



**BUFFALO STATE
GRADUATE
ORIENTATION FOR
NEW STUDENTS**

Created Summer 2018

Table of Contents

Dean's Welcome	3
Enrollment Policies and Procedures	4
Technology Guide	5
Registering for Classes	6
Course Load Requirement.....	7
Time to Degree: Estimates & Limits.....	8
Financial Aid Opportunities.....	9
Paying Your Bill.....	10
Academic Standing	11
Student Complaints, Grievances, and Appeals.....	12
Academic Appeals.....	12
Student Complaints Regarding Distance Learning.....	12
Student Complaints, Grievances, and Appeals.....	13
Complaints Regarding Nonacademic Issues.....	13
Complaints Regarding Discrimination.....	13
Student Confidentiality	14
Title IX Compliance	14
Campus Resources for Graduate Students.....	15
Parking & Transportation.....	16
Housing.....	16
Health Care & Insurance	17
On Campus and Online Learners in Erie and Niagara County.....	17
Online Learners (Outside of Erie and Niagara County).....	17
Teacher Certification Office	18
Veteran Resources	18
Graduate Student Association.....	19
Library.....	20
Writing Center.....	20
Research Compliance.....	21
Career Development Center	22
Student Accessibility Services.....	22
Program Specific Clubs and Organizations.....	23
Name & Address Change.....	25

Dean's Welcome

Welcome to graduate education at SUNY Buffalo State! Buffalo State enjoys a significant presence in Buffalo, Western New York, New York State, and the world. It is



a center of culture, learning, and innovation. Within a short distance of campus and throughout WNY is a rich tapestry of museums, restaurants, bustling businesses, and host of entertainment options. As opportunities allow, I encourage you to explore the campus and area, meet new people, engage, get involved, and remember to keep balance by taking time to relax, spend time with family and friends, and enjoy your community.

We recognize the selection of a graduate program is a personal choice with the purpose of enhancing professional knowledge, skills, earning power, and career advancement. Throughout your studies you will encounter our exceptional and supportive faculty and staff who are dedicated to making this possible. Get to know them as they will help you throughout your studies and can be a valuable resource beyond your

time at Buffalo State.

Finally, the practical and applied nature of our programs stimulate opportunities for our faculty, students and alum to play vital and active roles in their professions and communities. Thank you for choosing Buffalo State and welcome to the Buffalo State community!

Dr. Kevin Miller, Dean



ENROLLMENT PROCEDURES AND POLICIES

Technology Guide

Our Resources for Information, Technology, and Education (RITE) Office is here to assist students with computing and technology support.

RITE has created various resources for new students. We encourage you to explore all the information that RITE has made available to students.

[RITE New Student Guide](#)

[Get Moving in the RITE
Direction](#)

[RITE's Knowledge Base](#)

[Technology Guide for
New Students](#)

[RITE's Self-Service](#)

Registering for Classes

To be able to register, students first need to complete the admission reply form, sent in their acceptance email. Students are expected to complete registration within two weeks after they become eligible to register and to attend the first meeting of all classes in which they have enrolled.

The department chair/graduate coordinator designates a member of the graduate faculty to serve as an adviser to the student and to assist in planning the course of study. It is the student's responsibility to seek a conference with the adviser before registration, application to degree candidacy, and application for graduation. Some departments require Advising Pins to register for classes. Make sure to meet with your adviser to receive your pin.

To register for classes:

- Starting from the Bannerweb home screen
- Select 'Student' then select 'Registration'
- Select 'Add or Drop Classes'
- Select the semester
- Select 'Class search' to find and add classes
- Once you have found your class, mark the check box and select 'Register'

Having trouble registering?

Check out the Registrar's Office resources: registrar.buffalostate.edu/registration

Course Load Requirement

1. Full-time status: Full-time academic status typically consists of a course load of 9 graduate-level credit hours per semester. Some departments, though, require that students take more credits for accreditation purposes (check with your department).
2. Graduate assistants: Full-time academic status for graduate assistants is 6-9 graduate level credit hours per semester. Final assignments are determined by the department supervising the GA appointment.
3. Last semester of study: Full-time academic status is granted to students in their final semester of study if they are working full-time on a master's project or master's thesis. Advisers and department chairs need to verify the student's workload in these cases. It is recommended that you work with Financial Aid to determine your aid eligibility during your last semester.
4. Finances: In determining billing status, students pay tuition based on the number of credits they register for — up to 12 credits.
5. Financial Aid: To be eligible for financial aid, students must be enrolled as matriculated students in an eligible program of study. Other guidelines vary depending on the type of aid. Various state and federal financial aid programs require that students be registered for 12 graduate credits; loans typically do not. Students should contact the [Financial Aid Office](#) for details and personalized counseling.
6. Fully employed part-time students registered in the fall and spring semester should limit themselves to a maximum of two courses each semester.

Time to Degree: Estimates & Limits

1. All coursework and degree requirements must be completed within the six-year period immediately preceding a student's graduation. Coursework completed more than six years prior to date of graduation cannot be used to satisfy degree requirements unless approved by the adviser, department chair and school dean.
2. To earn a graduate degree or certificate, a student must maintain a minimum cumulative GPA of 3.0 (B grade) on a 4.0 scale in all graduate courses completed at the college. Transfer credits are not included in the average. Undergraduate coursework completed while working toward the graduate degree is not included in the average but is shown on the transcript. Grades received for coursework completed at another institution through cross registration are included in the average.
3. At the graduate level, grades of C (2.0) or higher may be applied toward credit requirements for a master's degree. Typically, no more than 9 credit hours with a grade of C can be accepted toward a master's degree, and some degree programs permit even fewer than 9 credit hours of C work. Grades of C- (1.67) or lower are not used to satisfy degree requirements. Grades of C- or lower may be repeated.
4. There is no automatic transfer of credit toward a graduate degree or certificate of advanced study. A maximum of 12 graduate-level credit hours of transfer work from an approved regionally or nationally accredited institution may be applied to a degree program or certificate of advanced study upon departmental/adviser approval. Academic departments reserve the right to allow fewer transfer credits. The applicability of transfer credit to a graduate certificate program is determined by the department. The 12-credit maximum does not apply to the master's degree program in multidisciplinary studies, which allows a maximum of 15 credit hours of transfer work upon the principal adviser and advisory committee (if required) approval.
5. Students must complete their master's degree or certificate within 150 percent of the normal time required to complete a master's degree. For example, for a degree that requires 30 earned credit hours, student must be able to graduate within 45 credit attempts to remain eligible for federal aid.
6. Federal financial aid eligibility will be terminated when the Financial Aid Office determines it is not mathematically possible for a student to complete his/her degree program within the maximum time frame. The FAO manually reviews graduate student records when they have attempted enough credits needed to graduate. More information regarding the [Federal Satisfactory Academic Progress Policy](https://financialaid.buffalostate.edu/graduate-federal-sap-policy) can be found here: financialaid.buffalostate.edu/graduate-federal-sap-policy

Financial Aid Opportunities

There are several types of opportunities for tuition funding at Buffalo State. We highly encourage you to work with the Financial Aid Office and the Graduate School who will provide you with important information. Explore below to learn about your options!

Costs of Attendance

Assistantships

Scholarship

Loans and Financial
Aid

Diversity Fellowship

GSA Scholarship

Graduate EOP Funding

For any questions regarding your financial aid contact the Financial Aid Office

P: (716) 878-4902

Email: finaid@buffalostate.edu

financialaid.buffalostate.edu/

Paying Your Bill

When you register for classes, it is specifically understood that you will pay in full all charges associated with registration. Failure to attend classes does not change the payment due or entitle you to a refund. To cancel the liability for registration, you must officially drop courses by the last day of the drop/add period.

Electronic bills (eBills) are now the exclusive billing method for all Buffalo State student account balances. Paper bills are no longer mailed to students. Payment due date will be included with all e-billing statements. Students can print their QuikPAY statement if needed. **All e-billing notifications will be sent to your Buffalo State student email address.**

In accordance with SUNY policy, no student is allowed to register for future semesters until all tuition, fees and other current financial liabilities have been paid. Holds must be cleared two business days before registration.

To make a payment:

- Starting at your Bannerweb home screen
- Select 'View/ Pay bill'
- This will take you to the QuikPay system, where you can view and pay your bill.

For any questions regarding your bill, contact [Student Accounts](#).

P: (716) 878-4121

Email: stuacct@buffalostate.edu
studentaccounts.buffalostate.edu/

Academic Standing

1. All graduate students are required to maintain a minimum cumulative GPA of 3.0 (4.0 scale). A student is automatically placed on probation if the GPA falls below 3.0.
2. Matriculated full-time students are given one semester, and matriculated part-time students are given 9 credit hours to achieve a 3.0 GPA, provided total credit hours do not exceed the degree program by more than 6. Failure to achieve a 3.0 GPA within the specified time results in academic dismissal. In addition, failure to maintain a minimum 3.0 GPA during each semester of academic probation results in academic dismissal.
3. Premajor students must have a 3.0 GPA by the completion of 12 or more credit hours. Failure to achieve a 3.0 GPA by the completion of 12 or more credit hours of graduate-level coursework results in academic dismissal. A student with fewer than 12 credit hours automatically is placed on academic probation should the GPA fall below 3.0. Failure to achieve a 3.0 GPA by the completion of 12 credit hours results in academic dismissal. In addition, failure to maintain a minimum 3.0 GPA during each semester of academic probation results in academic dismissal.
4. Nondegree students have until the completion of the next semester in which enrolled to bring his or her GPA to 3.0 after being placed on academic probation. Failure to do so renders the student ineligible for further registration.
5. A student who has been academically dismissed must wait one full year from the time of dismissal before applying for readmission.
6. A student may be readmitted to the college only once after an academic dismissal. If readmitted, the student is automatically returned to academic probation if his or her cumulative GPA is below 3.0. The student then has one full-time semester or 9 credits of part-time study to achieve a 3.0 cumulative GPA, and must maintain a minimum of 3.0 GPA during each semester of academic probation. Failure to do so results in final academic dismissal.
7. Academic probation may also affect financial aid eligibility. Students must meet Satisfactory Academic Progress (SAP) standards to receive federal financial aid. For more information see the [Financial Aid website](#) or office at (716) 878-4902 and/or finaid@buffalostate.edu

Student Complaints, Grievances, and Appeals

Academic Appeals

- Students are expected to adhere to all regulations of the college. However, unusual and extenuating circumstances may warrant a modification of certain regulations.
- Students should not request a waiver of any regulations without very strong evidence to justify the waiver. Requests for waivers are made by completing an Academic Appeals Petition in the [Academic Standards Office](#), Twin Rise 100.

Student Complaints Regarding Distance Learning

New York Residents

- SUNY students should attempt to resolve complaints with the campus itself. However, any New York State resident who is unable to resolve the problems should contact:
State University of New York System Administration
Provost's Office
State University Plaza
Albany, NY 12246

Non-New York Residents

- Students should try to resolve the complaint with campus personnel first. If the problem does not get resolved, students can work with an agency in their home state to have their complaint addressed.
- The State Contact Information at the linked list has been collected by the State Higher Education Executive Officers (SHEEO), and it will be updated as additional information becomes available. SHEEO provides further resources relating to state authorization of distance education at <http://sheeo.org/stateauth/stateauth-home.htm>. Students should contact the agency listed in their home state if they seek further assistance.

Student Complaints, Grievances, and Appeals

Complaints Regarding Nonacademic Issues

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

Complaints Regarding Discrimination

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

Student Confidentiality

Buffalo State takes the privacy and security of our student's records very seriously. More information regarding FERPA at Buffalo State can be found below.

[Buffalo State's FERPA Policy](#)

[FERPA Disclosure Information](#)

Title IX Compliance

Title IX prohibits discrimination on the basis of sex in any educational program or activity that receives federal financial assistance. Women and men are entitled to equal access under Title IX. Consistent with the requirements of Title IX, Buffalo State's policies prohibit discrimination on the basis of gender. More information regarding Title IX at Buffalo State can be found below.

[Title IX Compliance at Buffalo State](#)



CAMPUS RESOURCES FOR GRADUATE STUDENTS

Parking & Transportation

Students are allowed to have a car on campus. Parking passes are \$70 a year. When parking, note the designation of the lot to avoid being ticketed by University Police.

Public Transportation includes Bike shares, Lyft and Uber, as well as public bus transit.

[Apply for a Parking Pass](#)

[Parking Services](#)

Housing

Limited on-campus housing is available. For more information please contact Residence Life.

Phone: 716-878-3000

Email: reslife@buffalostate.edu
Residencelife.buffalostate.edu

Health Care & Insurance

Weigel Wellness Services provides health and counseling services to all current students. A complete list of services can be found below.

Weigel Wellness Center Services

On Campus and Online Learners in Erie and Niagara County

All students taking courses on campus must be in compliance with New York State laws regarding immunizations. Any online student living in Erie or Niagara County must also be in compliance. Students must provide immunization records to the Weigel Wellness Center in order to be able to register for classes.

Online Learners (Outside of Erie and Niagara County)

Online learners living outside of Erie and Niagara County, need to contact the Weigel Wellness Center and inform them of their status as an online learner.

New Student Health Form

If you are in need of health insurance, the Weigel Wellness Center can assist you. More information can be found below.

Health Insurance Resources

Teacher Certification Office

Contact

teachercertification.buffalostate.edu/

716-878-6121

Chase Hall 222

teachercertification@buffalostate.edu

The Teacher Certification Office recommends Buffalo State graduates to the New York State Department of Education for teacher certification after they have completed an approved teacher preparation program. The Teacher Certification Office also verifies program completion for graduates applying for out-of-state certification and serves as a resource for a variety of teacher certification related topics.

Veteran Resources

Welcome to all Armed Service Members, Veterans, Spouses and your Dependents. Buffalo State is honored to help support and guide you on your higher education experience. We serve all military aligned students and their dependents to transition into the academic environment by supporting their needs from pre-admission enrollment to post graduation employment.

Contact

continuingstudies.buffalostate.edu/contact-us

716-878-5907

Cleveland Hall 210

ncprog@buffalostate.edu

Brad Baumgardner

Coordinator of Veteran and Military Services

baumgabd@buffalostate.edu

Graduate Student Association

The Graduate Student Association (GSA) is the graduate representative body on campus, the GSA's mission is to support and speak for the interests of Buffalo State's current and future graduate students.

Additionally, the GSA encourages and organizes scholarly activities, provides leadership on campus, and promotes social opportunities for networking with other like-minded people, in professional and academic settings.

Membership is extended to all full- and part-time matriculated graduate students attending SUNY Buffalo State and paying the GSA fee. We require a modest fee of \$3.50 per credit hour of study, in order to create opportunities for Buffalo State graduate students who are looking to: secure funding for their research and scholarship; participate in professional organizations and conferences; create and present professional posters and documents related to research and scholarship.

More information about what the GSA can do for you can be found below!

[Professional Development Funds](#)

[Getting Involved](#)

[GSA Scholarship](#)

[Meeting Minutes](#)

Library

The E.H. Butler library has a variety of resources available to students. These resources include research assistance from librarians, access to a 24/7 Study Quad during the academic year, and access to numerous electronic databases.

Explore below to discover the full extent of Library resources.

[Library Hours](#)

[Research Guides](#)

[Databases](#)

[Library Liaisons](#)

Writing Center

The Writing Center is available to students to assist with the writing process. Appointments can be made online or during the center's hours. Appointments can be scheduled for in person or online consultation. Additionally, the Writing Center works to match graduate students with tutors who already have a master's degree and are familiar with graduate school level academic writing.

Contact

academiccommons.buffalostate.edu/writing-center

716-878-5223

Butler Library 157B

herbmm@buffalostate.edu

Research Compliance

The Sponsored Programs Office on campus handles all research compliance on campus. Information regarding research compliance can be found below.

[Research Compliance](#)

The Graduate School has created Master's Thesis and Project Guidelines to assist students with their research. Guidelines regarding Master's Thesis and Projects can be found below.

[Thesis and Project
Guidelines](#)

Career Development Center

Career Development Center offers the following services:

- Job Search Preparation
- Resume and Cover Letter Review
- Job and Internship assistance
- Interview preparation
- And more!

Contact

cdc.buffalostate.edu

716-878-5811

Cleveland Hall 306

askcdc@buffalostate.edu

Student Accessibility Services

Contact

sas.buffalostate.edu/

716-878-4500

South Wing 120

sas@buffalostate.edu

Student Accessibility Services can provide a variety of accommodations and services to students who need them. If you believe you are a student with a disability and would like to connect with the Student Accessibility Office, please contact the office to set up an appointment.

Program Specific Clubs and Organizations

Academic Clubs		
Name	Description	Contact
Chemistry/Forensic Club	A great way for students in the sciences to meet others. Activities occur throughout the semester on and off campus. Anyone interested is encouraged to attend our general interest meetings.	Jessica McCarey mccarejj01@mail.buffalostate.edu
Council for Exceptional Children	Student Council for Exceptional Children is the Buffalo State College chapter of the international professional organization whose mission is to improve educational outcomes for individuals with exceptionalities.	buffalostatescec@gmail.com
HESAA Collective	The HESAA Collective aims to maintain a support system that will incorporate the academic, social, and professional needs of the students of the HEA department.	Dominic Hannon hannondj01@mail.buffalostate.edu Dr. Amy Wilson (Advisor) wilsonab@buffalostate.edu
Graduate Student Association	The representative body for graduate students on campus. Additionally, the GSA organizes networking and social events. It can also provide funding for graduate students.	Raymond Wagner wagnerrm@buffalostate.edu gradstudentassoc@buffalostate.edu
Physics Club	A group that explores the science of physics. During weekly meetings, various topics are discussed, guest speakers are present, and physics themed competition is held. The club also visits research labs and attends physics conferences.	physicsclub3.14@gmail.com

National Student Speech Language Hearing Association	The Buffalo State Chapter of the National Student Speech Language Hearing Association provides an opportunity for students studying speech language pathology to expand on their knowledge from the classroom into the community.	Margaret Elise Weiser weiserme01@mail.buffalostate.edu
---	---	---

Honor Societies		
Name	Description	Contact
Omicron Delta Epsilon (OΔE)	The Buffalo State Chapter of Omicron Delta Epsilon works closely with the Dead Economists Society. It organizes speaker's series on important issues in economics and finance, and helps its student's network.	Dr. Victor Kasper Jr. (Advisor) kaperv@buffalostate.edu
Alpha Phi Sigma (ΑΦΣ)	The Alpha Phi Sigma is the national honor society for criminal justice majors and recognizes the academic excellence of undergraduate and graduate criminal justice students.	Dr. Scott Johnson (Advisor) johnsosl@buffalostate.edu
Phi Alpha Theta (ΦΑΘ)	A professional society whose mission is to promote the study of research, good teaching, publication and the exchange of learning and ideas among historians.	Dr. Martin Ederer (Advisor) ederermf@buffalostate.edu
Pi Alpha Alpha (ΠΑΑ)	Pi Alpha Alpha is the Global Honor Society for Public Affairs and Administration. Its purpose is to encourage and recognize outstanding scholarship and accomplishment in public affairs and administration.	Dr. Atta Ceesay (Advisor) ceesayaa@buffalostate.edu

Name & Address Change

Students are responsible for notifying the Graduate School of any change of name or address so that registration information and other mailings can be properly directed. The forms can be found on the Registrar or Graduate School's web page.

Please make sure you follow the instructions on the form and provide the needed documentation.

[Name Change Form](#)

[Address Change Form](#)



Best Wishes in Your Graduate Studies!

Created by Tiffany Wagner, Summer 2018