

L. Wecker

SUNY Buffalo-Probation Policy

Annual Academic Review of Ph.D. Students

Probation

"Any master's level or doctoral student who receives a grade of 'U,' 'F,' or 'D' in any course required for completion of a graduate degree program, or who falls below the minimum academic requirements detailed above, or who indicates a lack of ability as determined by the Director of Graduate Studies or student's academic advisor, will receive an immediate academic review. Upon completion of the academic review, the director of graduate studies may place the student on academic probation.

Students determined to be making unsatisfactory academic progress must be placed on academic probation. A probationary letter is issued to the student (with a copy to the advisor, if applicable) indicating the conditions that must be met and outlining an appropriate time frame in which to regain good academic standing in the graduate program. The outcome that will result if the conditions are not met must also be included in the probationary letter. Probationary letters will be made in writing by the director of graduate studies, or department chair or designee at the end of the semester (mid-December or mid-May) and will indicate the terms of the probation and its removal. After the specified time frame outlined in the probation letter, the student must be sent a letter removing the probationary status, or a dismissal letter, or a second probationary letter with a new set of conditions for regaining good academic standing."

Transfer Credits

"Each graduate program will determine the applicability of previous graduate courses proposed for transfer credit. Only those graduate courses completed at accredited or recognized institutions of higher education and with grades of 'B' or better are eligible for consideration for transfer credit. Courses with grades of 'S' or 'P' are not transferable unless the student or department provides written documentation from the instructor(s) of the course, a department administrator, or the registrar at the transfer institution that the 'S' or 'P' graded course was equivalent to at least a 'B' grade.

No more than 20% of a master's program may be comprised of credits from another graduate academic program at UB, other accredited higher education institutions, or a combination thereof. For example, students pursuing a 30-credit UB master's degree may transfer up to 6 credits into their program. Students pursuing a 45-credit master's degree program may transfer up to 9 credits.

Transfer credits for the doctoral degree may not constitute more than one-half the total credits of that specific degree program.

The director of graduate studies or chair of the student's major department must formally evaluate any transfer credits and, if acceptable, file the [Graduate Student Petition for Transfer Credit](#) form during the student's first year of matriculation to UB. Upon receipt of the transfer credit petition, the Graduate School will evaluate credit and grade equivalencies as well as verify the courses were completed at an accredited or recognized institution of higher education.

Transfer credits may be approved and recorded on the student's UB record *only* after the Graduate School or International Admissions receives the official final transcript.

Coursework, whether transfer or UB credits, more than 10 years old, that is to be included in a graduate degree program, must be petitioned at the time of the student's admission to the program or at the time the credits are considered by the department.

Use of prior post-baccalaureate level coursework toward another advanced degree may be limited. See the "Limits on 'Course Sharing'" in this document or consult the Graduate School Office of Student Services for more information."