

Academic Policy Tipsheet for CAS Faculty Members
Prepared by CAS Student Advisement and Services
275 Park Hall, 645-6883
cas-advisor@buffalo.edu
<http://casadvising.buffalo.edu>

Student Advisement: All undergraduates at UB have access to academic advisement within their decanal or special units. Arts & Sciences majors come to our office in 275 Park Hall. Students undecided about their majors are advised in the Student Advising Services office in 109 Norton Hall. Additional advisors work with Honors students, EOP students, Athletes, and other special groups. All incoming students have had significant contact with their advisors over the course of the summer and should know the location of their advisement homes. Arts and Sciences students can rely on receiving solid advisement from the CAS advising office as well as from other departmental advisors in CAS. Faculty, instructors, and teaching assistants are invited to consult with our staff about any student-related issues.

Add/Drop Dates: Students may drop courses during the first week of classes only (the deadline to drop is 11pm on Saturday, September 1st). Students may add courses through Tuesday of the second week (Monday is a holiday; the deadline to add is 11pm on Tuesday, September 4th). A dropped course does not appear on the student's transcript. Absence policies and graded coursework requirements are applied from the first day of class, regardless of when the student adds. Dropped classes do NOT count toward determination of full-time status.

Resigning from a course: Students may resign from courses from the Sunday of the first week of classes until the end of the eleventh week (Friday, November 9th). An "R" grade will appear on the transcript for the resigned course. ***After the Friday of week 11, students cannot retroactively resign a course, even if a faculty member writes a letter of support.*** The University's position is that students are responsible for managing their enrollments and resigning from courses in a timely manner. In most cases, resigning a course does **not** compromise a student's full-time standing, except for International students. It is each instructor's responsibility to provide students with some concrete evaluation of their progress in every course before the end of the 11th week. Students who can't handle the material should be encouraged to resign before the deadline.

Holds: Holds (formerly called 'checkstops') freeze a student's record and prevent enrollment activity until the student has met the requirements for their removal. Students who are uncertain about their holds should be encouraged to check this information on HUB, and to consult with their academic advisors in this office.

Changes of Grade: Grade changes must be initiated by the instructor using a Change of Grade Form, which is to be signed by the instructor and the department chair. Reasons for the change, aside from changes of INC and J grades, must be fully explained and justified on the form. Permanent grades, including Incompletes that have been updated or allowed to default, may not be changed except to correct a grading error.

Administrative withdrawal: A student who must withdraw from classes should consult with his or her academic advisor for appropriate procedures, justification, and documentation to request an administrative withdrawal (grade of “W”). Administrative withdrawal petitions based upon extraordinary circumstances are considered only for **all** courses in a semester, not selected courses. The deadline is one full semester following the term being requested.

Leave of Absence: Leaves are normally granted for one or two semesters but may be extended for one additional year by written request. Request forms are available on the Registrar’s website (registrar.buffalo.edu). A student must be in good academic standing (GPA \geq 2.0), have no Disciplinary hold, and must not be enrolled. The deadline to file a Leave of Absence request has changed for fall 2011 – it must be submitted to the student’s advisement office no later than the end of the seventh class day of the first semester for which the leave is requested.

Incompletes: A grade of Incomplete may be given to a student who has not completed all of the assigned work in a course if the student has a passing average and if there is a well-defined means by which the course requirements can be completed within 12 months. It should not be used for the student who has not attended a course. ***A student must not re-enroll in a course for which he or she has received a grade of Incomplete.*** Incompletes are given solely at the discretion of the instructor, and instructors have authority over all parameters of the grade and completion of work. Incompletes should not be given to mask failing work in a semester, nor should they be used to afford a student additional time to improve a grade when the student has completed all assigned work. A grade of Incomplete must be accompanied by a designated default grade. ***The default grade should indicate what the student’s final grade will be should the student fail to do any further work for the course.*** The instructor is required to provide to the student, in writing or by e-mail, specification of the missing work. An incomplete grade will automatically default at the time a student is being reviewed for degree conferral.

Repeat policy: When a student repeats a course at UB, the second grade replaces the first in the GPA calculation. This is the most common application of the policy, and it has not changed. A more recent change to the policy governs what happens if a student must take a course three or more times. A student must receive permission from the relevant department and be force registered in a class for a third (or more) time. If a student fails the course a second time, it may be taken again, but all failing grades count in the student’s GPA. When the student eventually passes the course, the final passing grade and the credit will also be included in the GPA. A student may repeat a UB course by taking the equivalent course at another school, but this does **not** result in a change to the student’s UB GPA. For all the details of the Repeat Policy, please consult the Undergraduate Catalog.

Course Enrollment Control policy: Courses listed on the ‘Limited Enrollment’ list may not be repeated, even if resigned the first time, during a fall or spring term, except in the case of a ‘W’ grade the first time. Students must be informed that a course is ‘Limited Enrollment’ in the syllabus, and an announcement should be made to this effect in the first week of classes. Departments may open seats in impacted courses to repeaters after all other students have had the opportunity to enroll, but only if doing so does not violate the spirit of the policy.