The Graduate School
Office of Student Services

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Registration Announcements and Information

- Drop deadline without financial liability is Tuesday, 9/8/15, 11:59 pm
- Add deadline is also next Tuesday, 9/8/15, 11:59 pm
- Department add/drop/swap period ends Friday, 9/11/15.
- Missed the drop date - UB has Resign (R)
- Dropping below 12 hours after 9/8/15 (through exception process) is strongly discouraged, you will still owe 30% tuition and 100% fees
- All credits over 12 are “free”
- Continuous registration each semester (except winter and summer) is required at UB
Exceptional Registration (allowable Department add/swap period)

- When: Monday, 9/14/15 – Friday, 9/18/15

- For: Late adding credits to maintain full-time enrollment

- Requires a form located on the Office of the Registrar’s website: [www.registrar.buffalo.edu](http://www.registrar.buffalo.edu)

- Swapping of courses/sections with both instructors consents (only for unavoidable circumstances when/if space is available)
Understanding UB’s Graduate Grades

• “Letter” Grades A(-), B(+/-), C(+), F. D is uncommon but is also a failing grade.

• Minimum Standards
  • B is minimum passing grade for most graduate courses
  • 3.0 per term average is required for most programs (select programs have slightly lower minima)

• If you receive a B-/C(+) or lower usually you have to repeat the course – consult your department.
Understanding UB’s Graduate Grades

• Incomplete – initially shows as “IU”. “U” portion is reminder that if not completed within professor’s specified deadline course becomes permanent U. If professor did not give specific deadline -12 months is default. Do not re-register for an IU-graded course.

• Audit – displays as “N”. Request in advance with professor. Sometimes a viable alternative to “IU” but does not count toward degree requirements.

• No Grade Assigned – nothing displays. It is your responsibility to resolve this with professor. Changes to permanent “F” after @ 4 months!

• Project/Thesis/Dissertation/Research – typically graded with “L”. “L” is used to identify continuing work. Reserved for master’s culminating experience, PhD dissertation or any research work. “L” grades change to “S” upon degree completion.
Academic Withdrawal

Withdrawal from all courses in a semester due to extreme unforeseeable situations

Common reasons for seeking it:
- Military orders/deployment
- Medical (family or personal)
- Death of an immediate family member

“W” grades recorded on transcript for entire semester record

Does not guarantee a full/any refund of semester costs
Undergraduate Classes for Graduate Credit

- Limited to 2 courses per graduate student
- 400-level courses only
- Instructor must be a tenure or tenure-track faculty
- Instructor must assign you extra work
- Request in advance of course start date with the “Class Registration Outside Primary Career” form located on the Graduate School website.
Leave of Absence

Standard reasons you might need it:

• Medical – family or personal
• Financial – need to go back into workforce
• Travel – independent research/fieldwork
• Academic – no course in coming semester available for your program
• Maternity/infant care
How to prepare for Degree Candidacy

What can I do *this year* to begin to prepare?

- Get to know your faculty! Shop around for the professor you admire, get along with, and whose research interests match your own.

- Develop your own ideas for your research project, consult with a variety of faculty about those ideas.

- Don’t be afraid to change course if the research idea does not pan out. Trial and error is the nature of research.
How to prepare for Degree Candidacy

What is the ATC?
The Application to Candidacy (ATC) is a summary of progress in your program which indicates the coursework component is nearly or completely finished.

Critical components of the ATC are:
- future credits
- Anticipated completion (conferral) date
- For Master’s degrees, option selection (project, exam, thesis)
- For PhD degrees- qualifying exam/paper passed
- major advisor/committee identification
Certification of Full-Time Student Status (FTC)

What is it?
- Official status granted to students not registered full time but studying full time nonetheless (granted upon receipt of the ATC).

Why do you need it?
- Loans (defer old and/or get additional)
- Health Insurance purposes
- International Student Immigration status
- Tuition scholarship eligibility

When do you need it? - Toward the end of your graduate degree program.
- Master’s: the final two semesters (usually the 3rd and/or 4th term at UB) while working full-time on thesis or final project
- PhD: the semesters during and after passing the comprehensive exams, while working full-time on dissertation
Rules to REMEMBER!

Maintain a minimum 3.0 overall grade point average.

Complete the minimum credit hours required for your program.

Time limits for degree completion:
- 4 years for Master’s programs
- 7 years for PhD programs

If you complete a Thesis or Dissertation you must submit it electronically to GS (for digitizing and cataloging in the UB Libraries) before you can graduate.
Communication Channels are the key to success!

MyUB and HUB Student Center
• Web-based self-service information portal for registration, class offerings, announcements, etc.

Use your UB email account!
• You are responsible for the communications sent to the UB email address – set up forwarding if you prefer another email client.

The graduate secretary/coordinator is your friend
• Be polite and respectful, but remember this person is not your mother nor your servant.
• He or she knows more than your professors about university procedures and “paperwork”.

Don’t waste the department’s or your time
• Read the material emailed or sent to you before you pick up the phone or go to the office.
Must Read/Reference Documents

Your Department Graduate Student Manual/Handbook
• primary source of information for academic advisement, requirements, rules and standards.

• It contains essential information about UB’s overall minimum academic standards and expectations. All UB graduate students must adhere to these policies.
Contact Information

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