUB Student Center. You may apply for your degree on the HUB up to one year prior to your intended graduation date. Visit the “My Academics” tab on your HUB account for more information.

Students must apply for graduation prior to the following deadlines:

If you plan to graduate in:	File your application by:
Spring (June 1)	Feb. 22
Summer (Sept. 1)	June 1
Fall (Feb. 1)	Oct. 15

Athletics/Recreation Courses

No more than eight hours of activity units are allowed to count toward the minimum of 120 credits.

Class Attendance

Since UB strives to promote student responsibility, there is no rule concerning absences from classes. However, instructors may take account of absences in final grades, and course attendance is expected.

Courses Taken Outside UB

School of Management students are expected to complete their programs at UB. However, students who wish to take lower-division summer work at another accredited institution for credit toward their degree may do so if the course is identified as an equivalent on the Taurus website or by first obtaining approval. Petition forms are available in the School of Management’s Undergraduate Programs Office for MGA 201, MGA 202 or MGQ 201. In rare circumstances, students may be able to petition for consideration for upper-level equivalents from AACSB-accredited business schools.

Students must take at least 30 credit hours at UB to obtain a degree from this institution and meet all other requirements. In addition, a minimum of 24 units of 300- and 400-level management coursework must be completed at UB to be eligible for a BS in business administration. UB’s BS in accounting requires all upper-level requirements to be completed at UB.

Degree Requirements

1. Formal admission to the university as a matriculating student.
2. Acceptance to a major department.
3. Satisfactory completion of academic requirements:
 - a. Minimum of 120 semester units (122 for accounting), 30 of which must have been completed at this institution.
 - b. Major department requirements.
 - c. General education requirements.

d. College writing skills requirement (ENG 101 and ENG 201 or ENG 102 and humanities course).

e. Faculty requirement: All courses completed in major department with a minimum of 2.0 GPA in 300- and 400-level courses. A minimum of 24 units at the 300-400 level must be completed at UB.

Transfer students who have completed a two-year degree in business administration should be especially attentive to this regulation:

f. Minimum of 2.5 overall, UB and transfer GPA for business administration majors and a minimum of 3.0 overall, UB and transfer GPA for accounting majors.

g. AACSB requirement.

4. Clearance of financial obligations and return of library books.

Diplomas and transcripts will not be released until financial obligations are met.

Free electives may be chosen from departmental courses, college courses, faculty courses, freshman seminars, independent study, etc.

Student Evaluation

Eligibility for admission, graduation, retention, probation and dismissal are determined by the Undergraduate Program Committee of the School of Management faculty and by the Undergraduate Education Division's Policy Committee.

Exam Policy

1. Final exam information is available at the time of registration. Students should not register for courses that result in an exam conflict (two or more exams during the same period or three exams scheduled on one day). It's your responsibility to ensure you do not have conflicts.
2. Students who find themselves with an unavoidable exam conflict should contact the course instructors and explain the conflict. Usually, one instructor will be able to schedule an

alternate time for you to take the exam. If you are unable to reschedule the exams with the faculty, contact the dean's office.

Grading Procedures

With the university's desire to grant students the greatest possible flexibility in planning their program, the grading system provides the following options:

Letter Grades

Letter grades carry respective quality points as noted on page 16. Quality points are the weighted evaluation of the letter grades received. Your grade point average is calculated by dividing the quality points earned by units attempted.

Grades of Incomplete

Instructors may give a grade of Incomplete ("I") when a student has not completed all of a course's assigned work and has a passing average, and there is a well-defined means by which the student can complete the work. The "I" grade must be removed within 12 months, though instructors may choose to set shorter time limits. In all cases, an "I" must be removed before graduation. When giving an "I" the instructor must specify the default grade the student will receive if the work is not completed before the grace period expires.

The Registrar's Office posts a date each semester by which all grades must be final for graduation in that semester. This date will be the date by which the "I" grade must be removed if the student plans to graduate that semester.

Students may not register for credit in courses for which they have an Incomplete. If the instructor is no longer here or teaching the course, see an advisor.

The student's grade in HUB and on a transcript will show "I"/default grade until the "I" is made up and the

instructor submits a final grade. If the "I" is not made up, instructions on the transcripts will indicate that the default grade is considered final.

"J" Grade – Reporting Error

1. Any error or misread grade on the grade report form shall result in a grade of "J" and all grade report forms and transcripts shall note the meaning of this grade is "Reporting Error."
2. Blank or unrecorded grades shall no longer appear on grade report forms and transcripts as "F"; instead they shall appear as "J."
3. Every "J" grade will automatically change to "F" at the end of the semester following its recording or at the time of graduation, whichever occurs first, unless corrected by the instructor or department in charge of the course before that deadline. Appropriately modified removal of incomplete forms shall be used to remove the "J" grade.

"R" Grade Resignation

Students may resign from a course without academic penalty for 11 weeks beginning immediately after the one-week drop/add period at the start of each semester. Students who are unfit for a particular course should know that in sufficient time to resign without academic penalty.

"S/U" Grading

- a) "S/U" grading is an option for a student — not an instructor.
- b) Students must select the "S/U" option during the one-week drop/add period at the start of the semester. For instructions, visit registrar.buffalo.edu/registration/policies/sugrading.php.
- c) Students cannot elect "S/U" grading for any course that is required for or is a prerequisite to their major(s) or anticipated major(s).
- d) No more than 25 percent of a student's University at Buffalo credit can be graded "S/U."

- e) Students may recover the letter grade earned in a course graded “S/U” if the course is required for or a prerequisite to a major to which they have changed, or if they can document that a graduate or professional school to which they have applied demands the letter grade. (Once removed, the letter grade stands and cannot be changed back to “S/U.”)
- f) Instructors will not be informed that students have elected the “S/U” option and must submit the letter grades students earned on the HUB grading system.
- g) Those students electing “S/U” will have the letter grade automatically converted to “S/U” via a computer operation at the end of the semester. “S/U” grades in undergraduate courses have the following equivalent letter grades:
S = A, A-, B+, B, B-, C+, C
U = C-, D+, D, F

Undergraduates who choose the “S/U” grading option and earn a C-, D, or D+ may want to recover the letter grade to have the course credited toward the degree. In that case, the student can, upon petition to the Vice Provost of Undergraduate Academic Services, recover the letter grade earned and the units.

Change of Grade

To change from one letter grade to another, an instructor must file a Change of Grade form, signed by the instructor and department chair. Generally, this is only filed in cases of grading error.

Leave of Absence

Students who will not be enrolling at the university in an upcoming semester should file a Leave of Absence form with the university to secure their status at the time the leave of absence begins. For more information, visit prv-web.sens.buffalo.edu/dev/undergraduatecatalog/policies/registration/leave.html.

Probation

Students are automatically placed on probation in the School of Management and shall receive written notice after any semester in which they develop at least one of the following indications of unsatisfactory progress:

1. Prerequisite GPA below a 2.75* for business administration majors and less than 3.0 for accounting majors.

* Students unable to complete the seven prerequisite courses with a minimum GPA of 2.75 by the end of sophomore year will be required to choose an alternative major. Accounting majors unable to achieve the 3.0 overall, UB, prerequisite and MGA 201-202 GPAs will be required to change to business administration if they meet the 2.75 and 2.5 minimum standards; if not, a change of major outside the School of Management will be required.

2. GPA of less than 2.5 for business administration majors and 3.0 for accounting majors for coursework completed UB.
3. GPA of less than 2.0 in junior- and senior-level management courses.

For UB’s academic standards, visit undergrad-catalog.buffalo.edu/policies/grading/academic-review.html.

The Retention Committee will consider termination from the department if the student does not demonstrate significant improvement or satisfactory progress.

Registration

For information regarding course schedules and registration, refer to registrar.buffalo.edu.

Drop/Add Policy

Deadline information about UB’s Drop/Add Policy is available at undergrad-catalog.buffalo.edu/policies/registration/add-drop-resign.html.

Repeating Courses

A student may repeat a major course only once, provided the department approves the repeat. For courses outside the School of Management — including ECO 181 and 182, PSY 101 and MTH 131 — visit undergrad-catalog.buffalo.edu/policies/grading/repeat.shtml. Students may not repeat courses for which their grade is Incomplete.

Transfer Work Policy

Students may repeat courses they have taken elsewhere at UB and vice versa. Transfer courses must be articulated with UB courses (consult taurus.buffalo.edu for proper course selection). When a course first taken at UB is repeated at another institution for transfer credit, the student is still subject to the requirement policy on timely progress toward a degree that states the cumulative GPA for courses taken at UB be 2.0 or higher. Courses taken at another institution cannot change the number of quality points earned at UB or, therefore, the GPA at UB.

Course Resignations

Students may resign from courses up to the end of week 11 in a semester. All resignations will be indicated as official with an “R” on grade reports, transcripts and other official university documents.

It is your responsibility to know resignation dates and potential consequences to academic progress. We strongly recommend you do not resign a course without speaking with your academic advisor.

Special Options

Double Degrees

The double-degree program enables students to gain more than one degree from among the BA, BFA, BPS and BS. To earn both degrees, students must complete 30 hours above the baccalaureate requirement for the second degree and satisfy requirements for each degree. Students should consult an academic advisor for double-degree planning.

Note: Students wishing to use TAP awards are eligible for only eight semesters of assistance.

Explanation of Grades

Joint Majors

A student may elect to work toward a joint major, combining the subjects of two departments as an area of concentration: examples include geography and economics, history and philosophy, classics and political science, psychology and sociology, and physics and mathematics. Joint majors must be between departments and lead to the same degree. For example, a student may not have a joint major between management (BS) and psychology (BA).

The chair or appropriate faculty of each department will assist in planning a joint major. To arrange the program, you must obtain a statement from both departments and gain the approval of your advisor. In special cases, you may arrange a program cutting across several departments, so that the program involves more than one faculty.

Double Majors

A student must be admitted to and complete all requirements for both departments. Both majors must lead to the same degree.

Financial Aid

To maintain full-time status for financial aid purposes, students repeating a course should carry it in addition to 12 units (full-time enrollment) for the semester. Be sure to inquire with the financial aid advisors in Porter Hall with any financial aid concerns. Also, see financialaid.buffalo.edu.

Grade	Grade Points	Interpretation
A	4.0	High Distinction
A-	3.67	High Distinction
B+	3.33	Superior
B	3.0	Superior
B-	2.67	Superior
C+	2.33	Average
C	2.0	Average
C-	1.67	Average
D+	1.33	Minimum Passing Grade
D	1.0	Minimum Passing Grade
F	0.0	Failure
>F<	0.0	Failure for Reason of Academic Dishonesty
FX	0.0	Failure for Non-Attendance
H	Grade points for the grade indicated prior to the H	Honors
I/default grade	None	Incomplete
J or Blank	None	Reporting error (temporary grade)
N	None	No Credit-Official Audit (arranged at time of registration)
P	None	Pass
R	None	Resigned Officially
S	None	Satisfactory
U	None	Unsatisfactory
W	None	Administrative Withdrawal
***	None	No Credit/No Points
@	Not Applicable	Course Repeated for Average
#grade	None	Fresh Start or Second Chance Program-Credit Hours Not Counted

Chapter V – General Information

Graduate Programs

Students who are interested in pursuing our MS, MBA or PhD programs should contact the Graduate Programs Office in 203 Alfiero Center for brochures and application forms or visit mgt.buffalo.edu.

For information on the BS/MBA program, read the MBA Handbook.

Independent Study

Independent studies are supervised research, usually limited to 3 credit hours. Students are typically permitted up to 9 hours of independent study, except when a student takes more than the required electives and exceeds the minimum 120 units for a bachelor's degree. Independent study forms are available in the Undergraduate Programs Office. Complete and return the form to 204 Alfiero Center to register for an independent study.

International Students

International students must register for at least 12 new units each semester to maintain visa status.

Students who have questions other than those pertaining to the bachelor's program should contact the International Student Scholar Services Office in 210 Talbert Hall.

Internships and Experiential Learning Office (IEL)

Experiential learning complements academic training with real-world exposure to the operations of public, private and nonprofit organizations.

Interns work with project managers in sponsoring organizations on a variety of projects. Interns spend about 10 hours per week (150 total hours) at the internship site during an academic semester. Students earn three academic units for an internship after a passing grade is recorded.

Internship experiences are administered through the Internships and Experiential Learning Office in 308 Alfiero Center. For information and requirements, visit mgt.buffalo.edu/internships-experiential-learning/students.

The internship search process is modeled on that of a job search. We work with hundreds of sites in Western New York to generate opportunities for our students. Students review postings, send their résumé, interview and choose an internship. Students may also initiate internship opportunities on their own by working with employers to create internship descriptions and seeking approval from the IEL office. The IEL office registers students for credit and monitors the entire internship process. The school also has an Internship Advisory Committee of faculty from throughout the school.

Students are limited to six hours of internship credit, regardless of whether credit will be used for a management elective.

Parking

Students need to obtain a permit to park on campus from 7 a.m. to 3 p.m. You may park in any lot that is not designated for faculty/staff use. Parking is permitted only in designated spaces and is prohibited on all roadways, sidewalks, grassed areas, service areas and special-permit parking spaces. From Nov. 15 to April 15, overnight parking is permitted only in designated lots.

Residency Requirement

Students are required to earn a minimum of 24 units of management courses at the 300 and 400 levels offered by the University at Buffalo School of Management; if more than 15 management units have been waived, students must take additional undergraduate management courses. The

university's residency requirement is 30 units.

Student Records

Student records are confidential and released only to appropriate faculty and administrative offices. Release of such records to another college, prospective employer or agency will occur only with written permission of the student or upon subpoena. Neither the Registrar's Office nor the Undergraduate Academic Program Office gives student addresses or phone numbers unless the student has indicated the university has permission to release information. The Family Educational Rights and Privacy Act of 1974 has been amended to give a student the right, under certain conditions, to inspect and review certain records placed in his or her file after January 1, 1975. For more information, contact the Office of Student Affairs.

Transcripts

At the student's request, the Registrar's Office can send official transcripts of student records directly to employers and other institutions. Transcripts cannot be sent for any student whose financial obligations to the university have not been met. For more information, visit registrar.buffalo.edu/transcripts.

Summer Coursework

Summer coursework is not required. Students may choose to register for summer sessions, but should meet with an advisor in advance.

Time Limit of Prior Business Administration Coursework

If a student leaves the university for 10 years or more, during which he or she has not registered for any UB courses, and is later readmitted to the university, none of the 300- or 400-level management courses taken during the earlier period of matriculation shall be permitted to count toward the graduation

requirements of the management program.

If a student re-enters UB after an absence of less than 10 years, courses that are more than 10 years old will be individually evaluated for waiver credit toward the degree.

Upper division electives — from the same area as the course for which the student is seeking a waiver and if completed within 10 years of re-entry — can serve as a basis for waiving a required course that was taken more than 10 years earlier.

Waiver Petition Submission Procedure

Complete the form and return it to 204 Alfiero Center with a course syllabus and a record of the grade earned. The form will be reviewed by the appropriate department for equivalency and one of the following actions will be taken:

- A. Approved.
- B. Denied. (If equivalency is not granted, free elective credit will be allowed.)
- C. Examination required. (In some cases an oral or written examination may be required. The student is responsible for making arrangements with the appropriate department for the examination.)
- D. Other requirements as established by the department in individual cases.

Note: Approval for 300- and 400-level management courses from other schools is rare. Decisions are made by individual departments.

Financial Aid

For financial aid information and to set up a meeting with a financial aid advisor, visit financialaid.buffalo.edu or call 716-645-8232.

Tuition Assistance Program

New York State residents are eligible to participate in the Tuition Assistance Program (TAP). Based on family income, the awards may cover up to full tuition. For more information on TAP, visit financialaid.buffalo.edu.

Student Honors and Awards

Beta Alpha Psi

Beta Alpha Psi is the national accounting fraternity, which encourages and recognizes scholastic and professional excellence in the accounting field. By promoting the study and practice of accounting and providing opportunities for students to interact with practicing accountants, the organization hopes to encourage in students a sense of ethical, social and public responsibilities. Students who have attained the appropriate cumulative grade point average in accounting courses and are in the top 35 percent of their class in all university courses are eligible for membership.

Beta Gamma Sigma

Beta Gamma Sigma is the national honor society honoring outstanding students in management. Membership is based on character

and high scholarship and, for graduates, is restricted to those in the top 10 percent of their class.

Graduation Award

The Adriana Ilyse Thaler Award is given each year to an outstanding senior completing a marketing concentration. The award was established by the Thaler Family in memory of Ms. Thaler, a 1991 graduate of the program.

Dean's List

Students earning a GPA of 3.6 or higher in completing 15 semester hours (12 of which are letter-graded) in a semester are eligible for recognition on the university Dean's List for that semester.

Latin Honors

Students earning baccalaureate degrees are eligible to receive Latin honors based on their UB cumulative GPA on the following scale:

3.2 – cum laude

3.5 – magna cum laude

3.75 – summa cum laude

To qualify for Latin honors, students must present a minimum of 60 units of UB undergraduate coursework, at least 54 of which must be graded units (not satisfactory or unsatisfactory grades of "S" or "U").

Latin honors are printed on diplomas.

Chapter VI – Academic Integrity

Preamble

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

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

It is recommended that the instructor and student each consult with the department chair, school or college dean, or the Office of the Senior Vice Provost for Academic Affairs if there are any questions regarding these procedures.

Examples of Academic Dishonesty

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

- **Previously submitted work.** Submitting academically required material that has been previously submitted—in whole or in substantial part—in another course, without prior and expressed consent of the instructor.
- **Plagiarism.** 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.
- **Cheating.** Soliciting and/or receiving information from, or providing information to, another student or any other unauthorized source (including electronic sources such as cellular phones or other devices), with the intent to deceive while completing an examination or individual assignment.
- **Falsification of 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 which 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.
- **Misrepresentation of documents.** Forgery, alteration, or misuse of any university or official document, record, or instrument of identification.
- **Confidential academic materials.** Procurement, distribution or acceptance of examinations or laboratory results without prior and expressed consent of the instructor.
- **Selling academic assignments.** No person shall sell or offer for sale to any person enrolled at the University at Buffalo any academic assignment, or 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.
- **Purchasing academic assignments.** No person shall purchase an academic assignment intended for submission in fulfillment of any course or academic program requirement.

Consultative Resolution

Step 1

If an instructor has reason to believe that a student may have committed an act of academic dishonesty, the instructor shall notify the student suspected of academic dishonesty, then within 10 academic days¹ of discovery of the alleged incident by email to the student's UB IT address with receipt requested, by certified mail return receipt requested, or by written notice delivered in person with a copy countersigned by the student and retained by the instructor.

Once the alleged incident has occurred, the student may not resign from the course without permission of the instructor.

The instructor shall meet and consult with the student within 10 academic days¹ of the date of notification. If the student fails to attend the consultative meeting, the instructor has the authority to reach a decision and to impose a sanction (if appropriate) without consulting the student directly.

At consultation, the instructor shall inform the student of the allegations relating to the specific infringement, and the student shall be given a copy of the Academic Integrity Policy and Procedures.

At the request of either or both parties, the consultation may be recorded. A departmental note-taker (a staff or faculty member, but not a teaching assistant) may record consultation proceedings. The student must agree to the presence of the note-taker, and the student may also have a note-taker in attendance.

Step 2

If, after consultation with the student, the instructor believes the student did not commit an act of academic dishonesty, no sanctions may be imposed. The instructor will orally inform the student of that finding and, if the student so requests, will provide the student with a written statement confirming that finding. Procedures end.

If, after consultation with the student, the instructor believes the student did commit an act of academic dishonesty, the instructor has the authority to impose one or more of the following sanctions:

1. **Warning.** Provide written notice to the student that he/she has violated a university academic integrity standard and that the repetition of the wrongful conduct may be cause for more severe sanctions.
2. **Revision of work.** Require the student to replace or revise the work in which dishonesty occurred. (The instructor may choose to assign a grade of “I” [Incomplete] pending replacement or revision of the work.)
3. **Reduction in grade.** Reduce the student’s grade with respect to the particular assignment/exam or final grade in the course.
4. **Failure in the course.** Fail the student in the course, to be indicated on the transcript by a grade of “F” without comment or further notation.
5. **Such other reasonable and appropriate sanction(s)** as may be determined by the instructor (or committee at later levels of review) with the exception of those subsequently described under #6.
6. **Recommendation of any of the following university sanctions** (these require approval at the department, college/school, and Senior Vice Provost levels).
 - **Failure in the course with citation of academic dishonesty:** A grade of “F” for the course is recorded on the student’s transcript with the additional notation that the grade of “F” was assigned for reason of academic dishonesty. Only the Senior Vice Provost for Academic Affairs or his or her designee may impose this sanction.
 - **Suspension from the university:** The student is suspended for a definite term upon stated conditions. Only the university president or his/her designee may suspend a student from the university.
 - **Expulsion from the university:** The student is expelled, with comment on the transcript. Only the university president or his/her designee may expel a student from the university.

Step 3

The instructor shall provide the student with a copy of the decision, sanction(s) imposed, and the student’s right to appeal that decision. The instructor’s decision letter shall be sent to the student (via certified, return receipt mail), the department chair, and the Senior Vice Provost for Academic Affairs within 10 academic days¹ of the date of the consultation meeting. This statement of decision shall be included in the student’s confidential file maintained in the Office of the Senior Vice Provost for Academic Affairs. The student shall have access to this file.

University Sanctions

If the sanctions imposed at the instructor level include recommendation of university sanctions (as listed in consultative resolution, Step 2.6), departmental level procedures are required, and shall be initiated within 10 academic days¹ of the department chair’s receipt of the statement of decision.

Right to Appeal

The student may appeal the instructor’s findings. The student’s request for an appeal, including specification of the grounds for appeal, must be submitted in writing to the instructor and to the department chair no later than 10 academic days¹ after the instructor has notified the student of his or her decision.

Departmental Level Procedures

Step 1

The instructor and student have no more than 10 academic days¹ following the filing of the request for the initiation of departmental proceedings to deliver evidentiary materials to the department chair. The instructor and student shall each provide the department chair with a written statement of evidence supporting his or her position, any relevant documentation, and the names of potential witnesses.

If the department chair is the faculty member who has brought the academic dishonesty charge against the student, or if a department is unable to assemble a committee because of a limited number of faculty or students, direct consideration at the college or school level may be requested.

Pending resolution, the instructor shall temporarily assign a grade of “I” (Incomplete). This “I” grade can only be adjusted by resolution of the case.

Step 2

Upon review of relevant materials (including all evidence and statements communicated during consultation), if the department chair does not deem it necessary to consider further the circumstances of the case, the department chair will notify the student (via certified, return receipt mail), the instructor, the cognizant academic dean, and the Senior Vice Provost for Academic Affairs of his or her decision within 20 academic days¹ of receipt of the student’s appeal or instructor’s recommendation. If the sanctions imposed at this stage include recommendation of university sanctions (as listed in Consultative Resolution Step 2.6), decanal level procedures are required (see “Decanal Level Procedures”).

Alternatively, if the department chair deems it necessary to consider further the circumstances of the case, he or she shall convene the Departmental Adjudication Committee within 20 academic days¹ of the date the department office received the request for initiation of departmental proceedings.

The department office shall convey all evidentiary materials to the Departmental Adjudication Committee, the student, and the instructor at the time the notice of the hearing is delivered. The student and the instructor shall be given at least 72 hours notice of the hearing.

At hearing(s), the Departmental Adjudication Committee shall provide sufficient opportunity for both principals to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of those who contribute information to the committee.

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

The technical and formal rules of evidence applicable in a court of law are not controlling, and the committee may hear all relevant and reliable evidence that will contribute to an informed result. The Departmental Adjudication Committee shall only consider evidence presented at hearing(s). Discussion of a student’s formerly alleged or documented academic misconduct shall not be admissible as evidence to determine whether the student is responsible for breaching the university’s academic integrity code in the current case, although such history may be introduced and considered during the sanctioning phase. Hearings shall be confidential.

The Departmental Adjudication Committee shall provide the department chair with a written statement of recommendations and reasons for recommendations within 10 academic days¹ of the final meeting of the committee. Recommendations may include:

- **Findings Overturned.** A finding that no academic dishonesty took place and that no sanctions should be imposed.
- **Findings Sustained.** A finding that academic dishonesty occurred, and the committee is in agreement with the sanction(s) previously imposed or recommended.
- **Finding of Different Sanction.** A finding that academic dishonesty occurred, but that the sanction(s) previously imposed or recommended are inappropriate and that greater or lesser sanction(s) should be imposed.

Step 3

The department chair considers the committee’s findings and recommendations and renders a final decision. The department chair’s decision and the student’s right to appeal that decision shall be submitted in writing from the department chair to the student (via certified, return receipt mail), the instructor, the cognizant academic dean, and the Senior Vice Provost for Academic Affairs within 10 academic days¹ of receiving the Departmental Adjudication Committee’s statement of recommendations.

The department chair shall forward the record of the matter consisting of all written communications, all written evidence, an audiotape or other record of the hearing, and a statement of recommendations to the Senior Vice Provost for Academic Affairs, where a confidential file will be maintained. The student shall have access to this file.

University Sanctions

If the sanction(s) imposed at the departmental level include recommendation of university sanctions (as listed in Consultative Resolution Step 2.6), decanal level procedures are required, and shall be initiated within 10 academic days¹ of the dean's receipt of the statement of decision.

Right to Appeal

The student or the instructor may appeal the department chair's findings. The request for an appeal, including specification of the grounds for appeal, must be submitted in writing to the department chair and to the cognizant academic dean no later than 10 academic days¹ after the department chair has notified the student of his or her decision.

Decanal Level Procedures

Step 1

The instructor and student have no more than 10 academic days¹ following the filing of the request for the initiation of decanal level proceedings to deliver evidentiary materials to the cognizant academic dean. The instructor and student shall each provide the academic dean with a written statement of evidence supporting his or her position, any relevant documentation, and the names of potential witnesses.

Pending resolution, the temporarily assigned grade of "I" (Incomplete) will continue in place. This "I" grade can only be adjusted by final resolution of the pending case.

Step 2

Upon review of relevant materials (including all evidence and statements communicated during consultation), if the academic dean does not deem it necessary to consider further the circumstances of the case, the academic dean will notify the student (via certified, return receipt mail), the instructor, the department chair, and the Senior Vice Provost for Academic Affairs of his or her decision within 20 academic days¹ of receipt of the student's appeal or instructor's recommendation. If the sanctions imposed at this stage include recommendation of university sanctions (as listed in Consultative Resolution Step 2.6), a hearing at the decanal level is required, and procedures below shall be initiated within 20 academic days¹ of the academic dean's receipt of the department chair's statement of decision.

Alternatively, if the academic dean deems it necessary to consider further the circumstances of the case, he or she shall convene the Decanal Adjudication Committee within 20 academic days¹ of the date that the academic dean received the request for initiation of decanal level proceedings.

The academic dean's office shall convey all evidentiary materials to the Decanal Adjudication Committee, the student, and the instructor at the time the notice of the hearing is delivered. The student and the instructor shall be given at least 72 hours notice of the hearing.

At hearing(s), the Decanal Adjudication Committee shall provide sufficient opportunity for both principals to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of those who contribute information to the committee.

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

The technical and formal rules of evidence applicable in a court of law are not controlling, and the committee may hear all relevant and reliable evidence that will contribute to an informed result. The Decanal Adjudication Committee shall only consider evidence presented at hearing(s). Discussion of a student's formerly alleged or documented academic misconduct shall not be admissible as evidence to determine whether the student is responsible for breaching the university's academic integrity code in the current case, although such history may be introduced and considered during the sanctioning phase. Hearings shall be confidential.

The Decanal Adjudication Committee shall provide the academic dean with a written statement of recommendations and reasons for recommendations within 10 academic days¹ of the final meeting of the committee. Recommendations may include:

- **Findings Overturned.** A finding that no academic dishonesty took place and that no sanctions should be imposed.
- **Findings Sustained.** A finding that academic dishonesty occurred, and the committee is in agreement with the sanction(s) previously imposed or recommended.
- **Finding of Different Sanction.** A finding that academic dishonesty occurred, but that the sanction(s) previously imposed or recommended are inappropriate and that greater or lesser sanction(s) should be imposed.

Step 3

The academic dean considers the committee's findings and recommendations and renders a final decision. The academic dean's decision and the student's right to appeal that decision shall be submitted in writing from the academic dean to the student (via certified, return receipt mail), the instructor, the department chair, and the Senior Vice Provost for Academic Affairs within 10 academic days¹ of receiving the Decanal Adjudication Committee's statement of recommendations.

The academic dean shall forward the record of the matter consisting of all written communications, all written evidence, an audiotape or other record of the hearing, and the statement of recommendations to the Senior Vice Provost for Academic Affairs, where a confidential file will be maintained. The student shall have access to this file.

University Sanctions

If the sanction(s) imposed at the decanal level include recommendation of university sanctions (as listed in Consultative Resolution Step 2.6), Vice Provostal level procedures are required, and shall be initiated within 10 academic days¹ of the Senior Vice Provost for Academic Affairs' receipt of the statement of decision.

Right to Appeal

The student or the instructor may appeal the academic dean's findings, but only based on claims of limitations on, or violations of, applicable due process. Any such appeal request must describe the specific due process violation(s) claimed and must be submitted in writing to the academic dean and to the Senior Vice Provost for Academic Affairs no later than 10 academic days¹ after the academic dean has notified the student of his or her decision.

Senior Vice Provost Level Procedures

Step 1

The instructor and student have no more than 10 academic days¹ following the filing of the request for the initiation of Vice Provostal level proceedings to deliver evidentiary materials to the Senior Vice Provost for Academic Affairs. The instructor and student shall each provide the Senior Vice Provost with a written statement of evidence supporting his or her position, any relevant documentation, and the names of potential witnesses.

Pending resolution, the temporarily assigned grade of "I" (Incomplete) will continue in place. This "I" grade can only be adjusted by final resolution of the pending case.

Step 2

Upon review of relevant materials (including all evidence and statements communicated during consultation), if the Senior Vice Provost for Academic Affairs does not deem it necessary to consider further the circumstances of the case, the Senior Vice Provost will notify the student (via certified, return receipt mail), the instructor, the department chair, and the cognizant academic dean of his or her decision within 20 academic days¹ of receipt of the student's appeal or instructor's recommendation. If the sanctions imposed at this stage include recommendation of university sanctions (as listed in Consultative Resolution Step 2.6), the Senior Vice Provost for Academic Affairs will pursue appropriate steps to implement or seek implementation of such sanction(s).

Alternatively, if the Senior Vice Provost for Academic Affairs deems it necessary to consider further the circumstances of the case, he or she shall convene the Vice Provostal Adjudication Committee within 20 academic days¹ of the date on which the Senior Vice Provost received the request for initiation of Vice Provostal level proceedings.

The Senior Vice Provost shall convey all evidentiary materials to the Vice Provostal Adjudication Committee, the student, and the instructor at the time the notice of the hearing is delivered. The student and the instructor shall be given at least 72 hours notice of the hearing.

At hearing(s), the Vice Provostal Adjudication Committee shall provide sufficient opportunity for both principals to present their positions and shall allow each principal the right to question the presentation(s), written or verbal, of those who contribute information to the committee.

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

The technical and formal rules of evidence applicable in a court of law are not controlling, and the committee may hear all relevant and reliable evidence that will contribute to an informed result. The Vice Provostal Adjudication Committee shall only consider evidence presented at hearing(s). Discussion of a student's formerly alleged or documented academic misconduct shall not be admissible as evidence to determine whether the student is responsible for breaching the university's academic integrity code in the current case, although such history may be introduced and considered during the sanctioning phase. Hearings shall be confidential.

The Vice Provostal Adjudication Committee shall provide the Senior Vice Provost for Academic Affairs with a written statement of recommendations and reasons for recommendations within 10 academic days¹ of the final meeting of the committee. Recommendations may include:

- **Findings Overturned.** A finding that no academic dishonesty took place and that no sanctions should be imposed.
- **Findings Sustained.** A finding that academic dishonesty occurred, and the committee is in agreement with the sanction(s) previously imposed or recommended.
- **Finding of Different Sanction.** A finding that academic dishonesty occurred, but that the sanction(s) previously imposed or recommended are inappropriate and that greater or lesser sanction(s) should be imposed.

Step 3

The Senior Vice Provost for Academic Affairs considers the committee's findings and recommendations and renders a final decision. The Senior Vice Provost's decision shall be submitted in writing to the student (via certified, return receipt mail), the instructor, the department chair, and the cognizant academic dean within 10 academic days¹ of receiving the Vice Provostal Adjudication Committee's statement of recommendations.

The Senior Vice Provost shall file the record of the matter consisting of all written communications, all written evidence, an audiotape or other record of the hearing, and statements of recommendations in the confidential file located in and maintained by the Office of the Senior Vice Provost for Academic Affairs. The student shall have access to this file.

University Sanctions

If the sanction(s) imposed at the Vice Provostal level include implementation or recommended implementation of university sanctions (as listed in Consultative Resolution Step 2.6), implementation or recommended implementation of those sanctions shall be initiated within 10 academic days¹ following the Senior Vice Provost's decision in the matter.

No Right to Further Appeal

The decision of the Senior Vice Provost for Academic Affairs is final, and no further appeal is available.

Note: ¹ Academic days are defined as weekdays, when classes are in session, not including the summer or winter sessions.

[Appendices to the Academic Integrity Policy Regarding Committee Membership and Confidentiality of Proceedings](#)

Undergraduate Academic Integrity Policy Appendices

Appendix A: Departmental Adjudication Committee Membership

The cognizant department chair, or the chair of the departmental adjudication committee, shall assemble, from a pool of individuals comprising the departmental Academic Integrity Pool, a Departmental Adjudication Committee comprised of no fewer than two faculty members and two undergraduate students or a larger number of participants maintaining this same ratio. The departmental Academic Integrity Pool shall be selected by the respective faculty and student constituencies in an appropriate democratic fashion, and in no case shall these representatives be appointed by the departmental or decanal administration. If deemed appropriate, the Departmental Academic Integrity Pool may also serve as the Departmental Grievance Pool.

The members of the Academic Integrity Pool and the Adjudication Committee shall be selected so that no member is involved in a disproportionate number of cases. Each principal to the dispute shall have the option of requesting, without stipulating a reason, the replacement of one member of the Committee appointed to hear the case. If any principal finds the replacement member inappropriate, the party shall transmit, within five academic days of the naming of the committee, a written statement of the grounds for this “challenge for cause” to the cognizant department chair who shall rule on the merits and either retain or replace the committee member so challenged. Each committee member selected shall have the option of disqualifying him/herself from the Committee by stipulating reasons why he or she feels unable to deal with the case in an unbiased fashion.

Appendix B: Confidentiality of Proceedings

Once the department chair, college or school dean or the Senior Vice Provost for Academic Affairs initiates an academic integrity hearing, principals and committee members shall have the obligation to maintain the confidentiality of the proceedings and of all materials or testimony presented in hearing proceedings, until a decision is formally transmitted to the principals involved in the case.

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

Appendix C: Decanal Adjudication Committee Membership

The cognizant college or school dean, or the chair of the school or college Adjudication Committee, shall assemble, from a pool of individuals comprising the college or school Academic Integrity Pool, a Decanal Adjudication Committee comprised of no fewer than two faculty members and two undergraduate students or a larger number of participants maintaining this same ratio. In those college/schools comprised of multiple academic departments, the Decanal Adjudication Committee shall not include representatives from the department(s) involved in the case. The college or school Academic Integrity Pool shall include two representatives, as appropriate, from each department: one faculty member and one undergraduate student. The departmental representatives in the Academic Integrity Pool shall be selected by the respective faculty and student constituencies in an appropriate democratic fashion, and in no case shall these representatives be appointed by the departmental or decanal administration. If deemed appropriate, the Decanal Academic Integrity Pool may also serve as the Decanal Grievance Pool.

The members of the Academic Integrity Pool and the Adjudication Committee shall be selected so that no member is involved in a disproportionate number of cases. Each principal to the dispute shall have the option of requesting, without stipulating a reason, the replacement of one member of the Committee appointed to hear the case. If any principal finds the replacement member inappropriate, the party shall transmit, within five academic days of the naming of the committee, a written statement of the grounds for this “challenge for cause” to the cognizant academic dean who shall rule on its merits and either retain or replace the committee member so challenged. Each committee member selected shall have the option of disqualifying him/herself from the Committee by stipulating reasons why he or she feels unable to deal with the case in an unbiased fashion.

Appendix D: Vice Provostal Adjudication Committee Membership

The Vice Provostal Adjudication Committee shall be comprised of no fewer than two faculty members and two undergraduate students (all from outside the cognizant academic department[s]) or a larger number of participants maintaining this same ratio. The departmental representatives comprising the Vice Provostal Academic Integrity Pool shall be selected by the respective faculty and student constituencies in an appropriate democratic fashion, and in no case shall these representatives be appointed by the departmental or decanal administration. If deemed appropriate, the Vice Provostal Academic Integrity Pool may also serve as the Vice Provostal Grievance Pool.

The members of the Vice Provostal Academic Integrity Pool and the Vice Provostal Adjudication Committee shall be selected so that no member is involved in a disproportionate number of cases. Each principal to the dispute shall have the option of requesting, without stipulating a reason, the replacement of one member of the committee appointed to hear the case. If any principal finds the replacement member inappropriate, the party shall transmit, within five academic days of the naming of the committee, a written statement of the grounds for this “challenge for cause” to the Senior Vice Provost for Academic Affairs who shall rule on its merits and either retain or replace the committee member so challenged. Each committee member selected shall have the option of disqualifying him/herself from the committee by stipulating reasons why he or she feels unable to deal with the case in an unbiased fashion.

Panel Development

The Senior Vice Provost for Academic Affairs shall encourage departments to nominate faculty and student representatives for the departmental and decanal pools and to encourage departments to facilitate development of faculty and student representatives in order to ensure a suitable pool of personnel for departmental, decanal, and Vice Provostal academic integrity hearings.

You can find the full Academic Grievance Policy online at
undergrad-catalog.buffalo.edu/policies/conduct/grievance.html.

Chapter VII – Waiver Policies

Residency Requirement

Students are required to earn a minimum of 24 units of management courses at the 300 and 400 levels offered by the University at Buffalo School of Management. If more than 15 management units have been waived, students must take additional undergraduate management courses. The university requires a minimum of 30 units to be completed at UB.

These courses will be considered for equivalency through petition only:

MGQ 201

To receive a waiver of MGQ 201, a student must present evidence to the School of Management that he or she has completed at least one course in statistics and has formal coursework or experience involving a spreadsheet program.

MGA 201 and 202

Two semesters of financial and managerial accounting from a two-year community college or an accredited four-year college with equivalent coverage.

Under exceptional circumstances, students not meeting the above requirements may be required to take a waiver exam.

Note: Accounting majors are required to earn a minimum grade of B in both MGA 201 and MGA 202.

MGA 306

Waivers are considered only when comparable courses are taken at an upper-division level from an AACSB-accredited, four-year college.

Note: MGA 306 is an elective for non-accounting students and is not part of the accounting major.

MGA 301, 302, 303, 311, 314, 401, 402, 403, 404, 410, 415

Waivers are usually not approved. In general, the accounting faculty will consider the waiver of only one accounting course throughout the entire program. To be considered, the course must be from a four-year AACSB school.

MGB 301

Waivers are considered only when comparable courses are taken at an upper-division level from an AACSB-accredited, four-year college.

(Introduction to psychology, sociology or management courses are not similar to MGB 301.)

MGF 301

Waivers are considered only when comparable courses are taken at an upper-division level from an AACSB-accredited, four-year college.

MGE 302

Economics 405 and 407 at UB with grades of “B” or higher in both courses will waive MGE 302. Waivers for non-UB courses are considered only when comparable courses are taken at an upper-division level from an AACSB-accredited, four-year college.

MGI 301

Waivers are considered only when comparable courses are taken at an upper-division level from an AACSB-accredited, four-year college. In addition, the course must have been completed within the past three years.

MGM 301

Waivers are considered only when comparable courses are taken at an upper-division level from an AACSB-accredited, four-year college. Alternatively, the faculty will consider two full-semester marketing courses with the same

content within the last two academic years from a two-year school.

MGQ 301

Two courses, with a grade of “B” or better in each course, which include the following components: introductory statistics; probability theory; hypothesis testing including Chi Square, “t” and F tests; multiple regression and analysis of variance.

MGS 351

One full-semester introduction to MIS course within the last two academic years from an AACSB-accredited, four-year school. Alternatively, two full-semester MIS courses with the same content as MGS 351 from a two-year school.

MGO 403

MGO 403 is the School of Management capstone course. Waivers are not permitted.

MGT 401

Public Policy, Law and Management - Business Law I and II with the same content as MGT 401 from a two-year school will be considered for waiver of MGT 401. Students who have completed an upper-level course in Legal Environment of Management or Business Law with the same content as MGT 401 from a four-year, AACSB-accredited institution may also be considered for a waiver.

MGT 403

Waivers are not permitted.

Chapter VIII – Prerequisites

Note: All prerequisites must be completed prior to starting a course. The School of Management may drop any registration if the prerequisites have not yet been completed.

Accounting

Course	Prerequisite(s)
MGA 201 Introduction to Financial Accounting	Sophomore standing
MGA 202 Introduction to Management Accounting	MGA 201, sophomore standing
MGA 301 Intermediate Financial Accounting I: Assets and Income Determination	MGA 201-202 ("B" grades required in each), concurrent registration in MGA 311, junior standing in accounting major
MGA 302 Intermediate Financial Accounting II: Equities	MGA 301, MGA 311, junior standing in accounting major and minimum of "C" grades in MGA 301 and MGA 311 required to enroll in MGA 302
MGA 303 Communication for Accountants	MGA 301 or co-registration with MGA 301 or MGA 302, junior standing in accounting major
MGA 311 Accounting Systems	MGA 201-202 ("B" grades required in each), junior standing in accounting major
MGA 314 Cost Accounting	MGA 301 and 311 (minimum "C" grades required in each), junior standing in accounting major and concurrent registration with MGA 302
MGA 402 Auditing	MGA 301, 302, 311 and 314 with minimum of "C" grade in each, MGF 301, concurrent or prior completion of MGE 302 and senior standing required to enroll in MGA 402
MGA 403 Federal Income Taxes	MGA 301, 302, 311 and 314 with minimum of "C" grade in each and senior standing required to enroll in MGA 403
MGA 404 Advanced Financial Accounting	MGA 301, 302, 311 and 314 with minimum of "C" grade in each, MGF 301 and senior standing required to enroll in MGA 404
MGA 415 Fraud Examination	Any 300 level MGA course, MGA 311 or MGS 351, and MGQ 301 and senior standing

Non-Accounting track students only

Course	Prerequisite(s)
MGA 306 Financial Reporting and Analysis	MGA 201-202 and junior standing

Economics

Course	Prerequisite(s)
MGE 302 Applied Economics	ECO 181-182, MGQ 201, MTH 131 or MTH 121 and MTH 122

Finance

Course	Prerequisite(s)
MGF 301 Corporation Finance	MGA 201, completion of or concurrent registration in MGQ 301, MTH 131, junior standing
MGF 401 Financial Institutions	MGF 301, junior standing
MGF 402 Investment Management	MGF 301, MGQ 301, junior standing
MGF 403 International Financial Management	MGF 301, MGQ 301, junior standing
MGF 405 Advanced Corporate Finance	MGF 301, MGQ 301, junior standing
MGF 407 Financial Derivatives and Their Markets	MGF 301, MGQ 301, concurrent registration or completion of MGF 402, senior standing
MGF 420 Special Topics in Finance	MGF 301, senior standing

Human Resources and Industrial Relations

Course	Prerequisite(s)
MGI 301 Human Resources Management and Labor Relations for Managers	Junior standing
MGI 415 HR Strategy Development and Implementation	MGI 301, junior standing
MGI 416 Talent Management	MGI 301, junior standing
MGI 417 Performance and Rewards Management	MGI 301 and MGB 301, junior standing
MGI 418 Special Topics - Performance Management	MGI 301, junior standing
MGI 420 Special Topics	MGI 301, junior standing

Management and Policy

Course	Prerequisite(s)
MGG 300 Career Strategies, Planning and Management	Junior or senior standing
MGT 401 Public Policy, Law and Management	Junior or senior standing
MGT 403 Business Law I	Senior standing in accounting
MGT 420-422 Seminars in Management	Junior or senior standing

Management Science

Course	Prerequisite(s)
MGQ 201 Introduction to Statistics for Analytics	Sophomore standing
MGQ 301 Computers and Statistical Decisions	MGQ 201, junior standing

Management Systems

Course	Prerequisite(s)
MGS 351 Introduction to Management Information Systems	MGQ 201, junior standing
MGS 314 Applied Business Programming	MGS 351, senior standing
MGS 402 Telecommunications Technology	MGS 351, senior standing

MGS 404 Database Management Systems	MGS 351, senior standing
MGS 405 Systems Analysis and Design	CSE 113, MGS 351, concurrent registration in MGS 425 and senior standing
MGS 425 IT Project Management	CSE 113, MGS 351, MGS 314, concurrent registration in MGS 405 and senior standing

Marketing

Course	Prerequisite(s)
MGM 301 Principles of Marketing	ECO 182, PSY 101 and junior standing
MGM 402 Selling and Sales Force Management	MGM 301, junior standing
MGM 403 Marketing Research	MGM 301, junior standing
MGM 404 Consumer Behavior	MGM 301, junior standing
MGM 405 Seminar in Marketing	MGM 301, junior standing
MGM 406 Product and Brand Management	MGM 301, junior standing
MGM 409 Advertising and Promotion	MGM 301, junior standing
MGM 483 International Marketing	MGM 301, junior standing

Operations Management and Strategy

Course	Prerequisite(s)
MGO 302 Production and Operations Management	MGQ 201
MGO 303 Supply Chain and Logistics Management	MGQ 201, junior or senior standing
MGO 304 Service Operations and Extreme Events	MGQ 201, junior or senior standing
MGO 403 Fundamentals of Strategic Management	MGF 301, MGM 301, MGB 301, MGS 351, MGO 302, and MGE 302 OR must have a minimum of three of the six completed and no more than three concurrent registration with MGO 403, senior standing

Organizational Behavior

Course	Prerequisite(s)
MGB 301 Organizational Behavior and Administration	PSY 101, junior standing
MGB 425 Power and Influence in Organizations	MGB 301

State University of New York at Buffalo

Policies Governing Non-Discrimination

The following university policy statements are reissued in accordance with the requirements of various federal and state laws and regulations and executive orders.

Notice of Non-Discrimination

Pursuant to university policy, the University at Buffalo is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, veteran status, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the university community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law or treated adversely based upon a protected characteristic.

The university's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence. The [full text of the Discrimination and Harassment Policy](#) can be viewed online.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to Sharon Nolan-Weiss, Director of the Office of Equity, Diversity and Inclusion and Title IX/ADA Coordinator, 406 Capen Hall, Buffalo, New York 14260; Tel. 716-645-2266; email aa-diversity@buffalo.edu. Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. 646-428-3800; Email: OCR.NewYork@ed.gov.

View the complete [Discrimination and Harassment Policy](#) (PDF) and additional information about the university's policies and procedures governing discrimination, harassment, reasonable accommodation, religious accommodation, child protection, sexual violence and recruitment at buffalo.edu/equity/policies.html.



The School of Management Alumni Association (SOMAA) is a key partner in helping the school achieve its mission and strategic objectives.

Since 1933, the SOMAA has organized programs, events and initiatives that engage alumni and current students, advance management education and enhance the reputation and quality of the University at Buffalo School of Management.

Student Benefits and Opportunities

As a School of Management student, you have access to the wealth of experience from more than 37,000 School of Management alumni and more than 240,000 UB alumni living and working around the globe.

Through strong relationships with faculty, staff and the SOMAA, School of Management alumni support the school and current students in so many ways.

- **The School of Management MentorLink group** (seniors only) – Contact alumni through LinkedIn.
- **In-class presentations** by alumni.
- **Events** including Network New York, Career Passport Conference and Coffee Cup Conversations – the CRC will notify you of these great networking events.
- **Job postings/campus recruiting** – many alumni recruit our students for jobs after graduation.
- **Business cards for students**
- **Student Champion Program** – Through this program, the alumni association provides financial assistance for a limited number of students to attend the following events: (The CRC posts these opportunities for us.)
 - **Annual Awards Banquet**
 - **Business & Brews**
 - **Golf Outing**

More than anything, alumni like to give back to the school by interacting with you, current students. You actually help the school by interacting with alumni!

Every School of Management graduate is a member of the UB Alumni Association and the School of Management Alumni Association. The associations promote connections among UB alumni and help link alumni to the university and current students.

For more information:

**University at Buffalo School of Management
Alumni Engagement and External Relations Office
150 Jacobs Management Center
716-645-3224
mgt-alumni@buffalo.edu
mgt.buffalo.edu/alumni**