“AA1/SEAS” HOLD
(SERVICE INDICATOR):
ACADEMIC REVIEW SEMINAR

Probation?
Understanding what happened last semester.

Graduation!
And other academic information to ensure you get here.
Office of Undergraduate Education
410 Bonner Hall

645-2775
ubengineer@buffalo.edu

Office Hours: 8:30 am – 5 pm, Monday – Friday
(closed University Holidays/UB emergency closings)

“Quick” Question Advisement Drop-Ins
Are available most days, 9 am – 5 pm, but are not a substitute for individual appointments.

http://engineering.buffalo.edu/undergrad
410 Bonner Staff

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**Academic Information Specialists:** Qian Chen, Andrew Schultz

**Assistant Dean:** Dr. Kerry Collins-Gross

**Associate Deans:** Dr. Jeffrey Errington & Dr. Christine Human
SEAS Academic Review:
http://engineering.buffalo.edu/
Academic Advisement

The Office of Undergraduate Education provides advisement for all of the departments within the School of Engineering and Applied Sciences. Our online tools can help you to plan out your courses at UB.

Course Flowsheets
Our interactive guides provide a semester-by-semester outline of the courses within a curriculum. These flowsheets enable students and advisors to visualize the pre-, co-, and post-requisites associated with a course.

Thematic and Global Pathways
Pathways are a central component of the UB Curriculum. Learn what’s required to complete both a Global and Thematic pathway.

Academic Review
We conduct an academic review of all SEAS students at the conclusion of the fall and spring semesters. Make sure you’re prepared and informed of our academic review policies.

Prerequisite Policy
Learn the difference between a course prerequisite and a course co-requisite.

Computer Programming Requirement
Academic Review

The UB School of Engineering and Applied Sciences conducts an academic review of all students at the conclusion of the fall and spring semesters. It is important for all students to be aware of the academic review policies.

- Periodic Review of Intended Majors
- 2015 Academic Review Policy
- 2009 Academic Review Policy

Did you know? You can view your most recent semester’s academic review results online. > Login Now
Login Required

UBITName

Password

Log In

- I don’t know my password
- Find my UBITName
- Help
Anonymous, 10000000

anon@buffalo.edu

Academic Review

You are under the 2009 Engineering Academic Review Policy, available online here.

UB Cumulative

<table>
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<th>Hours Attempted</th>
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Engineering Academic Review History

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UB Academic Review History

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Anonymous, 10000000

anon@buffalo.edu

Academic Review

You are under the 2015 Engineering Academic Review Policy, available online here.

UB Cumulative

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Technical Cumulative

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Engineering Academic Review History

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UB Academic Review History

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<td>1.765</td>
<td>17.00</td>
<td>30.01</td>
<td>1.765</td>
<td>Academic Warning (WRN1)</td>
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Overview
To maintain academic standards and determine eligibility for continued enrollment, the School of Engineering and Applied Sciences (SEAS) reviews the academic records of all undergraduate students. SEAS academic review is conducted at the end of each fall and spring semester.

Please also note that the University at Buffalo Office of Academic Affairs completes an independent academic standards review at the end of each fall and spring semester (see, http://catalog.buffalo.edu/policies/academic-review.html).

SEAS Academic Good Standing
SEAS considers the technical GPA (TGPA) in its academic review. The TGPA is based on engineering, math, and science courses taken at UB.

A student is in SEAS academic good standing if their cumulative UB technical grade point average (CTGPA) is 2.0 or greater and their most recent semester technical GPA (STGPA) at UB is 2.0 or greater.

Poor academic standing within SEAS may limit a student's ability to participate in SEAS and other university activities.

Note: Winter UB courses factor into following spring academic review
Summer UB courses factor into following fall academic review
SEAS Academic Probation

If your cumulative or semester technical GPA is less than 2.0, you will be placed on academic probation (if you do not meet dismissal criteria).

After the *first* occurrence of SEAS academic probation, students will receive an **advising hold** that will limit the ability to register in courses until they attend a required advisement session with an engineering advisor.

Attendance at this session will satisfy your SEAS Advising Hold requirement

(the SEAS2 Advising Hold is removed upon completion of the Professional Development Survey – fall terms).
Dismissal from SEAS

2015 Policy: A student is dismissed from SEAS if

D.1. their STGPA is less than 2.0 and their CTGPA is less than 1.4, or
D.2. their CTGPA and STGPA are both less than 2.0 while they are on academic probation
D.3. they do not follow the curriculum in their SEAS major for two consecutive semesters

Students with legitimate extenuating circumstances may petition for immediate reinstatement. Examples:
• documented medical issues of the student or an immediate family member
• the death of an immediate family member
• a disability
• military orders.

It is expected that the student will pursue an Academic Withdrawal from University Coursework. Successful petitions will present sufficient evidence that an Academic Withdrawal request is deemed to have a reasonable likelihood of being granted. Instructions for submitting a petition are provided within the dismissal letter.

Students who do not submit a petition or unsuccessfully petition for reinstatement will be removed from the SEAS major and dropped from any SEAS courses they are enrolled in for the following fall or spring semester after the petition period closes. Students dismissed from SEAS are strongly encouraged to work with UB's academic advisors to explore other majors.

Students are eligible to reapply to the School of Engineering and Applied Sciences after at least one fall or spring semester away.

Students dismissed from SEAS at the end of the fall (spring) semester will be allowed to continue enrollment in SEAS courses during the winter (summer) term that immediately follows. Outside of this limited period, dismissed students are not permitted to register for SEAS courses.
Dismissal from SEAS

2009 Policy:

• A student will be dismissed from SEAS if he/she has not been in academic good standing for three semesters and possesses a cumulative Technical GPA < 2.0. The three semesters do not have to be consecutive.

• A student who has been enrolled at UB for two or more semesters and has a cumulative Technical GPA less than 1.0 will be dismissed from SEAS regardless of his/her most recent semester GPA.

• A student who does not follow the curriculum in his/her SEAS major for two consecutive semesters will be dropped from SEAS.

• Each dismissed student will receive official notification via UB e-mail, and all academic-year registration into future engineering classes will be blocked. The student major will be changed to “Exploratory Bachelor”. The student will not be allowed to reapply to the School of Engineering and Applied Sciences or register for engineering classes for a period of at least one year.

• A dismissed student may appeal the dismissal in writing to the Associate Dean for Undergraduate Education in SEAS during a period of time specified in the dismissal letter.

• The Associate Dean for Undergraduate Education is the arbiter for these regulations.
# The ABC’S of Grading

- UB’s grading system uses a 4 point scale
- Quality Points = grade points x credit hours
- Grade Point Average = total quality points/total credit hours

## Example of First-Term Semester and Cumulative GPAs

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
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<th>Grade Points</th>
<th>Hrs</th>
<th>Quality Points</th>
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<thead>
<tr>
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UB GPA = 29.00 quality points/15 credits attempted = 1.93

Tech GPA = 21.00/11 = 1.91

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<th>Grade</th>
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<td>A-</td>
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<tr>
<td>B+</td>
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<td>B-</td>
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<tr>
<td>C+</td>
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<tr>
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Example with winter repeat: Cumulative GPAs next time review is conducted: End of spring term

If repeat UB MTH 141 “D” earned in previous term, at UB in future term, and earn a “B”, the original 4 quality points earned and 4 credits attempted will no longer be included in the relevant cumulative GPA calculations (cumulative UB GPA, cumulative technical GPA) and the new grade points earned and credit attempted will be included in the relevant cumulative GPA calculations (cumulative UB GPA, cumulative technical GPA).

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Grade</th>
<th>Grade Points</th>
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UB GPA = 61 quality points/27 credits attempted = 2.259

Tech = 53.00/23 = 2.30
All courses taken and all grades earned at UB are included in the student’s UB transcript. Repeated courses appear on the UB transcript with a note indicating they have been repeated.

Course Repetition Effects on Prior Academic Standing
The course repetition policy does not entitle any student to a retroactive degree, Latin Honors, Dean’s List, or other award or recognition that would have been forthcoming had the student’s GPA been computed under its 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 any revision of the course repetition policy.

Note: See “Course Repetition Application to Transfer Courses”
In part: A course previously taken at UB may be repeated at another institution.

- If the student passed the UB course and repeats it at another institution, no transfer credit will be awarded; the student’s UB credits and UB GPA will not be affected; the only benefit will be demonstration of subject proficiency.

- If the student failed or resigned the UB course and repeats it at another institution, transfer credit will be awarded. The student’s UB credits attempted and GPA, however, will not be affected.

A course taken initially at UB and then repeated at another institution cannot again be repeated at UB. (Note: For the Repeat Policy to take effect, transfer courses must first have been articulated with UB courses. The student should consult with a UB advisor and the course articulation listed in TAURUS for proper course selection.)

Note: UB’s CHE 101 can be used to repeat CHE 107; CHE 102 can be used to repeat CHE 108 (contact SEAS advisor after completion so repeat policy can be applied to record)
Incomplete Grades:

A grade of incomplete (“I”) indicates that additional course work is required to fulfill the requirements of a given course. Students may only be given an “I” grade if they have a passing average in coursework that has been completed and have well-defined parameters to complete the course requirements that could result in a grade better than the default grade. An “I” grade may not be assigned to a student who did not attend the course.

Prior to the end of the semester, students must initiate the request for an “I” grade and receive the instructor’s approval. Assignment of an “I” grade is at the discretion of the instructor.

The instructor must specify a default letter grade at the time the “I” grade is submitted. A default grade is the letter grade the student will receive if no additional coursework is completed and/or a grade change form is not filed by the instructor. “I” grades must be completed within 12 months. Individual instructors may set shorter time limits for removing an incomplete than the 12-month time limit. Upon assigning an “I” grade, the instructor shall provide the student specification, in writing or by electronic mail, of the requirements to be fulfilled, and shall file a copy with the appropriate departmental office.

Students must not re-register for courses for which they have received an “I” grade.

During the fall and spring semesters, from the 7th day of classes until the end of the 11th week of classes, you may visit your HUB Student Center (via MyUB, UBITName and password required) to resign from one or more of your classes. The result of this action is that an “R” remains on your transcript as a neutral indicator of the action. There may be a 50% - 100% tuition penalty for resigning a course, depending on when you resign the course. See [Financial Liability Deadlines](#).

Note: Summer and winter sessions and non-standard fall and spring classes have course-specific deadlines to make changes to your schedule. Refer to the [summer sessions registration dates](#) and [financial liability deadlines](#).

Please also consider the following before resigning from a class:

- You must resign by 11:59 pm EST on the last day to resign date for your transaction to be accepted and processed within the deadline.

- You should speak with your academic and/or financial aid advisor regarding the impact of dropping or resigning a course. Courses might be impacted (see [Priority Registration for Students Attempting a Course for the First Time](#)), and resigning might affect your academic plan and financial aid. For example, Excelsior and TAP require certain number of credits completed by semester / academic year.

- See helpful checklist if you will be enrolled below 12 credits: [https://advising.buffalo.edu/advisors/pdfs/resigningBelow12Credits.pdf](https://advising.buffalo.edu/advisors/pdfs/resigningBelow12Credits.pdf). Note: International students must receive permission from ISS BEFORE resigning from a course if you will drop below 12 cr.

- If you do not drop or resign from a course, you are obligated to pay the tuition and fees, and you will be graded for the course, even if you did not attend it.
Winter Session/Summer School Can Be A Good Strategy

**Winter Session**
Registration typically begins in October

**UB Summer Sessions**
Registration typically begins in early March

**Non-UB Summer Courses**
Transfer Articulation - taurus.buffalo.edu
Sequence of Program Requirements

If you need to modify your academic plan, use our electronic flowsheets to help determine the necessary pre/co requisites for courses, and the typical semesters they are offered:

Click on any given course to jump to the catalog description to get an idea of when the course is typically offered.
Your GPA Does Matter!

- Staying in UB Engineering; Staying in UB; Graduating
- Financial aid eligibility (i.e., scholarships, TAP, fed. aid, etc.)
- Opportunities to gain relevant, necessary experience (i.e., internships, co-op’s)
- Obtaining quality letters of recommendation from instructors
- Getting into graduate schools – particularly your performance in Jr. and Sr. years
- Resume implications – leaving off GPA could have consequences
- Employment opportunities - hiring managers may screen applicants based on GPA
Why Don’t Students Perform Well in College?

• Not putting in the required time/effort

• Not taking advantage of available resources that assist with personal, social and academic development and support

• No clear goals or direction

• Motivational issues (i.e., why are you in college? do you appreciate learning? do you value a college education?)

• No understanding of where academic strengths and weaknesses are (i.e., study skills, test-taking, aptitudes)

• Choosing a major and career based on myths and outside influences (i.e., family, friends, perception of job market) rather than the realities of one’s interests, values, and abilities

• Lack responsibility and self-advocacy

• Disability, without reasonable academic modifications as permitted through Accessibility Resources
Academic Support

UB offers all sorts of free academic support to students —
SO TAKE ADVANTAGE OF IT!!!

TALK TO PEOPLE

1. **Start with an academic advisor:** An advisor can assist you in creating a plan to get you out of academic difficulty.

2. **Faculty:** Faculty members are here to assist you. Ask questions in class and visit your professors during their office hours.

3. **Teaching Assistants (TA’s):** TA’s can be extremely helpful— and accessible. Remember, they often recently completed the course you are taking and they received really good grades— So they know their stuff!
TUTORING

For a list of select tutoring services normally helpful to SEAS students go to http://engineering.buffalo.edu/home/academics/undergrad/advisement/tutoring.html (see Tau Beta Pi listing!)

Individual websites for popular tutoring services can also be found below:

• Academic Success Centers (Ellicott Complex, Governors Complex, and Goodyear) http://www.buffalo.edu/campusliving/get-help/how-to/develop-and-improve-yourself/free-tutoring.html

• The Math Place (ULC, Calc 1-2): http://arts-sciences.buffalo.edu/ulc.html

• The Mathematics Department Help Center (Cal 1-3, MTH 306, 309): http://www.buffalo.edu/cas/math/ug/math-help.html

• Operation Mother Hen, an online collection of video lectures for MTH 141 and MTH 142: http://motherhen.eng.buffalo.edu/

• Center for Excellence in Writing: http://www.buffalo.edu/writing.html

• STAR-NY online tutoring, an online consortium of New York colleges and universities: http://www.starny.org/

ACADEMIC WORKSHOPS

Several helpful (and free) workshops that can help you get back on track are offered throughout each semester. Topics include time management, developing study skills, and test taking. For a schedule of these workshops see http://www.buffalo.edu/studentlife/get-involved/life-and-learning-workshops.html. Also check out the videos and tutorials here: https://advising.buffalo.edu/help/tools.php.
Help Yourself

If you aren’t already implementing the basics, perhaps this is a good place to start:

1. Always attend your classes.

2. Read your textbooks and other class materials.

3. Study at least two hours for every hour of scheduled class.

4. Keep a daily planner so that you can schedule in exams, deadlines and study time.
Be sure to complete BOTH SIDES and then submit worksheet. Print neatly so we can process and file as appropriate.

My Academic Challenges

I. Which of the following are reasons for your academic difficulties?

☐ Not attending classes.

☐ Not personally motivated to do well in school.

☐ Not studying enough (On average, how much time do you spend studying a week? _____)

☐ Trouble keeping up with coursework (homework and reading).

☐ Poor study skills ( cramming vs. studying, reading, reviewing, memorizing).

☐ Poor test taking skills (test anxiety, inability to concentrate, unprepared).

My Strategies for Academic Success

II. What specific strategies do you plan to implement this semester to ensure your academic success?

_________________________________________________________________________________

_________________________________________________________________________________
Thoughts to Remember

All the so-called "secrets of success" will not work unless you do. (Author Unknown)

The only place where success comes before work is in the dictionary. (Attributed to both Vidal Sassoon & Donald Kendall)