



School of Management
University at Buffalo *The State University of New York*

2007-2008

UNDERGRADUATE HANDBOOK



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Academic Calendar for 2007-08

Fall Semester 2007

Date	Event
Monday, August 27	Classes begin
Monday, September 3	Labor Day Observed
Wednesday, September 12	Rosh Hashanah (Classes cancelled after 6:00 PM)
Thursday, September 13	Classes Resume at 6:00 PM
Friday, September 21	Yom Kippur (Classes cancelled after 6:00 PM)
Saturday, September 22	Classes Resume at 6:00 PM
Tuesday, October 16	President's Second Annual Address to the Community
Wednesday, November 21 - Saturday, November 24	Fall Recess
Monday, November 26	Classes Resume
Friday, December 7	Last Day of Classes
Saturday, December 8 - Sunday, December 9	Reading Days
Monday, December 10 - Monday, December 17	Semester Final Examinations
Tuesday, December 18	Winter Recess Begins

Spring Semester 2008

Date	Event
Monday, January 14	Classes begin
Monday, January 21	Martin Luther King Day Observed
Monday, March 10 - Saturday, March 15	Spring Recess
Monday, March 17	Classes Resume
Thursday, April 17	Celebration of Academic Excellence (classes are in session)
Monday, April 28	Last Day of Classes
Tuesday, April 29 - Wednesday, April 30	Reading Days
Thursday, May 1 - Thursday, May 8	Semester Final Examinations
Thursday, May 8 - Sunday, May 11	Commencement Weekend

DIRECTORY

Undergraduate Program Personnel

Dr. John M. Thomas

Dean – School of Management
160 Jacobs Management Center
Phone: 645-3221

Dr. Katherine Ferguson

Associate Dean, Academic Programs
160 Jacobs Management Center
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Raymond Orrange

Chairman of the Undergraduate Program Committee
268 Jacobs Management Center
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BobbyJo LaDelfa

Administrative Director, Credit-Bearing Practicum Program
239 Jacobs Management Center
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External Affairs
150 Jacobs Management Center
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Lawrence D. Michael

Assistant Dean
Resource Management
133 Jacobs Management Center
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Cynthia Shore

Assistant Dean, Corporate & Community Relations
Jacobs 236
Phone: 645-3226

Jacqueline Ghosen

Director of Communications
160 Jacobs Management Center
Phone: 645-2833

Undergraduate Program

Phone 645-3206

Dr. Diane Dittmar

Assistant Dean, Academic Programs Administration
204 Alfiero Center

Deidre Marriner

Associate Director of Undergraduate Advising
204 Alfiero Center

Dr. Margaret M. Addesa

Undergraduate Academic Advisor
204 Alfiero Center

Mary Ann McQuade

Undergraduate Academic Advisor
204 Alfiero Center

Kirk Voskerichian

Undergraduate Academic Advisor
204 Alfiero Center

Joy Vella

Office Manager, Academic Programs Office
204 Alfiero Center

Craig Mathis

Administrative Assistant
Academic Programs Office
204 Alfiero Center

Career Resource Center

Phone: 645-3232

Michael A. Paolini

Interim Director, Career Resource Center
308 Alfiero Center

Pamela Krakowiak

Associate Director
308 Alfiero Center

Melissa Ruggiero

Associate Director
308 Alfiero Center

University Offices

Student Response Center

645-2450
232Capen Hall
All academic and financial services

CIT Help Desk

216 Computing Center
645-3542

Int'l Student and Scholar Services

210 Talbert Hall
Phone: 645-2258

Parking and Transportation Services

102 Spaulding Quad
Phone: 645-2516

University Police

Bissell Hall
Phone: 645-2222 (Emergency)
Phone: 645-2227 (Non-Emergency)

Office of Disability Services

25 Capen Hall
Phone: 645-2608

Student Health Center

Michael Hall
Phone: 829-3316

University Counseling Service

120 Richmond Quad, Bldg. 2
Phone: 645-2720

University Operator

Telephone Numbers
Phone: 645-2000

University Visitor Information

Phone: 645-7330

School of Management Faculty

Department Chairs

SUSAN S. HAMLEN, Chair, Department of Accounting and Law, PhD, Purdue University; CMA

KEE H. CHUNG, Chair, Department of Finance and Managerial Economics, M&T Bank Chair in Banking and Finance, PhD, University of Cincinnati

RAMASWAMY RAMESH, Chair, Department of Management Science and Systems, PhD, State University of New York at Buffalo

ALAN DICK, Chair, Department of Marketing, Professor of Marketing Research, PhD,

NALLAN C. SURESH, Chair, Department of Operations Management and Strategy, PhD, University of Cincinnati

JERRY M. NEWMAN, Chair, Department of Organization and Human Resources, PhD, University of Minnesota, SUNY Distinguished Teaching Professor

For a listing of faculty see
<http://www.mgt.buffalo.edu/cfdocs/forms/faculty/facultydir.cfm>

Introduction to Undergraduate Program

The University at Buffalo, the Division of Undergraduate Education, and the Faculty of the School of Management grant the Bachelor of Science in Business Administration degree and establish standards for the Undergraduate Program.

Student's Responsibility

All students enrolled in the School of Management 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 to keep informed on matters relating to registration, prerequisites, degree requirements, calendar dates, etc.

This handbook is current as of March 1, 2006. The School of Management reserves the right to make changes in program, policy, and regulations as circumstances dictate, subsequent to publication. Each student is expected to have knowledge of the information contained in this handbook and in other University publications.

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 University at Buffalo.

Advisement and Student Services

Students seeking advice, assistance, and information concerning the program should telephone or visit 204 Alfiero Center for an appointment. Appointment hours are 8:30-5:00 o'clock, Monday through Friday. The office phone number is 645-3206. The fax number is 645-2341. Each newly enrolled student must establish his or her curriculum requirements with a School of Management advisor in the Office of Academic Programs Administration before he or she starts the program. At that time, the student's course schedule

and potential advanced standing will be determined.

Career Resource Center

The School has a Career Resource Center in 308 Alfiero Center (645-3232) which provides advisement in all areas of the job search process. It also has a library of books, periodicals, newspapers, manufacturing directories, and telephone books. The office also schedules workshops and activities, as well as prints a newsletter, all to assist the professional development of the student. The Alumni Association is also actively involved in assisting the School with this professional development.

In addition, the University has a Placement Service, located in Capen Hall, Room 259.

Computer Resources

The School of Management's computer lab is located in Room 210 Jacobs (645-3332). This facility houses networked personal computers that are linked to the Internet. A consultant is on duty to assist users. It is generally open from 8 a.m. to 11 p.m. each work day.

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

Chapter I

Undergraduate Degree Program

The Undergraduate Program in the School of Management is designed to prepare students for managerial roles in both the private and not-for-profit sectors. The curriculum emphasizes both a broad exposure to mathematics and the social sciences and a general education in management studies. The program of study in management gives 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 the ways in which managers perform such functions as production, marketing, finance, and human resources.

The School's program is accredited by the AACSB International (Association to Advance Collegiate Schools of Business) and leads to the Bachelor of Science in Business Administration degree. A registered accounting option is available, completion of which qualifies the student to take the New York State CPA examination as well as a concentration in internal auditing. There are also undergraduate concentrations in such areas as financial analysis, human resources management, international business, management information systems, and marketing.

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 units in the University, under which students may obtain the combined BA or BS/MBA degree following undergraduate studies in the Departments of Computer Science, Engineering, Economics, Geography, and Pharmacy, and Sociology.

Degree Program

The Undergraduate Business Administration Program is compatible with the philosophy of the University Faculty Senate's adopted resolution of

requirements necessary for an undergraduate degree program, and consists of the following elements:

Foundation Disciplines

Mathematics

Mathematical Analysis for Business (MTH 131)

OR

Survey of Calculus I & II (MTH 121-122)

Economics

Intro. to Economics – Macro & Micro (ECO 181-182)

Psychology

Intro. to Psychology (PSY 101)

Computer & Statistics

Intro. to Computers & Statistic (MGQ 201)

Accounting

Intro. to Accounting I & II (MGA 201-202)

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

1.) Completion of the seven management foundation courses* with a minimum cumulative GPA of 2.5 in the seven courses. If a course is repeated, the grade that is counted is the grade earned the second time, even if the grade is lower than the grade earned the first time.

2.) Minimum overall and UB GPA of 2.0 to be considered in academic good standing with the university.

*Mathematics Requirement – Either of the following sequences will satisfy the math requirement:

- 1.) Math 131 (preferred)
- 2.) Math 121 and Math 122
- 3.) Math 141 and Math 142

Students who feel that their algebra and trigonometry skills are weak are advised to take ULC 148 or Math 115 at the University at Buffalo or an equivalent course at another institution before one of the above sequences.

However, credit for Math 115 is not granted if a higher-level course has been completed.

Free Electives

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

AACSB Standard – “50% Rule”

The Association to Advance of Collegiate Schools of Business accreditation standards mandate that an undergraduate curriculum should have a general education component that normally comprises at least 50% of the students four year program. Up to nine semester hours of statistics may be counted as part of the general education curriculum.

Core Management Courses

MGQ 301	Statistical Decisions for Management
MGF 301	Corporation Finance
MGI 301	Human Resources and Labor Relations for Mgrs.
MGB 301	Organizational Behavior and Administration
MGG 300	Career Planning, Strategy, and Management
MGM 301	Principles of Marketing
MGS 351	Intro. to Management Information Systems
MGE 302	Applied Economics
MGO 302	Production and Operations Management
MGT 401	Public Policy, Law and Management
MGO 403	Fundamentals of Strategic Management

Three Management Electives

A Business Administration student may take "S/U" grading in management electives, which are taken only after the management electives requirement is satisfied. *Courses in a concentration must be letter graded.*

Registered Accounting Program students must complete all requirements with letter grades.

General Education and University Writing Requirements for Freshmen Entering Fall 2002 & Thereafter

General Education and Writing Requirements for freshmen entering fall 2002 and thereafter and for fall 2002 transfer students entering with less than 24 credit hours -- All students must complete the University Writing Skills requirements (ENG 101-201) or ENG 201 and one humanities general education course. ENG placement is determined by SAT scores.

Additionally, students are required to complete the following seven general education courses prior to graduation:

- 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 THE UNIVERSITY GENERAL EDUCATION PROGRAM

B.S. in Business Administration Degree Track – Hegis Code 0506 (Business Administration Track – 300 and 400 level core courses)

SOPHOMORE YEAR

Spring Semester
MGM 301 Principles of Marketing

JUNIOR YEAR

Fall Semester
MGQ 301 Statistical Decisions for Managers
MGF 301 Corporation Finance*
MGS 351 Intro. to Management Information Systems*
MGG 300 Career Strategies, Planning and Management (2 cr.)*
AACSB Elective**

Spring Semester
MGE 302 Applied Economics
MGB 301 Organizational Behavior and Administration*
MGI 301 Human Resources and Labor Relations for Managers*

MGO 302 Production and Operations Management
AACSB Elective**

**MGG 300 may be taken in the fall or spring of the junior year.*

SENIOR YEAR

Fall Semester
MGT 401 Public Policy, Law and Management
Management Elective
Management Elective
Free Elective**
Free Elective**

Spring Semester
MGO 403 Fundamentals of Strategic Management (fall or spring of senior year)
Management Elective
Management Elective or Free Elective (depending on concentration)
Free Elective (internship recommended)
Free Elective**

Total of 120 hours is required for degree. Free electives required depends upon total credit hours.

**Be sure to double check the AACSB requirement for elective credits required outside of your major.

Registered Accounting Program
(See Concentrations for Internal Auditing Track)

SOPHOMORE YEAR

Spring Semester
MGM 301 Principles of Marketing

JUNIOR YEAR

Fall Semester
MGA 301 Intermediate Financial Accounting
MGA 311 Accounting Systems
MGA 303 Communication for Accountants (1 credit – fall or spring)
MGQ 301 Statistical Decisions for Managers
MGF 301 Corporation Finance
MGS 351 Intro. to Management Information Systems
MGG 300 Career Strategies, Planning and Management (2 credits – fall or spring)*

Spring Semester
MGA 302 Intermediate Financial Accounting II: Equities
MGA 314 Cost Accounting
MGE 302 Applied Economics
MGB 301 Organizational Behavior and Administration
MGO 302 Production and Operations Management

**MGG 300 may be taken in the fall or spring of the junior year.*

SENIOR YEAR

Fall Semester
MGA 402 Auditing and Reporting by CPAs +
MGA 403 Federal and State Taxes +
MGT 403 Business Law I
MGI 301 Human Resources and Labor Relations for Managers
AACSB Elective**

Spring Semester
MGA 404 Advanced Financial Accounting +
MGT 404 Business Law II
MGO 403 Fundamentals of Strategic Management
MGF Elective
AACSB Elective**

Total of 120 hours is required for degree conferral. Free electives required depends upon total credit hours.

**Be sure to double check the AACSB requirement for elective credits required outside of your major.

Note: MGB 301, MGF 301, MGI 301, MGM 301, MGS 351, MGG 300 may be taken fall or spring semester of the junior year and MGO 403 may be taken in either fall or spring semester of the senior year. Accounting program students should pay particular attention to the sequencing of courses.

+ There is no required order for taking MGA 402, 403 and 404 in the senior year. *Students are not allowed to register for all three in one semester.*

Chapter II

School of Management Concentrations

The School of Management offers formal concentrations, which are sequences of courses available to students interested in specific management areas. IT IS NOT A REQUIREMENT TO FOLLOW A CONCENTRATION, BUT ALL STUDENTS MUST COMPLETE AT LEAST 3 UPPER LEVEL MANAGEMENT ELECTIVES.

The concentrations are:

- 1.) Accounting (Registered Accounting Program)
- 2.) Accounting (Internal Auditing)
- 3.) Financial Analysis
- 4.) Human Resources Management
- 5.) International Business
- 6.) Management of Information Systems
- 7.) Marketing

A certificate will be awarded upon completion of all requirements of a concentration. 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, or MGS 448 to earn a concentration. However, an internship does count as one management elective if a student does is pursuing the General Management concentration. It is not a requirement to follow a concentration, but all students must complete at least 3 upper level management electives (in addition to the core management requirements.) Concentrations will not be printed on transcripts or diplomas. Students should plan concentration courses so that they are spaced out over two or more semesters.

Attn: Internal Audit Students
For seniors graduating in May of 2004, the Internal Auditing Practicum will satisfy the IA concentration. For any Internal Auditing student not graduating until May of 2005 and

thereafter, MGA 415 is the required course and the Practicum is an additional strongly recommended elective.

Concentration in the Registered Accounting Program (RAP)

Students completing a BS in Business Administration with a concentration in the RAP by June 1, 2009 and who apply to sit for the exam by August 1, 2009 will also meet the New York State CPA educational requirements for the CPA. After August 1, 2009, students must complete 150 credit hours and additional accounting requirements. Detailed information sheets on CPA requirements are available in 375 Jacobs.

Requirements

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

MGA 301 Intermediate Financial Accounting I
MGA 302 Intermediate Financial Accounting II
MGA 303 Communication for Accountants (required fro juniors as of fall 2006)
MGA 311 Accounting Systems
MGA 314 Cost Accounting
MGA 402 Auditing
MGA 403 Federal and State Taxes
MGA 404 Advanced Financial Accounting
MGT 403-404 Business Law I and II
MGF 4xx Elective in Finance

The New York State Board for Public Accountancy has the following grade requirements for persons interested in sitting for the CPA Examination in New York:

1. Letter grades in accounting (MGA) and law (MGT 403 and 404) courses, except that "S/U" grading is acceptable in

Introductory Accounting. However, "S/U" grades are not permitted at University at Buffalo for any prerequisite or major courses. (The CPA Board accepts Accounting I and II grades in computing the required 2.00 QPA.)

2. A letter grade average of "C" or better in accounting courses.

Concentration in Internal Auditing

This program is designed to serve students whose career interests lie in the corporate or government accounting field, rather than public practice. Internal audit is a common entry-level accounting position in larger corporations (industrial companies, banks, etc.) and in some governmental and non-profit agencies. While some students will choose a career of internal audit, others will use internal audit as a stepping-stone to other accounting/finance positions in the corporation.

Requirements

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

MGA 301 Intermediate Financial Accounting I
MGA 302 Intermediate Financial Accounting II
MGA 303 Communication for Accountants (required fro juniors as of fall 2006)
MGA 311 Accounting Systems
MGA 314 Cost Accounting
MGA 401 Internal Auditing (fall)
MFA 410 Information Systems Audit (spring)
MGA 415 Fraud Examination (spring)
MGT 403 Business Law I
MGT 404 Business Law II

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

Concentration in Financial Analysis

Description of Concentration

The skills to be developed fall under the general classification of financial analysis and control activities. Typical techniques and skills developed are:

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

Employment opportunities may be anticipated in many areas of the private sector and in government as well. Some of the typical positions could be:

- financial analyst for corporations
- lending officer
- corporate credit analyst
- cost accountant
- security analyst
- portfolio manager

Requirements

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

MGA 305 Management Accounting
MGA 306 Financial Reporting and Analysis
MGF 405 Advanced Corporate Finance
MGF Elective (Choose from 401, 402, 403, or 407)

Accounting students may substitute MGA 301-302 for the MGA 306 specified in the Finance concentration, and may substitute MGA 314 for MGA 305. Therefore, any student in the Registered Accounting Program who takes two MGF 400 courses (one of which must be 405) will meet the requirements for the Financial Analysis concentration.

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

Concentration in Human Resources Management

Description of Concentration

The concentration in Human Resources Management is composed of a package of courses which together are designed to provide the student with sufficient background to pursue a career in human resources management, and industrial relations. It builds upon the 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, students must complete the following courses:

MGI 411 Advanced Human Resource Management

and two of:

MGI 441 Collective Bargaining
MGB 425 Power and Influence in Organizations
MGI 448 Internship

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

Concentration in International Business

Description of Concentration

The concentration will consist of three courses selected from the Geography Department or from the international courses offered by the School of Management.

Requirements

In addition to the core management courses, students 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

Plus: Satisfactory completion of two semesters of foreign language. This requirement will be waived if a student has a high school diploma from a country whose language of instruction is other than English; or has achieved a 4 or 5 score on an AP examination in a foreign language, or has scored 600 or higher on a College Board Foreign Language Achievement test.

Concentration in Management of Information Systems

Description of Concentration

The concentration is designed to prepare the student for an entry-level position in the field of information systems. The graduate will be able to develop computer based applications for business and industrial situations. The course work orients the student toward the management side of the problem as well as the technical issues. Although the student will be trained in an object-oriented language and

relational database language, the objective of the concentration is to train an individual to apply information technology effectively.

Requirements

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

CSE 113 or CSE 115 Introduction to Computer Science I
MGS 314 Applied Business Programming (required for students graduating after June 1, 2009)
MGS 402 Telecommunications Technology
MGS 404 Database Management Systems
MGS 405 Systems Analysis and Design
MGA 425 IT Project Management (required for students graduating after June 1, 2009)

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

The courses for this concentration are sequential; therefore, students should plan to begin this concentration no later than the first semester of the junior year.

Concentration in Marketing

Description of Concentration

The concentration provides a very broad coverage of the marketing field so that the student will have the theoretical and applied background needed to recognize and deal with any problem in marketing. The concentration attempts to qualify students for positions in either sales, marketing research, or management.

No special background other than the standard SOM sequence of courses and the basic marketing course (MGM 301 or equivalent) is required to enter the concentration.

Requirements**

MGM 403 Marketing Research **

In addition MGM 403 and the required core management courses, students must complete two of the following courses:

MGM 402 Sales Force Management
MGM 404 Consumer Behavior
MGM 405 Seminar in Marketing*
MGM 406 Product and Brand Management
MGM 408 Retail and Channel Management
MGM 409 Advertising and Promotion

(MGM 483 International Marketing may only be used to satisfy the Marketing concentration if completed prior to fall 2005. As of fall 2005, MGM 483 will only satisfy general management or international business concentrations.)

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

*MGM 405 is a topical seminar. The topics vary from semester to semester. Students should contact the marketing department for details about specific topics.

**For students entering UB as of Fall 2002, the MARKETING concentration requires the completion of MGM 403 plus two

additional 400 level marketing electives.

Chapter III

Disciplinary Procedures for Academic Infractions

Academic Integrity: Code of Ethics

It is the conviction and a guiding principle of the School of Management that education is concerned with the development of personal character as well as the acquisition of knowledge and skills. It is further the belief of the School that each individual bears the primary responsibility for his or her own ethical behavior.

Because of these beliefs, it is the intent of the School to encourage and to do all that is possible to support a high standard of ethical behavior. It is incumbent upon all faculty, students, and staff of the School of Management to maintain the fullest commitment to academic integrity.

Faculty, students, and staff all have an obligation to each other to maintain high personal standards of integrity and to expect high standards of integrity from each other, for the reputation of the School of Management is derived from the performance of all its members.

Faculty, students, and staff all have an obligation to be aware of their own and one another's rights and responsibilities with respect to matters involving academic integrity and to insist on the observance of these rights and responsibilities.

Standards of Academic Integrity

Although it is difficult to define academic dishonesty precisely, the general understanding of that term by students and faculty, and the meaning established by tradition, will serve as guidelines in reviewing each case of academic dishonesty. Furthermore, because honesty is such a fundamental requirement within the academic community, the faculty jointly with students assumes full responsibility for identifying and dealing with dishonest practices.

To meet this responsibility, the faculty must:

1. *promulgate rules to guide the student;*
2. *supervise students during those periods when there would be an opportunity or a temptation to cheat;*
3. *be explicit about whether students should be working together or alone on homework; and,*
4. *bring questionable cases to the attention of the student.*

For its part, the student body must assume its share of responsibility by:

1. *understanding and following the guidelines set forth by the instructor for the course;*
2. *bringing to the attention of the faculty member any evidence of academic dishonesty or any conditions which have a potential of creating academic dishonesty; and*
3. *assisting faculty committees in preparing the rules and/or adjudicating questionable cases.*

Disciplinary Procedures for Academic Infractions

The University community depends upon shared academic standards. Academic dishonesty in any form by any member of the University community represents a fundamental impairment of these standards.

When an instance of suspected or alleged academic dishonesty by a student arises, it shall be resolved according to the procedures set forth herein. These procedures assume that many questions of academic dishonesty will be resolved through informal consultations between the student and the instructor. If, however, such informal consultation fails to resolve the questions, or the instructor considers formal proceedings warranted, the formal procedures described in Part II must be used.

I. Informal Proceedings

A. When Used

Informal consultation between the student and the instructor is the desired method of resolving many questions of academic dishonesty. If an instructor has reason to believe that a student may have committed an act of academic dishonesty, the instructor shall consult with the student within a reasonable period of time but as close as possible to the discovery of the suspected act. If the instructor is investigating a suspected or alleged act of academic dishonesty, the instructor may consult with the students who may have some knowledge of the alleged act of academic dishonesty. The student suspected of academic dishonesty shall be notified by the instructor in advance of such a consultation.

B. Procedures

At the consultation, the instructor shall inform the student of the allegations relating to the specific infringement, and the student shall be given a copy of these procedures and criteria. The student shall be provided with the opportunity to explain any suspected or alleged misconduct, including any extenuating or mitigating circumstances, to present evidence of innocence, or to give information relevant to an investigation. Neither the instructor nor the student shall be represented or accompanied by an attorney or any other advisor, and no record of this informal consultation need be preserved.

C. Decision

1. *Finding of Guilty/Sanctions Imposable*
If, after consultation with the student, the instructor believes the student committed an act of academic dishonesty, the instructor has the authority to impose one or more of the following sanctions:

- a) Admonition—An oral statement to the student that he or she has violated a University standard of academic dishonesty.
- b) Warning—Written notice to the student that repetition of the wrongful conduct may be cause for more severe sanctions. A copy of this letter shall become part of the confidential file maintained with respect to the matter. (See Section III, A.)
- c) Revision of Work—Requiring the student to replace or revise the work in which dishonesty occurred. (The instructor may choose to assign a grade of “Incomplete” pending replacement or revision of the work.)
- d) Reduction in Grade—With respect to the particular assignment/exam or the course.
- e) Mandatory Resignation—To be indicated on the transcript by an “R.”
- f) Failure for Reason of Academic Dishonesty—To be indicated on the transcript by an “F.”

The student shall be notified of the decision by letter (certified mail), a copy of which shall become part of the confidential file maintained with respect to the matter. (See Section III, A.) The letter shall advise the student of the sanction(s) imposed or of the institution of formal proceedings.

2. Appeal

The student shall have the right to appeal the instructor's decision. The appeal shall be submitted in writing to the instructor and the dean of the School of Management no later than 10 academic days after the faculty member has notified the student of his or her decision. A copy of the appeal shall become part of the confidential file maintained with respect to the matter. (See Section III, A.)

Pending resolution, the student will be assigned a grade of “Incomplete.” The dean shall convene a committee composed of an equal number of faculty members and students to hear the appeal and to provide him or her with their recommendation.

The dean's decision shall be final.

II. Formal Proceedings

A. When Used

If the instructor has reason to believe that a student may have committed an act of academic dishonesty, and the instructor believes that formal proceedings and harsher sanctions are warranted, the formal procedures outlined here shall be used.

B. Procedures

When these formal procedures are to be used, a hearing shall be conducted by a tribunal, to be known as the Adjudication Committee. The Adjudication Committee shall be constituted in accordance with the by-laws of the Office for Graduate Education.

The Adjudication Committee shall give the student reasonable advance notice (not less than 72 hours) of the hearing. The instructor shall provide the committee with a written statement of the evidence against the student and the names of potential witnesses. The committee shall convey this information to the student prior to the hearing, and shall indicate the possible sanctions that can be imposed if the student is found guilty.

At the hearing, the student shall be entitled to present evidence in his or her own behalf, examine all evidence against him or her, and cross-examine all witnesses against him or her.

Neither party may be represented by an attorney or anyone else, but the student may be accompanied by an advisor of his or her choice, who may advise but not represent him or her during the proceedings. If the advisor chosen is an attorney, he or she may not act in his or her capacity as a member of the bar.

The technical and formal rules of evidence applicable in a court of law are not controlling, and the Adjudication Committee may hear all relevant material and reliable evidence which will contribute to an informed result. Irrelevant or unduly repetitious evidence or cross-examination may be excluded by the chair of the committee.

C. Decisions

1. Finding of Guilty/Sanctions

Imposable or Recommendable

If a majority of the Adjudication Committee's members present are convinced the student committed an act of academic dishonesty, the Adjudication Committee has the power to impose one or more of the following sanctions to which a majority of its members agree:

- a) Any of the sanctions that the instructor, chairperson, and/or dean could have imposed. (See Section I, C. 1.)
- b) Probation—To be upon stated terms with any violation being a ground for suspension or expulsion.
- c) Such other reasonable and appropriate sanctions as may be determined by the committee, with the exception of those stated subsequently in d.
- d) In addition, the Adjudication Committee shall have the power to recommend to the University president imposition of the following sanctions:
 - 1) Suspension—For a definite term upon stated conditions.
 - 2) Expulsion—To be outright. “For reason of academic dishonesty” shall be noted on the transcript.
 - 3) Mandatory Resignation from or Failure in the Course “For reason of academic dishonesty” shall be noted on the transcript.

The student shall be notified of the decision by letter, a copy of which shall become part of the confidential file maintained with respect to the matter. (See Section III, B.) The letter shall advise the student of the sanction(s) imposed or recommended to the president.

2. Finding of Not Guilty

The student shall be notified of the decision in writing, but neither the decision letter nor other materials pertinent to the review shall be maintained in the file.

3. Appeal

Neither the student nor the faculty member shall have a right of formal appeal.

III. Miscellaneous Provisions

- A. A determination by an instructor or an Adjudication Committee that a student has engaged in academic dishonesty will be memorialized in a letter to the student, a copy of which will be kept in a confidential file maintained by the Office of Academic Programs until the student graduates or has not been enrolled at the University for a period of one year. The student shall have access to this file. After the determination letter has been placed on file, subsequent instructors of the student (within the School of Management) will be notified that the student has such a letter on file regarding academic dishonesty.
- B. The Adjudication Committee shall, if it finds the student guilty, keep a record of the matter consisting of all written communications, all written evidence, an audio tape or other record of the hearing, and its decision letter. This record shall be kept in a confidential file until the student graduates or has left the University for a period of one year. The student shall have access to such file.
- C. Once the student is notified of the scheduling of a consultation or hearing, the student may not withdraw from the course without the permission of the instructor.

Forms of Academic Infractions

For purposes of these policies, procedures, and sanctions, the following actions, carried out knowingly and willingly, are examples of academic dishonesty:

1. *Cheating.*

Obtaining information from another student or other unauthorized source, or giving information to another student, in connection with an examination or assignment. This includes taking or giving answers during an in-class examination either orally or by copying; collaboration on a take-home examination or assignment where such collaboration is prohibited by the instructor; bringing to and/or using in an examination unauthorized material (books, notes, etc.).

2. *Plagiarism .*

Copying material from a source or sources and submitting this material as one's own without acknowledging, through specific footnoting and quotation marks, the particular debt to the source. This includes copying material from published sources or unpublished sources (e.g., another student's work). Simply citing a source in the bibliography, without specifying which portions of the submitted paper come from the source, or without specifying that not only ideas but also language is drawn from the source, will not avoid a charge of plagiarism.

3. *Previously Submitted Materials.*

Submission of material submitted earlier or concurrently, in whole or substantial part, to satisfy the academic requirements of another course, without the express consent of that instructor. The guiding rule is that the student should not try to receive double credit for a piece of work without clearing it with the instructor first.

4. *Falsification of Academic Materials.*

Fabricating data or other information, forging an instructor's name or initials for any purpose, changing entries in an instructor's record or official University records, taking an examination under another student's name or engaging any person to take an examination under your name, or submitting an assignment of any kind, prepared in whole or part, by any person other than the person responsible for the assignment. This includes using falsified or unauthorized material for registration purposes.

5. *Failing to Fulfill Teamwork Requirements.*

MBA students are expected to contribute as full members of study teams, particularly for the core courses. Failing to meet commonly accepted team standards includes but is not limited to: not attending team meetings, not completing a fair share of team assignments, and not valuing the contributions of all team members. Evidence of performance on this dimension might include input from peers (team members, upper-level MBA students) as well as faculty.

6. *Other.*

Procurement, distribution, or acceptance in advance of examinations, examination answers, or any confidential materials without prior and expressed consent of the instructor.

Chapter IV

Grievance Procedures for Students

Preamble

The University at Buffalo seeks to encourage the prompt and informal resolution of all student grievances as they arise and to provide orderly procedures for their adjudication .

Definitions

1. *Grievance*

A grievance is a complaint by a student of:

- a) a violation, misinterpretation, or inequitable application of any regulation of the University; or,
- b) any unfair or inequitable treatment by an instructor.

2. *Committee on Academic Appeals*

The Committee on Academic Appeals shall be a standing committee composed of four faculty members designated by the dean and two undergraduate and two graduate students designated by the presidents of the Undergraduate Management Association and the Graduate Management Association, respectively. One faculty member shall be designated by the dean to serve as the chair. The student members shall serve in cases involving grievants at their own degree level.

Time Limit

The grievance must be filed within three calendar months of the aggrieved act. The time limit may be extended by the Committee on Academic Appeals upon a showing that the delay in filing the grievance was for good cause.

Step 1

The student shall attempt to adjust the grievance through informal consultation with the faculty member. The student may ask any faculty member, staff member, or student of the School to serve as a mediator in these discussions.

Step 2

If there is no response from the faculty member within 10 academic days of the consultation, or if the student is dissatisfied with the response, the student may present a written statement of the grievance to the department chairman. If the chairman is personally party to the grievance, it may proceed directly to Step 3.

Step 3

If there is no written response from the chairman within 10 academic days, or if the student is dissatisfied with the response, the student may within 10 academic days of receipt of the chairman's response file a written statement of the grievance with the chairman of the Committee on Academic Appeals (CAA). The CAA shall within 15 academic days convene a hearing before the committee. The hearing tribunal shall consist of the two graduate or undergraduate committee members, as the case may be, and two faculty members designated by the CAA. The grievant shall have the right to bring one advisor to the hearing. The hearing shall be full and fair, and it shall observe due process. The committee may request from any officer of the School such material and information it deems relevant to the dispute. The CCAA shall be responsible for maintaining a record of the hearing. Within 10 academic days of the close of the hearing, the committee shall issue its findings and recommendations to the principals, the department chairman, and the dean of the School of Management.

Step 4

If the student is dissatisfied with the findings and recommendations of the Committee on Academic Appeals or if the instructor declines to implement such recommendations, the grievance may be appealed to the Dean of the School of Management. The dean or his or her designee shall obtain the record of the committee and conduct his or her own review. He or she may, at his or her discretion, ask to meet with the principals to discuss the dispute, and take whatever steps he or she deems appropriate to resolve the grievance.

Further Appeals

Students dissatisfied with the outcome of procedures outlined above may pursue their grievances through the University-wide procedures. Grievants may consult the Associate Dean for Academic Programs for guidance.

Chapter V

Academic Policies and Procedures

Student's Responsibility

All students in the School of Management 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 to keep informed on matters relating to registration, prerequisites, degree requirements, calendar dates, etc.

This handbook is current as of May 1, 2006. The School of Management reserves the right to make changes in program, policy, and regulations as circumstances dictate, subsequent to publication. Each student is expected to have knowledge of the information contained in this handbook and in other University publications.

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

Undergraduate students are allowed to register for up to 19 credit hours during pre-registration. The student's advisor can approve an override with appropriate justification.

Academic Standing

For a full-time student, minimum satisfactory progress toward a degree is established in terms of the completion of 12 semester hours with a Grade Point Average of 2.0 or better for each semester.

Academic review by the School of Management may result in the following designations:

Dean's List

3.6 GPA or better for completion of 15 semester hours (12 of which are letter-graded) in a semester. It is designated on a semester basis.

Good Standing

2.5 GPA in the seven management foundation courses (prerequisites)
2.0 or better in all management courses
2.0 overall and UB GPA
2.0 semester GPA

Application for Degree

In order to be considered for graduation the Application for Degree card must be filed by the published deadline dates established by the Office of Records and Registration. If the degree card is not submitted by the deadline date, the degree will not be conferred until the subsequent graduation date. Students may complete the degree application form on the internet.

Web address:

<http://src.buffalo.edu/forms/additionalstudentforms.shtml>.

Athletics

No more than 8 hours of activity credits is allowed.

Auditing of Courses

All full-time students are permitted to audit courses without charge. Students desiring to audit a course should obtain the instructor's permission, with the understanding that instructors retain the right to deny auditing status to students. Auditing is permitted beginning in the second week of classes, and instructors have the right to terminate a student's audit status during the semester.

Class Attendance

Since the University desires to promote student

responsibility, there is no general rule concerning absences from classes. However, instructors may take account of such absences in determining final grades.

Courses Taken Outside the University

A matriculating daytime student in the School of Management is expected to complete his or her program at the University. However, students who wish to take summer work at another accredited college or university for academic credit toward the baccalaureate degree may do so by first obtaining approval. Petition forms are available in the Office of Academic Program Administration in the School of Management. Students must take at least 30 hours of courses at University at Buffalo in order to obtain a degree from this institution, in addition to meeting all other requirements. Additionally, a minimum of 24 credit hours of 300 and 400 level management course work must be completed at UB to be eligible for a BS in Business Administration.

Cross Registration with State University College

Any full-time matriculated undergraduate student who is registered for at least 12 credit hours may enroll in a maximum of two courses at the State University College at Buffalo and receive credit applicable to his desired degree program. Upper-level students should consult, in advance, the Office of Academic Programs Administration to assure that this credit will apply toward their degrees. Seniors in their final semester should not cross-register since possible delays in receiving grades may postpone graduation.

Degree Requirements

1. Formal admission to the University as a matriculating student.
2. Acceptance to a major department or Special Major.

3. Satisfactory completion of academic requirements:

- a) Minimum of 120 semester hours, 30 of which must have been completed at this institution.
- b) Major department or Special Major requirements.
- c) General Education Requirements
- d) College Writing Skills Requirement (ENG 101 & ENG 201 or ENG 102 & 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 credit hours at the 300-400 level must be completed at UB.
- f) Minimum of 2.0 GPA at UB and overall GPA
- g) AACSB requirement

4. Filing Application for Degree card with the Student Response Center, 232 Capen, or 204 Alfiero Center by deadline dates.

5. Clearance of financial obligations and return of a library books. Diplomas, certificates, or CPA applications 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.

Evaluation - Student

1. The University Faculty Senate voted the adoption of the following regulations regarding student evaluations:

- a) No University-wide rankings of students will be computed.
- b) University honors and prizes will consider both Grade Point Averages and written evaluations

2. Eligibility for graduation, honors, Dean's List, retention, probation, and dismissal are determined by the Undergraduate Program Committee of the Faculty of the School of Management and by the Policy Committee of the Division of Undergraduate Education.

3. After an Application for Degree form is submitted, an evaluation of the student's academic progress is completed and forwarded to the degree auditor in the Student Response Center. IT IS ADVISABLE TO SUBMIT THE FORM A MINIMUM OF SEVEN TO EIGHT MONTHS PRIOR TO THE INTENDED GRADUATION DATE.

Evaluation - Faculty and Course (UBCATS)

Results of UBCATS are available in the Office of Graduate Academic Programs Administration, 203 Alfiero Center.

Exam Policy

The timing of any examination to be held outside the class should be announced (e.g., in the course outline) within the first or second week of classes. Final exam schedules are published by the University.

If a student should find that he or she has three or more exams scheduled for one day, an informal arrangement should be discussed with all faculty involved. If no changes can be effected from this procedure, the student should discuss the matter with the department chairperson who will arrange accommodations for the student.

Grading Procedures

In keeping with the University's desire to grant students the greatest possible flexibility in planning their program, the current grading system provides the following alternatives:

Explanation of Grades

<i>Grade</i>	<i>Quality Points</i>
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
D	1.0
F	Failed Grade 0.0
I	Incomplete
J	Reporting Error
N	No Credit (Audit)
R	Resigned officially by deadline date without academic penalty
S/U	Satisfactory/Unsatisfactory grade is not computed in GPA.
SW/UW	Satisfactory/Unsatisfactory-Written evaluation in the Records and Registration Office.

NOTE: A+ AND D- ARE NOT AVAILABLE GRADES. While the plus/minus grades are available, instructors are not obligated to use them.

Learning Center Courses

The following Learning Center courses will continue to carry credit, but cannot be used toward satisfying associate or baccalaureate degree requirements. Credit will be shown on DARS but will be deducted from total hours for degree conferral.

- ULC 101* University Experience
- ULC 103 Communication Skills
- ULC 104 English for Spanish Speaking Students
- ULC 161 College Reading I
- ULC 164 Student Skills and Techniques
- ULC 254 Faster Reading
- ULC 147 and 148 do earn credit.

*Beginning in the fall of 1998 ULC will count for 1 credit hour toward degree requirements.

Letter Grades

Letter grades carry respective quality points as noted above. Quality points are the weighted evaluation of the letter grades received. The Grade Point Average is computed by dividing quality points earned by credit hours attempted.

Grades of Incomplete

A grade of Incomplete ("I") may be given to a student who has not completed all of the assigned work in a course, if he or she has a passing average and there exists a well defined means by which the course requirements can be completed. The grade of "I" must be removed within a period of 12 months. At the time an "I" is given, the instructor must specify the *default* grade that the student will receive if no grade change is filed by the instructor before the expiration of the grace period. The default grade is the letter grade that the student will receive as a course grade if the additional work is not completed. Individual instructors may set shorter time limits for removing an Incomplete within the time limits specified. In all cases, an "I" grade must be removed before graduation.

The Student Response Center 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.

THE STUDENT MUST NOT REGISTER FOR CREDIT IN COURSES FOR WHICH BE OR SHE HAS AN "I" (INCOMPLETE). If the instructor is no longer here or teaching the course, please see an advisor.

The student's grade report form and permanent record will list "I"/default grade until the "I" is made up and a final grade has been submitted by the instructor or the student has filed paperwork to accept the default grade.

"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 that 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" either 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.

"N" (Audit)

A student must arrange with the Student Response Center (Capen Hall 232) for an Audit grade ("N") in a course at the time of registration. Such an arrangement must include written approval of the instructor. The Student Response Center will automatically record the Audit grade on the student's transcript. The instructor, however, may terminate a student's audit status during the semester.

The student must elect Audit on a form (requiring the instructor's signature) furnished by the Student Response Center by the end of the add period (normally two weeks). The instructor may "terminate" a student's Audit status by letter to the Student Response Center. The "N" will be changed to "R". The Student Response Center will notify the student of the change. The instructor must communicate to the student the grounds for "termination" at the beginning of the course.

NOTE: "termination" does not mean a change to "credit" status.

Students may not repeat for credit courses in which they have an "N" grade.

An instructor no longer has the option of using the "N" for purposes other than an official Audit.

"R" Grade Resignation

The period during which a student may resign from a course without academic penalty is eleven weeks. The resignation period begins immediately after the two week drop/add period at the start of each semester. Students who are in one way or another unfit for a particular course should have some way of knowing that in sufficient time to

resign without academic penalty.

"S/U" Grading

- a) "S/U" grading is an option of the student and not that of the instructor
- b) Students must elect the "S/U" grading option during the drop/add period (approximately two weeks in fall and spring semester with a specific deadline date listed in the Registration Guide and Class Schedule).
- 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% 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 that course is required for, or is 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 earned. (Once removed, the letter grade will stand, i.e., student will not be able to change back to "S/U".)
- f) Students will be able to recover the letter grade earned for a period not to exceed two years following their graduation or the last date of attendance.
- g) Students will elect the "S/U" grading option by notifying the Student Response Center on a form to be available in that office.
- h) Instructors will not be informed that students have elected the "S/U" option and must submit the letter grades the students earned on the Grade Collection form.
- i) 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. Effective in fall 1989, and thereafter, "S/U" grades in undergraduate courses have the following equivalent letter grades:
S = A, A-, B+, B, B-, C+, C, C-
U = D+, D, F

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

Change of Grade

Changes from one letter grade to another must be initiated by the instructor utilizing a change of grade form, which is to be signed by the instructor, the department chairman, and the Vice-Provost for Academic Affairs. Reasons for the change should be fully explained and justified.

Leave of Absence

A student may request a leave of absence for a maximum of two semesters if in good standing (for example: financial obligations met, no disciplinary action, good academic standing). A leave of absence may be extended beyond two semesters if approved by the department. The last day to apply for a leave is the end of the eighth week of classes.

College credit received at other institutions during the leave period will be evaluated as transfer credit. Official transcripts for completed work from other institutions must be submitted to the Student Response Center within six weeks of your return to UB.

Students requesting leaves of absence are instructed to seek academic advisement prior to the leave period to assure proper course selection at the visited college or university.

Probation

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

1. Prerequisite GPA below a 2.5*
2. GPA of less than 2.0 for most recent semester.
3. GPA of less than 2.0 for course

work completed at this University.

4. GPA of less than 2.0 in junior- and senior-level management courses.
5. Less than 12 hours of new course work registered and completed during the most recent semester.
6. Overall GPA less than 2.0 (for instance, work at this institution and at any other institution).

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

*Students unable to complete the seven prerequisite courses with a minimum GPA of 2.5 by the end of the sophomore year will be required to choose an alternative major.

Registration

For information regarding course schedules and registration, please refer to the following website: <http://studentresponse.buffalo.edu/register/index.shtml>.

Drop/Add Policy

1. New courses may be added by registered students during the add period only. Later adds will be authorized by the deans of the University-wide divisions only in cases where the student can bring documented proof that he or she, for technical reasons (computer error, hospitalization), was unable to add the course during the period. Written permission by the instructor, also attesting to the student's attendance, must accompany such a request. *Although the University drop/add period is normally the first two weeks of classes, the School of Management recommends that students resolve all scheduling matters no later than the end of the first week of each semester.*

2. The period during which a student may resign from a course without academic penalty is approximately eight weeks. Students who are in one way or another unfit for a particular course should have some way of knowing that in sufficient time to resign without academic penalty.

Repeating Courses

Policy as of Fall 1999

A student may repeat a given course only once. There is no limit on the number of different courses that a student may repeat. When a course is repeated, the credits earned count only once for purposes of satisfying degree requirements and for purposes of calculating the student's GPA. When a course is repeated, the grade that is counted in calculating the GPA is the grade earned the second time, even if that grade is lower than the grade earned the first time. All courses taken and all grades earned will appear on the student's transcript. When a course has been repeated, the first grade appears on the transcript with a symbol or note indicating it has been replaced by the later grade in the computation of the GPA.

The repeat policy does not apply, except by appeal, to courses which may have different content from semester to semester (e.g. "Special Topics" courses) and which are designed to be taken more than once for additional credits each time. A later grade in such a course may replace an earlier grade only if the content of the two courses is essentially the same.

Students *may not* repeat courses in which they have a grade of incomplete.

Policy as it Applies to Transfer Work

Students may repeat at UB courses they have taken elsewhere and may repeat at other institutions courses that they have taken at UB. For the repeat policy to be effective, transfer courses must be articulated with UB courses (consult <http://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 which states that 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.

Prior Academic Standing

The Repeat Policy does not entitle any student to a retroactive degree, Latin Honors, Dean's List, or other award or recognition which would have been forthcoming had the student's GPA been computed under the new algorithm on a previous occasion. The historical record of students on probation or scholastically dismissed in a past semester will *not* be changed as a result of the 1999 Repeat Policy.

Financial Aid

In order to maintain full-time status for financial aid purposes, **students repeating a course should carry it in addition to 12 credit hours (full-time enrollment) for the semester in question.**

Resignation from Courses

Students may resign from courses up to approximately the first eight weeks of classes for a given semester. All resignations which are processed by the Student Response Center after the official published change of registration dates will be indicated as officially resigned course by the notation "R" on all grade reports, transcripts, and other official University documents.

It is the students' responsibility to be aware of specific resignation dates.

Special Options **Double Degrees**

The double-degree program enables students to gain more than one degree from among the BA, BFA, BPS, and BS. Effective as of February 1996 graduation, 30 hours above the baccalaureate requirement must be completed for the second degree, and requirements for each degree must be satisfied. 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.

Joint Majors

A student may elect to work toward a joint major, combining the subjects of two departments as an area of concentration: geography and economics, philosophy and history,

classics and political science, psychology and sociology, physics and mathematics are some possible combinations. Joint majors must be between departments leading to the same degree. For example, a student may not have a joint major between management (BS) and psychology (BA).

The chairman or appropriate faculty of each department concerned will assist in planning a joint major. In arranging the program, the student must obtain a statement from both departments involved and gain the approval of his or her undergraduate advisor. In special cases, a student 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 the requirements for both departments. Both majors must lead to the same degree.

Chapter VI

General Information

Financial Aid

Contact the Student Response Center in Capen 232 or Student Advising Services in Norton 109 to meet with a financial aid advisor (645-2450).

Graduate Programs

Students who are interested in pursuing the MBA degree should contact the MBA Program Office for brochures and application forms or visit the MBA website (<http://www.mgt.buffalo.edu/mba>). Materials for the Ph.D. program may be obtained by contacting the Office of Academic Programs Administration or visiting the Ph.D. website (<http://www.mgt.buffalo.edu/phd>).

Please see pages 26-27 for information on the joint BS/MBA Program.

Graduation

All students should make sure that their records and degree requirements maintained in the Office of Academic Programs Administration are up to date by periodic scheduled appointments with an undergraduate advisor. Students should file an APPLICATION FOR DEGREE CARD in 204 Alfiero Center. Failure to submit the application for degree by the deadline date will delay the official conferral of degree until the subsequent date of conferral. <http://src.buffalo.edu/forms/applicationfordegree.pdf>

Conferral Date Degree Card Due

September - July 1

February - October 1

June - February 1

Independent Study

Independent studies (supervised research) are usually limited to 3 hours, and normally no more than 9 semester hours in total are allowed

except when a student takes more than the required electives. Independent study forms are available in the Program Office. The form must be completed and returned to 204 Alfiero Center for registration of the independent study.

International Students

International students must register for at least 12 credit hours each semester to maintain visa status.

Students who have questions other than those which pertain to the BS Program should contact the Office of International Student Scholar Services in 210 Talbert Hall.

CBIP Program

Field practicum/internship experiences complement academic training with a real world exposure to the operations of public, private, and not-for-profit organizations.

Student interns are assigned to work with project managers in sponsoring organizations on a variety of actual problems. The interns spend about 10 hours per week (150 total hours) at the practicum site during an academic semester. Three academic credits per student are earned by the student after a satisfactory grade is recorded.

Practicum experiences are administered through the Associate Director of the CBIP Office in 308 Alfiero Center. Students are *required* to attend a practicum orientation before they will be approved for an internship. Several orientation sessions are held in the semester prior to the practicum. These sessions clarify the placement process and address the

program requirements.

The placement process for a practicum is modeled on that of a job search. The practicum program works with over 1,000 sites in the Western New York area. These sites generate a large number of opportunities for students.

Students review the postings, send their resume, interview, and choose their placement. The CBIP office is responsible for registering the students for credit as well as monitoring the entire practicum process. The school also has an Practicum Advisory Committee that is composed of a faculty member from each of the school's departments.

Students are limited to 3 hours of practicum credit. This limitation applies whether or not credit will be used for a management elective.

Parking

Students need to obtain a hang tag parking permit to park on campus between the hours of 7:00 a.m. and 3:00 p.m. They may park in lots which are *not* specifically 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 November 15 to April 15 overnight parking is permitted only in designated lots.

Residency Requirement

"Students are required to earn a minimum of 24 credit hours of management courses at the 300 and 400 levels offered by the School of Management at the University at Buffalo; if more than 15 management credit hours have been waived, students must take additional undergraduate management courses." The University's residency requirement is 30 credit hours.

Student Records

Student records are confidential and are released only to appropriate faculty and administrative offices. Release of such records to any other college, prospective employer, or agency will occur only with written permission of the student or upon subpoena. Neither the Student Response Center nor the Academic

Program Office gives student addresses or phone numbers unless the student has indicated that 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, a student may contact the Office of Student Affairs.

Summer Course Work

Summer course work is *not* required. However, a student may register for summer sessions as follows:

- Any six-week session
- 8 credit hours maximum;
- Session I and III
- 14 credit hours maximum.

Time Limit of Prior Business Administration Course Work

If a student leaves the University for ten (10) or more years, during which he or she has not registered for any University courses, and is later re-admitted 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 the University after an absence of less than ten years, courses that are more than ten years old will be individually evaluated for waiver credit toward the degree. Upper division electives in the area of the course for which waiver is sought, if completed within ten years of re-entry, will serve as a basis for waiving a required course that was taken more than ten years earlier.

Transcripts

Official transcripts of student records are sent directly to employers and other institutions by Student Response Center at the student's request. Transcripts cannot be sent for any student whose financial obligations to the University have not been met.

Procedure for Submitting A Waiver Petition

Complete the form and return it to 204 Alfiero Center with a course syllabus and a record of the grade earned in the course. 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.

Tuition Assistance Program (TAP)

Students who are New York State residents are eligible for participation in the Tuition Assistance Program (TAP.) Depending on family income, the awards may cover up to full tuition. Additional information regarding financial aid may be found at the following website:

<http://src.buffalo.edu/financialaid/index.shtml>.

Chapter VII

Associations and Clubs

Alpha Kappa Psi (AKP)

Alpha Kappa Psi is recognized as the premier developer of principled business leaders

CORE VALUES

Brotherhood – Trust, respect, cooperation, companionship, and aid to Brother Members is the expected norm

Knowledge – Education and experience, whether gained in the classroom or the workplace, is emphasized and shared

Integrity – All actions, whether in business or in life, are guided by honesty, ethics, and fairness

Service – Sharing of time, talent, and treasure with both communities and with our Fraternity is a priority

Unity – A common understanding of our vision and values that transcends chapter, generation, and profession is utilized to anticipate and create the future

American Marketing Association (AMA)

This club is the collegiate chapter of the American Marketing Association. AMA's goal is to provide students with an opportunity to interact with marketing practitioners. Activities include: presentations by speakers from diverse areas concerning marketing applications in their field; field visits to different marketing organizations; participation in marketing research and data collection projects; and providing job counseling information to members.

Delta Sigma Pi

Delta Sigma Pi, Alpha Kappa Chapter, is a professional business fraternity organized to help students prepare for the real work field. The activities of the fraternity include regular business meetings, seminars, guest speakers, tours of special interest, and other learning experiences. Besides these activities,

the organization sponsors social gatherings.

Financial Management Association (FMA)

The Financial Management Association offers an opportunity for students interested in finance to join with fellow students and faculty in order to broaden their exposure to the various aspects of nonacademic finance. This is accomplished through guest speakers and formal meetings. A typical yearly schedule includes speakers from the fields of banking, investment analysis, and corporate finance.

International Business Association (IBA)

The International Business Club was established for students interested in pursuing a career in international management. The club sponsors speakers, a cultural day, and social events that provide insight into both the practical issues of operating a global business and the many cultural differences which exist between countries.

Management Information Systems Association (MISA)

The Management Information Systems Association was established for students interested in pursuing a career in MIS. The club sponsors speakers, facility tours, and career strategy meetings to provide MIS students with more information about this career path. MISA also co-sponsors professional events with other School of Management clubs.

Minority Management Association

The Minority Business Association acts as a support system for minority students. Membership is open to all students who are concerned with issues regarding diversity in the field of management. This

organization acts as a network, encompassing other minority organizations, the business community, and faculty members. Activities include speaker seminars on academic survival and career objectives, recruitment of minority students, and various social and fund-raising events.

Pi Sigma Epsilon

Pi Sigma Epsilon, Omicron Chapter, is a professional sales and marketing fraternity. The organization provides its members with social as well as practical programs to help expand upon their marketing background as a rallying point and direction of movement in today's academic and business world.

Students in Free Enterprise (SIFE)

"Students in Free Enterprise" is a small but active student club (open to all concentrations and degree programs) dedicated to the advancement entrepreneurship and entrepreneurial success skills at UB and in the community. Recent SIFE projects include small business consulting for three local start-ups, school workshops on free market economics and financial success skills, a business ethics amateur film, and the establishment of an English-as-a-second-language school in Russia. SIFE was founded in the spring of 2004 and seven weeks later won "2nd Runner-Up" and "Rookie of the Year" awards at the Cleveland SIFE 2004 Regional Competition.

Society for Human Resources Management (SHRM)

The Niagara Frontier Student Chapter of the Society for Human Resources Management is an organization dedicated to fostering the professional growth of students

interested in management of human resources. SHRM is a world wide professional organization of personnel and industrial relations practitioners in business, industry, government, and education which sponsors many services for its student chapters.

Some of the services available to SHRM student members are: current publications of pertinent human resources material; conferences and workshops; dissemination of student resumes to companies and other SHRM chapters in the US; career counseling within the human resources area; and student-sponsored seminars with guest speakers from industry and government.

University at Buffalo Accounting Association (UBAA)

The University at Buffalo Accounting Association is a student affiliate of the Institute of Management Accountants (IMA), a national organization supporting professional management accounting. Activities include: speaker seminars on career choices and professional issues, plant tours and office visits, community service, and a variety of social and fund-raising events. UBAA has received the Award of Excellence from the IMA each year of its existence, and has three times earned top honors as one of three outstanding student chapters nationwide. The organization works to develop a cohesive relationship among the students, faculty, and the business community. Because UBAA is a student affiliate of the IMA, members may participate in all IMA functions and receive IMA publications.

Undergraduate Management Association (UMA)

The Undergraduate Management Association provides for communication among students, faculty, and administration. Students are given the responsibility of participating in the planning and on going processes in the School of Management's curriculum.

The association has its own bylaws, elected officers, and budget to plan

activities and implement new programs to meet the student's needs. The organization is open to all juniors and seniors in the School of Management.

Women in Management (WIM)

Women in Management is composed of students and faculty members who share a common interest in the issues regarding women in the fields of management. The organization seeks to establish an information network between women of the University and professionals in the community and to confront the problems faced by women in the areas of job placement and career advancement by presenting workshops, seminars, and discussions.

Additional Information

For additional information about student organizations and newly formed clubs, consult the following web site:

http://www.mgt.buffalo.edu/students/student_clubs.shtm

Note on Offices:

All student organizations complying with school regulations will be assigned office space in the Jacobs 206 suite located on the second floor between Jacobs Management Center and the Alfiero Center. Most clubs will be in shared offices. Since space is limited, newly formed clubs may not be allocated space.

Chapter VIII

Student Honors and Awards

Beta Alpha Psi

Beta Alpha Psi, the national accounting fraternity, is a scholastic and professional organization which encourages and recognizes scholastic and professional excellence in the field of accounting. By promoting the study and practice of accounting and providing opportunities for interaction with practicing accountants, the organization hopes to encourage in students a sense of ethical, social, and public responsibilities. Those students who have attained the appropriate cumulative grade point average in accounting courses and are in the upper 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 graduating in the upper 10 percent of their class.

Graduation Award

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

Dean's List

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

Latin Honors

Students earning baccalaureate degrees are eligible to receive Latin Honors based on their overall or

University at Buffalo cumulative grade point average (whichever is lower) on the following scale:

Average (based on 4.0 = A)

3.20 *cum laude*

3.50 *magna cum laude*

3.75 *summa cum laude*

To qualify for Latin Honors, students must present a minimum of 90 semester hours of graded work and a minimum of 30 semester hours completed at the University at Buffalo.

Latin Honors are printed on diplomas.

Chapter IX

BS/MBA Joint Program

The BS/MBA program reduces by one year the usual pattern of a four-year BS in Business Administration program and a two-year MBA program. Students accepted into this program must meet undergraduate degree requirements exactly as specified in the following course schedule for the first four years. Any deviation in the curriculum must be approved. A student must complete a minimum of 120 credit hours to meet undergraduate requirements. After completion of the undergraduate requirements, the student completes no less than 30 graduate hours (excluding waivers) for the completion of the BS/ MBA degree. The BS/MBA degree is one degree and conferred at the end of the fifth year.

BS/MBA Program (General Management)

Freshman Year

FALL SEMESTER

English 101*
Math 131
World Civilization I
Economics 181

SPRING SEMESTER

English 201*
Psychology 101
World Civilization II
Economics 182

*Or ENG 102 and one Humanities course (determined by entering ENG placement)

Sophomore Year

FALL SEMESTER

MGA 201
MGQ 201
American Pluralism
Natural Science
AACSB Elective (one hour needed)**

SPRING SEMESTER

MGA 202
Natural Sciences w/Lab
MGM 301
Arts General Education
AACSB Elective**

Junior Year

FALL SEMESTER

MGQ 301
MGF 301
MGS 351
MGG 300* (2 credits)
AACSB Elective**

SPRING SEMESTER

MGO 302
MGB 301
MGE 302
MGI 301
AACSB Elective

***MGG 300 may be taken in the fall or spring semester of the junior year**

**** These electives must be completed outside of management, economics, and statistics.**

Senior Year & Fifth Year

SEE MBA HANDBOOK FOR YEAR FOUR AND FIVE

<http://mgt.buffalo.edu/mba/handbook/index.htm>

Hours required for BS: 120

Hours required for BS/ MBA degree: 150

BS/MBA Program (Accounting)

Freshman Year

FALL SEMESTER

English 101*
Math 131
World Civilization I
Economics 181

SPRING SEMESTER

English 201*
Psychology 101

World Civilization II
Economics 182

*Or ENG 102 and one Humanities course (determined by entering ENG placement)

Sophomore Year

FALL SEMESTER

MGA 201
MGQ 201
American Pluralism
Natural Science
AACSB Elective (one hour needed)**

SPRING SEMESTER

MGA 202
Natural Sciences w/Lab
MGM 301
Arts General Education
AACSB Elective**

Junior Year

FALL SEMESTER

MGQ 301
MGS 351
MGF 301
MGA 301
MGA 311
MGA 303 (1 credit)
AACSB Elective** (consider taking in summer)

SPRING SEMESTER

MGO 302
MGI 301
MGE 302
MGA 302
MGA 314
MGG 300 (2 credits)

Senior Year & Fifth Year

***SEE MBA HANDBOOK
FOR YEAR FOUR AND
FIVE***

<http://mgt.buffalo.edu/mba/handbook/index.htm>

Hours required for BS/MBA degree:
152

30 additional graduate hours are required for the BS/ MBA degree after completion of BS degree requirements.

*required electives in registered accounting program.

NOTE: BS/MBA students must complete a law course to satisfy the undergraduate curriculum. Students in the business administration/general management track may choose to complete this requirement at the undergraduate level (MGT 401) or MBA level (MGT 617).

Chapter X

Course Descriptions

Following are descriptions of all courses currently authorized by the Faculty of the School of Management. A class schedule is issued before each term indicating which courses will be offered.

Prerequisites for specific courses indicate the normal preparation and provide for the proper sequencing of courses in a total program. It is to be understood, however, that students may also be admitted to a course with written consent of the instructor.

Accounting

The accounting track is designed to prepare students for entry-level professional positions in public accounting, industry, or government, and to provide the basis for continuing professional development. Both conceptual foundations and current professional practice are emphasized. Students completing the Registered Accounting Program meet the New York State educational requirements for the Certified Public Accountant (CPA) examination.

MGA 201 - Introduction to Accounting I

The first course in accounting covers basic financial statements; the accounting equation; the concept and measurement of profit; the recognition of revenue; qualitative characteristics of accounting information, and the necessity of tradeoffs among those characteristics; merchandising and manufacturing firms; cost behavior and cost-volume-profit analysis and for budgeting operations. Normally offered in the fall for the day program, in the spring for the evening program, and during the summer. *Prerequisite: sophomore standing*

MGA 202 - Introduction to Accounting II

The second course continues coverage begun in the first course. Topics include product costing methods; the use of accounting information for management

decisions; external reporting according to GAAP; accounting for inventories, property, plant and equipment, and long-term liabilities; the cash-flow statement; and introductions to individual income taxation and auditing. Normally offered in the spring for the day program, in the fall for the evening program, and during the summer. *Prerequisite: MGA 201 & sophomore standing*

MGA 301 - Intermediate Financial Accounting I: Assets and Income Determination

An examination of the theory of business income determination with emphasis upon the application of accounting theory to asset valuation and reporting in financial statements. *Prerequisites: MGA 201 and 202 with minimum grades of B in each; completion of or concurrent registration in MGA 311 ; junior standing in Accounting Program. Offered fall.*

MGA 302 - Intermediate Financial Accounting II: Equities

A continued examination of the theory of financial accounting with emphasis upon the valuation and reporting of equities; preparation, analysis, and interpretation of financial statements. *Prerequisites: MGA 301 and MGA 311 with minimum grades of C in each; junior standing in Accounting Program. Offered spring.*

MGA 303 - Communication for Accountants

This course will focus on developing the practical skills necessary to prepare and deliver effective oral and written communications. The goal is to improve how you write and how you speak in a business context. Emphasis is on expectations for speaking and writing within the accounting profession. *Prerequisites or Co-requisites: MGA 301 and MGA 311 with minimum grades of C in each; junior standing in Accounting Program. Offered fall and spring*

MGA 305 - Management Accounting

A course in management accounting for non-accounting majors which includes cost estimation, budgeting, performance evaluation, transfer pricing, product cost systems, and analysis of investment decision-making. *Prerequisites: MGA 201 and 202 . Not open to students in Accounting Program. Normally offered both fall and spring.*

MGA 306 - Financial Reporting and Analysis

An intermediate course in financial accounting for non-accounting majors which includes the format and content of financial statements currently generally accepted accounting principles, problems in disclosure and income measurement, and analysis of financial statements. *Prerequisites: MGA 201 and 202 . Not open to students in Accounting Program. Normally offered both fall and spring.*

MGA 311 - Accounting Systems

An examination of the accounting systems, both manual and computer based, for service, merchandising, and manufacturing firms. Emphasis is placed on source documents, internal control, flowcharting, and information provided to management. *Prerequisites: MGA 201 and 202 with minimum grades of B in each; MGS 351 is a recommended co-requisite; junior standing in Accounting Program. Offered fall.*

MGA 314 - Cost Accounting

An examination of the principles and methods of accounting used in reporting to management concerning cost classification, behavior, and measurement; product and service costing systems; and budgeting and performance evaluation. *Prerequisites: MGA 301 or MGA 311, junior standing in Accounting Program. Offered spring.*

MGA 401 - Internal Auditing

Introduction to the principles and

techniques of internal auditing. Lectures, cases, group projects, office visit, quizzes and exams should provide students with thorough exposure to internal auditing. Topics include auditing concepts, standards and techniques, with the objective of developing analytical skills in designing, implementing, and reporting on internal auditing.

Prerequisites: MGA 301 , MGA 302 , MGA 311 (with minimum grades of C in each) and MGA 314 ; senior standing in Accounting Program. Normally offered fall.

MGA 402 - Auditing

Scope and limitation of audits; qualifications and responsibilities of auditors; methods of verification and analysis applied to asset and equity accounts; examination of operating data and systems; expressions of opinion related to financial statements and auditor's legal liability. *Prerequisites:* MGA 301 & 311 & 302 (with minimum grades of C in each), MGF 301 , MGE 302, senior standing in Registered Accounting Program. Normally offered both fall and spring.

MGA 403 - Federal Income Taxes

An examination of the concepts of the federal and New York State income tax laws as they apply to individuals, business entities and property transactions. Emphasis is on gaining an understanding of the principles of tax law and using that knowledge for better decision-making. Also, an overview of corporate tax provisions and income tax treatment of partners and partnerships is provided.

Prerequisites: MGA 301 & 311 & 302 (with minimum grades of C in each); senior standing in Accounting Program. Normally offered both fall and spring.

MGA 404 - Advanced Financial Accounting

An examination of accounting for mergers and acquisitions, consolidated financial statements, international transactions, bankruptcy and reorganization, governmental and nonprofit organizations, and other topics.

Prerequisites: MGA 301 & 311 & 302 (with minimum grades of C in each) , MGF 301 ; senior standing in

Registered Accounting Program. Normally offered both fall and spring.

MGA 406 - Special Topics in Accounting

Prerequisite: Permission of instructor.

MGA 410 - Information Systems Audit

This course presents information systems audit and control concepts and management practices. As business continues towards a more substantial reliance upon the capabilities of information systems, it becomes increasingly important for auditors to understand information systems and how they relate to financial and general organizational controls. Upon completion of this course students will be able to conduct audits of information systems. This course presumes prior exposure to general audit concepts and a general knowledge of information systems. *Prerequisites:* MGA 311, MGA 401 or, MGA 402; or permission of instructor. Normally offered spring.

MGA 415 - Fraud Examination

Fraud is an ever-present and growing concern for both the external auditor and the internal auditor. Both need to be aware of the various types of fraudulent schemes, techniques for preventing fraud from occurring, and the approaches to detecting fraud when it has occurred. This course is required for students completing the Internal Audit Concentration and a recommended elective for students completing the Registered Accounting Program. *Prerequisites:* Any 300 level MGA course, MGA 311 or MGS 351, MGQ 301, and senior standing. Normally offered spring.

MGA 496 - Internship

Normally offered both fall and spring. Senior standing required.

MGA 499 - Independent Study

Instructional and practical experience in the skills and techniques of research through association with a faculty member actively engaged in research. Credit up to 6 hours, depending on the type and amount of research activity. May be taken for credit more

than once. *Prerequisite:* Permission of instructor and department chairman.

Economics

MGE 302 - Applied Economics

Considered are methods, concepts, and techniques employed in applying economic constructs and principles to managerial decision-making in private and public enterprises.

Topics include, for example, market demand analysis, firm's production decisions, and pricing practices.

Prerequisites: Economics 181 and 182; mathematics requirement; MGQ 201 ; MGQ 301. Normally offered both fall and spring.

Finance

MGF 301 - Corporation Finance

The scope and objective of financial management are introduced along with the concept of the risk-return trade off. Financial planning with special emphasis on evaluating capital projects and managing working capital is then considered. The methods employed to obtain funds are discussed along with the costs associated with each alternative. *Prerequisites:* MGA 201 and 202 ; MATH 131; completion of or concurrent registration in MGQ 301 ; junior standing. Normally offered both fall and spring.

MGF 401 - Financial Institutions

An analysis of the economic functions and operations of commercial banks and related institutions in the United States and abroad. *Prerequisites:* MGF 301 , MGQ 301 ; junior standing. Normally offered both fall and spring.

MGF 402 - Investment Management

Techniques for evaluating portfolios are emphasized, which can be applied to the management of mutual funds, pension funds, client's portfolios, etc. Recent research on security markets, portfolio theory, and the measurements of investment performance are also discussed.

Prerequisites: MGF 301 , MGQ 301

, and junior standing. Normally offered both fall and spring.

MGF 403 - International Financial Management

The purpose of this course is to provide the conceptual framework necessary for financial decision making in an international context. The focus will be on implementing analytical tools and theory through problems and analysis of *real world* global decision making. From this global perspective, the following traditional areas of corporate finance will be explored: working capital management, capital budgeting, cost of capital and financial structure, and evaluation and control of operations. Within these areas, we concentrate on those decision variables which purely domestic firms tend to overlook -- such as, fluctuating exchange rates, differing rates of inflation between countries, differing tax systems, multiple money markets, exchange controls, segmented capital markets, and political risks such as nationalization or expropriation. *Prerequisites: MGF 301, MGQ 301, and junior standing. Not offered every semester.*

MGF 405 - Advanced Corporate Finance

The theory and practice of financial decision-making under uncertainty are discussed. In particular, the problems of working capital management, capital budgeting, cost of capital, dividend policy, and merger analysis are considered in depth. *Prerequisites: MGF 301, MGQ 301, and junior standing. Normally offered both fall and spring.*

MGF 407 Financial Derivatives and Their Markets (3) (F)

The objective of this course is to give students an understanding of the wide range of derivative financial securities developed over the past 15 years and better prepare them for the types of careers available in today's complex global markets. Students will learn how these securities are priced and used in risk management and speculative strategies by individuals and companies. Financial securities and markets are changing rapidly and the objective of this course is to help students be better prepared to enter a career in finance.

Prerequisites: MGF 301, MGQ 301, concurrent registration or prior completion of MGF 402 (prior completion strongly recommended), senior standing. Not offered every semester. LEC

MGF 496 – Internship

Normally offered fall and spring. *Senior standing required.*

MGF 499 - Independent Study

Instructional and practical experience in the skills and techniques of research through association with a faculty member actively engaged in research. Credit up to 6 hours, depending on the type and amount of research activity. May be taken for credit more than once. *Prerequisite: Permission of instructor and department chairman.*

Human Resources & Industrial Relations

MGJ 301 - Human Resources and Labor Relations for Managers

This is a broad survey course designed to introduce students to the operation of internal and external labor markets. It focuses on the management of human resources within the firm, the unique context of a unionized labor force and the labor market environment in which the firm operates. This course examines substantive issues and will train the student to use analytical tools. Topics covered: the growth and development of trade unionism; the collective bargaining process; managerial personnel philosophy and practices; manpower development; economics of the labor market. *Prerequisite: Junior standing. Normally offered both fall and spring.*

MGJ 411 - Advanced Human Resources Management

This course provides a comprehensive overview of the human resources function within the firm. Among the topics covered are: recruiting and selection, performance management (including compensation and personal appraisal), development, and the relevant public policy and legal issues that bear on these

human resources decisions.

Prerequisite: MGJ 301.

Normally offered both fall and spring either in day or evening division.

MGJ 441 - Collective Bargaining

A survey of collective bargaining in the United States. Topics covered include: the nature and significance of collective bargaining; procedures of collective bargaining; bargaining issues; contract administration; etc. *Prerequisite: MGJ 301. Normally offered both fall and spring either in day or evening division.*

MGJ 496 – Internship

Normally offered both fall and spring. Senior standing required.

MGJ 499 - Independent Study

Instructional and practical experience in the skills and techniques of research through association with a faculty member actively engaged in research. Credit up to 6 hours, depending on the type and amount of research activity. May be taken for credit more than once. *Prerequisite: Permission of instructor and department chairman.*

Management

MGG 150 - Business and Society (for non-business majors)

Comprehensive survey to provide a broad understanding of business: various functions and their interrelationships; terminology; management fundamentals and competitive factors; legal and ethical issues; consideration of various external elements, including the society at large. *Prerequisite: None. Normally offered both fall and spring.*

MGG 300 - Career Strategies, Planning and Management

A hands-on course taught by a team of faculty, Career Resource Center staff, area professionals and alumni. Introduces a strategic approach to career planning and job search. Topics/activities cover the job market, job search resources, developing a personal marketing strategy, researching potential employers, networking, interviewing, and résumé writing skills. Recommended to be taken

second semester of junior year or first semester of senior year.

Prerequisite: Junior Standing - Offered both fall and spring.

MGT 401 - Public Policy, Law and Management

This course focuses on the regulatory and policy implications of the interaction between government and private business entities, including corporations, partnerships and other business forms. The class is designed to help students understand the legal environment in which business organizations operate. It also will examine the role of ethics in business decision-making and the distinction between ethical and legal constraints. Discussion of specific laws affecting business and management, including securities regulation, antitrust statutes, and the Sarbanes-Oxley legislation of 2002 will be included. *Prerequisite: Junior or senior standing. Normally offered both fall and spring.*

MGT 403 - Business Law I

Analyzes major legal issues in business decision-making: contracts, products liability, law of business organizations, and government regulation of business. *Prerequisite: Senior standing in accounting. Normally offered both fall and spring.*

MGT 404 - Business Law II

Uniform Commercial Code, bankruptcy, property law, and other commercial law topics. *Prerequisite: MGT 403. Normally offered both fall and spring.*

MGT 420-422

Seminars in Management

Prerequisite: Junior or senior standing. Not offered on a regular basis.

MGT 496 – Internship

Normally offered both fall and spring. *Senior standing required.*

MGT 499 - Independent Study

Instructional and practical experience in the skills and techniques of research through association with a faculty member actively engaged in research. Credit up to 6 hours, depending on the type and amount of research activity. May be taken for credit more than once.

Prerequisite: Permission of instructor and department chairman.

Management Science & Systems

MGQ 201 - Introduction to Computers and Statistics for Management

This course will familiarize students with computers and computer software packages relevant to business and management, and it will introduce students to basic concepts in accounting (modeled around spreadsheets) and statistics (modeled around descriptive statistics). Word processing, spreadsheet, and statistics packages will all form an important part of the course. The course will include supervised homework sections at specific times and sites, for hands-on computer literacy. *Prerequisites: Sophomore standing. Normally offered both fall and spring.*

MGQ 301 - Statistical Decisions in Management

The course is designed to strengthen skills in the use of statistical methods for decision-making and in the use of computers to apply statistics as well as to increase data input capability. Topics include estimation, hypothesis testing, regression, and analysis of variance. *Prerequisites: Math 121 or Math 131, and MGQ 201; junior standing. Normally offered both fall and spring.*

MGS 351 - Introduction to Management Information Systems

An introduction to the basic concepts of management information systems from the managerial perspective. Topics include systems theory, information theory, systems analysis, and database management. Computer software such as LOTUS 1-2-3 and Microsoft Access is also introduced. *Prerequisite: MGQ 201. and junior standing. Normally offered both fall and spring.*

MGS 402 - Telecommunications Technology

This course will introduce students to telecommunications technology. The students will get an appreciation for the telecommunications technology that surrounds

us such as Fax, telephone, radio, as well as the management of telecommunications. The students will get an appreciation of the services planned by telecommunication companies. They will learn to identify major components of local area networks (LAN) and wide area networks (WAN) and be able to understand issues relating to design of LANs and administration of network operating systems. *Prerequisites: CS 113, CS 114 (for students accepted for Fall 1997 and thereafter), MGS 351, and Senior Standing. Offered fall*

MGS 404 - Database Management Systems

This course will introduce the technologies used to develop and implement database systems. The course will begin by introducing the relational model and the Structured Query Language (SQL). The course will also examine post-relational as found in object-oriented and semantic databases. Data modeling concepts and principles of good database design will be used to illustrate the construction of integrated databases. Students will be required to complete a project that incorporates good database design concepts. *Prerequisite: CS 113, CS 114 (for students accepted for Fall 1997 and thereafter), MGS 351, and Senior Standing. Offered fall.*

MGS 405 - Systems Analysis and Design

This course provides an introduction to the systems development life cycle (SDLC) emphasizing the recent adaptive approaches to SDLC, such as the unified process life cycle and agile methods. The course focuses on the disciplines of business modeling, requirements analysis, and logical design and utilizes the Unified Modeling Language (UML) for analysis, modeling, and design of business-oriented information systems. Information assurance issues of system controls and security are covered with respect to their impact on system requirements and design models. *Prerequisites: CSE 113, MGS 351, and Senior Standing. Offered Spring.*

MGS 496 – Internship

Normally offered both fall and spring. *Senior standing required.*

MGS 499 - Independent Study

Instructional and practical experience in the skills and techniques of research through association with a faculty member actively engaged in research. Credit up to 6 hours, depending on the type and amount of research activity. May be taken for credit more than once. *Prerequisite: Permission of instructor and department chairman.*

Marketing

MGM 301 - Principles of Marketing

Introduces the basic elements and applications of contemporary marketing. Emphasizes fundamental concepts of segmentation, targeting market research, organizational and consumer buying behavior using the traditional marketing framework of Product, Price, Advertising, Sales Promotion, and Distribution. *Prerequisites: Junior standing. Normally offered both fall and spring.*

MGM 402 - Sales Force Management

The focus of this course is on the roles of the sales force and sales management in the firm's marketing strategy. Specific topics to be covered are selling techniques, territory management, sales force selection, sales training for improved performance, compensation schemes, and performance evaluation. Case analysis and discussion will deal with problems from the perspective of the sales representative, the sales manager, and top management. *Prerequisites: MGM 301 and Junior standing. Normally offered both fall and spring.*

MGM 403 - Marketing Research

Marketing research as a tool of market management. The role of research in planning and controlling market activities and the techniques of marketing research will be analyzed and application to marketing problems illustrated. *Prerequisites: MGM 301 and junior standing. Normally offered fall.*

**MGM 403 is required for Marketing minors entering UB as of fall 2002.*

MGM 404 - Consumer Behavior

A discussion of pertinent theoretical and empirical findings about the behavior of consumers and industrial and institutional buyers. *Prerequisites: MGM 301 and junior standing. Normally offered both fall and spring.*

MGM 405 - Seminar in Marketing

This seminar will give the class an opportunity to study individual topics of special interest as well as to examine market phenomena of a general nature. This Special Topics Seminar changes from semester to semester. Students should check with Jacobs 206 or the Marketing Department about the topic for a particular semester. *Prerequisite: MGM 301 and junior standing. Normally offered fall.*

MGM 406 - Product and Brand Management

A discussion of new product development, brand and pricing strategies for existing products, and the design of promotional campaigns. Particular emphasis is given to the new product development process and the design of advertising strategy. *Prerequisites: MGM 301 and junior standing. Normally offered spring.*

MGM 408 - Retail and Channel Management

A discussion of retail administration and the effective management of channels of distribution. Some of the topics covered are retail locations, management of physical distribution, cooperation and conflict among retailers and other channel members. *Prerequisite: MGM 301 . Offered very infrequently.*

MGM 409 - Advertising and Promotion

Promotional strategy, one of the four P's of marketing, is critical to the survival and success of organizations because promotion forms the point of contact between the organization and its many stakeholders, especially, its customers. While promotion is typically associated with advertising, today's marketers have many more options in fashioning their

promotional strategies.

Understanding the various promotional choices including advertising, sales promotions, direct marketing, personal selling, and public relations and how these strategies need to work in tandem to achieve the greatest impact are among the objectives of this course. *Prerequisite: MGM 301 . Offered very infrequently.*

MGM 483 International Marketing (3) (Sp)

As the world becomes a global village and more and more corporations around the world market their products and services in foreign countries, the demand for business students with an understanding of international marketing is dramatically increasing. Thus, it becomes increasingly critical for undergraduate marketing students of this institution to (1) develop an understanding of the concepts, principles, and practices of marketing in the global environment; (2) develop familiarity with the problems involved in marketing across national boundaries; and (3) gain knowledge of tools and approaches to develop and control marketing programs on a global basis. *Prerequisite: MGM 301 and junior standing. Normally offered spring.*

(MGM 483 International Marketing may only be used to satisfy the Marketing concentration if completed prior to fall 2005. As of fall 2005, MGM 483 will only satisfy general management or international business concentrations.)

MGM 496 - Internship

Normally offered both fall and spring. *Senior standing required.*

MGM 499 - Independent Study

Instructional and practical experience in the skills and techniques of research through association with a faculty member actively engaged in research. Credit up to 6 hours, depending on the type and amount of research activity. May be taken for credit more than once. *Prerequisite: Permission of instructor and department chairman.*

Organizational and Behavioral Science

MGB 301 - Organizational Behavior and Administration

This course provides an understanding of the many factors that influence the behavior of individuals and groups in organizations, and enables students to apply these concepts to the issues and situations that they will encounter as employees and managers. Particular emphasis is given to the role of perception, motivation, leadership, group dynamics, organizational structure and change. Systematic interrelation of economics, technological, psychological, and sociological variables useful in observing, predicting, and influencing organizational behavior. Students will develop ways of thinking about organizational problems to increase their effectiveness as administrators. *Prerequisites: Psychology 101 and junior standing. Normally offered both fall and spring.*

MGB 421-422

Seminar in Organization and Administration *Prerequisite: MGB 301 and junior standing. Not offered on a regular basis.*

MGB 425 - Power and Influence in Organizations

Utilizing tools from organization theory, this course focuses on the nature of power and influence, the acquisition of power and its use in organizations. Major frameworks from the social and behavioral sciences are analyzed and their utility for application is delineated. Cases and other exercises for application in both the public and private sectors are discussed, and students are encouraged to relate the material to their personal experiences and professional objectives. *Prerequisite: MGB 301 and junior standing. Normally offered spring.*

MGB 496 - Internship

Normally offered both fall and spring. *Senior standing required.*

MGB 499 - Independent Study

Instructional and practical experience in the skills and techniques of research through

association with a faculty member actively engaged in research. Credit up to 6 hours, depending on the type and amount of research activity. May be taken for credit more than once. *Prerequisite: Permission of instructor and department chairman.*

Operations Management & Strategy

MGO 302 - Production and Operations Management (formerly MGQ 302)

An introduction to the process, the tools, and the techniques of production and operations management. Sufficient skill will be developed in the use of financial, quantitative, statistical, and computer-based tools and techniques as they apply to operations management and control problems in business, industrial, service, and governmental settings. *Prerequisite: MGQ 301. Normally offered both fall and spring.*

MGO 403 - Fundamentals of Strategic Management (formerly MGS 403)

A survey of general management processes for planning and controlling the operations of the firm. Special attention is given to the strategic and operations planning process and to the integration of marketing, production, and financial planning within it. Case studies and a computer-based management game are part of the course. *Prerequisites: MGF 301, MGM 301, and MGQ 302; and completion of or concurrent registration in MGE 302, and Senior Standing. Normally offered both fall and spring.*

MGO 450 - Business Forecasting (formerly MGG 450)

This course is devoted to forecasting for business purposes in the face of uncertainty. It is designed to familiarize students with various forecasting techniques and their practical applications in business, including projections of retail sales, real estate loans, tool shipments, costs, revenues, stock prices, inflation rates, and other micro- and macro-level variables. Numerous case studies are used.

Prerequisites: MGQ 301 and MGE 302. Normally offered spring.

MGO 493 - Special Topics (formerly MGG 495)

Various topics of concern to management students are offered periodically by guest lecturers and faculty members. Not offered on a regular basis. *Prerequisites: Junior standing in SOM.*

MGO 499 - Independent Study

Instructional and practical experience in the skills and techniques of research through association with a faculty member actively engaged in research. Credit up to 6 hours, depending on the type and amount of research activity. May be taken for credit more than once. *Prerequisite: Permission of instructor and department chairman.*

Chapter XI

Waiver Policies

Residency Requirement

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

These courses will be considered for equivalency through petition only:

MGQ 201

In order 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.

MGA 301, 302, 305, 306, 314

Petition to the department. The student is normally required to take a waiver examination. Waivers without examinations are considered only when comparable courses are taken at an upper-division level from an AACSB accredited four year college.

NOTE: MGA 305 and MGA 306 are electives for non accounting students and are not part of the New York State Registered Accounting Program.

MGA 311, 401, 402, 403, 404, 410, 415

Waivers are usually not approved.

Accounting course waiver examinations are given two times each year: the first Friday of the fall

semester and the first Friday of the spring semester. No additional examinations will be given. Students may request a course outline to identify the material which will be covered on the exam. Students must register for the exam at least two academic days before the exam is administered. A waiver examination can be taken only once for any particular course.

MGB 301

Waivers are considered only when comparable course is taken at an upper-division level from an AACSB accredited four-year institution and the student has earned a minimum grade of C. (Introduction to psychology, sociology, or management courses are not similar in content to MGB 301.)

MGF 301

Waivers are considered only when comparable course is taken at an upper-division level from an AACSB accredited four- year institution and the student has earned a minimum grade of C.

MGE 302

Economics 405 and 407 at The University at Buffalo with "B" or better grades in both courses. Waivers are considered only when comparable course is taken at an upper-division level from an AACSB accredited four- year institution and the student has earned a minimum grade of C.

MGI 301

Waivers are considered only when comparable course is taken at an upper-division level from an AACSB accredited four- year institution and the student has earned a minimum grade of C.

MGM 301

One full semester marketing course with the same content and with a grade of "B" or better from

an AACSB accredited four-year school. Alternatively, two full semester marketing courses with the same content with grades of "B" or better from a two year school.

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

MGQ 301

Two courses, with a "C" or better grade 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. (Why two courses? The first Statistics course is likely to only cover material from MGQ 201.)

MGS 351

Waivers are considered when comparable course is taken at an upper-division level from an AACSB accredited four- year institution and the student has earned a minimum grade of C. Alternatively, two full semester MIS courses with the same content with grades of "B" or better from a two-year school. The following components are critical: knowledge of a spreadsheet (such as EXCEL) and knowledge of a database (ACCESS) as well as MIS concepts.

MGO 403

MGS 403 is the SOM capstone course. **Waivers are not permitted.**

MGT 401

Public Policy, Law and Management - Business Law I and II with the same content and "B" grades from a two-year school usually waives MGT 401. Students having completed an upper-level course in Legal Environment of Management or Business Law with the same content and minimum grade of "C"

from a four-year AACSB accredited institution may also apply for a waiver for MGT 401.

MGT 403

Law I and II with the same content and "B" grades from a two-year school usually waives MGT 403.

This applies only to students pursuing registered accounting or internal auditing.

Waivers are also considered when a comparable course is taken at an upper-division level from an AACSB accredited four- year institution and the student has earned a minimum grade of C.

MGT 404

Students in the Registered Accounting Program may also petition to waive MGT 404, which is a required course in the Registered Accounting and Internal Auditing Programs. See MGT 403 for the policy. However, if an accounting student subsequently transfers to the Business Administration Track, the MGT 403 & 404 waivers would be rescinded.

Chapter XII

Prerequisites

All prerequisites must be completed prior to a student's commencing a course. The school may exception drop any registration where the prerequisites have not been completed.

<http://www.mgt.buffalo.edu/undergrad/Prerequisite.shtm>

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.

General Policy

In accordance with federal and state laws, no person, in whatever relationship with the State University of New York at Buffalo, shall be subject to discrimination on the basis of age, creed, color, disability, national origin, race, ethnicity, sex, sexual orientation, marital or veteran status.

Additionally, Governor's Executive Order 28, as amended, prohibits discrimination on the basis of sexual orientation in the provision of any services or benefits or in any matter relating to employment. The policy of the Board of Trustees of the State University of New York also requires that personal preferences of employees and students which are unrelated to performance, such as private expression or sexual orientation, shall provide no basis for judgment relating to such individuals.

Sexual Harassment

Sexual harassment of employees and students, as defined below, is contrary to University policy and is a violation of federal and state laws and regulations.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive environment.

No University employee of either sex shall impose a requirement of sexual cooperation as a condition of employment or academic advancement, or in any way contribute to or support unwelcomed physical or verbal sexual behavior.

Adapted from "Guidelines on Discrimination Because of Sex, 29 CFR Part 1604.11, 45FR74676."

Right of Persons with Disabilities to Identify Themselves

Title 28 of the Code of Federal Regulations, implementing Title II of the Americans with Disabilities Act of 1990, defines a disabled person as one who has (1) a physical or mental impairment which substantially limits one or more major life activities, (2) a record of such an impairment, or (3) is regarded as having such an impairment, who can, with or without reasonable accommodation perform the essential functions of a job, or meet the essential requirements for receipt of a service or participation in a program.

Under section 60-741.4 of the regulations implementing Section 503 of the Rehabilitation Act of 1973, all employees with disabilities who would like to be considered under the University affirmative action program are invited to identify themselves by letter or telephone call.

Information will be handled on a confidential basis, and persons may call for further information without having to identify themselves by name or department.

Any member of the University community who requires additional information, wishes to make a complaint or to receive a copy of the University procedures to be followed for complaints arising from matters related to the policies outlined above should contact: Affirmative Action Officer, 517 Capen Hall, Phone (716) 645-2266.

Each year, the School of Management Alumni Association (SOMAA) awards a full-tuition two-year scholarship to an incoming MBA student. In addition, SOMAA is very actively involved in the academic and social life of School of Management students.

Student Benefits & Opportunities

As a student in the UB School of Management, you have access to the wealth of experience of thousands of UB graduates throughout the world – more than 180,000 UB and over 25,000 School of Management!

School of Management Graduates are Wonderful!

Through strong relationships with faculty and staff and the SOM Alumni Association, School of Management graduates support the school and you, current students, in so many ways.

- **We love when students contact us.** Use the CRC's Telementor program or the Alumni Association database.
- **In-class presentations by alumni.**
- **Network Buffalo and Network New York** – the CRC will notify you of these great student-alumni networking events
- **Job postings/campus recruiting** – many, many alumni recruit our graduates for jobs after graduation
- **Through our Student Champion Program, the Alumni Association pays for a limited number of students to attend the following events:** (The CRC posts these opportunities for us.)
 - **Annual Awards Banquet**
 - **Smart Business Practices Seminar**
 - **Wine Tasting Dinner**
 - **Other events**

- **Annual Board Meeting during MBA Advantage** – network with members of our Board of Directors during your January MBA Advantage program

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

Member Benefits & Opportunities

Once you graduate, you can become a member of the UB SOM Alumni Association (SOMAA). Membership offers a lifelong affinity with your alma mater, provides you with valuable benefits, and supports our efforts at the School of Management. Additionally, as a SOMAA member, you automatically receive membership in the university-wide alumni association, UBAA, and enjoy all of the benefits of joint membership.

Benefits and Opportunities

- **On-line Alumni Database** (www.mgt.buffalo.edu/alumni) SOMAA members can access the business names and addresses of ALL SOM alumni.
- **Connect with UB Alumni!** Connect with UB Alumni around the world through UBAA alumni networks. As a member of both the SOMAA and UBAA, you have the opportunity to participate in all UBAA Chapter events throughout the US and in international chapters.
- **Student Interaction** Influence a future business professional by becoming involved with a wide variety of professional development and networking events involving students.
- **Free Lifetime E-mail** SOMAA offers all SOM Alumni FREE web-based email.

- **Post job openings for UB Alumni and for new graduates**
- **Buffalo Business Magazine** Members receive the award-winning Buffalo Business magazine published semi-annually, exclusively for School of Management Alumni.
- **Many and varied UB Alumni Association benefits** (see our website for full listing of benefits)
- **Discounted registration fees to alumni events**
- **Merchandise Discounts from Campus Tees and Snacks**

Becoming a Member of SOMAA

When you graduate, the SOMAA offers a lifelong affinity with your alma mater, provides you with valuable benefits, and supports our efforts at the School of Management, and School of Management graduates everywhere. Remember, as a member of the SOMAA you are also a member of the UB Alumni Association. New graduates received a discounted membership rate. After that, current membership fees are just \$50 per year - - well worth it!!

For more information:

School of Management Alumni Office
 150 Jacobs Management Center
 Email: mgt-alumni@buffalo.edu
www.buffalo.edu/alumni