SUNY Buffalo

Academic withdrawal

Under extraordinary circumstances, graduate students may petition for total academic withdrawal from a given term. The Graduate School will only consider cases where the student or department (on the student's behalf) can document:

* lengthy medical incapacitation of the student or a member of the student's immediate family or
* death of a student's immediate family member or
* military orders issued to a student or
* other similarly extraordinary measures as petitioned by the student

Academic withdrawal is for the entirety of a student's registration in that term (i.e. these cases are considered on an all or nothing basis). The deadline for graduate students to submit petitions for total academic withdrawal is the end of the subsequent academic term. The Graduate School reserves the right to consult members of the faculty and others as appropriate when reviewing total academic withdrawal cases.

Academic withdrawal from the term will be indicated on the transcript by the symbol 'W' (withdrawal) next to each registered class. For the purposes of determining Good Academic Standing/Satisfactory Academic Progress, courses given 'W' grades do not count as having been attempted.

Resign Course

Graduate Students have the prerogative to resign any course for which they have registered without Q.P.A. penalty through the end of the 11 week of the fall or spring term. All course resignations processed during the permissible dates (as published in the Class Schedule available through the Office of the Registrar) will be indicated as officially resigned courses by the notation 'R' on all grade reports, transcripts, and other official University documents. Resignation from all courses should be done through the HUB Student Center, which students may access through the [MyUB portal](http://www.myub.buffalo.edu/). There are no quality points attached to an 'R' designation.

Repeating Courses

If a graduate student repeats a course that is not normally "repeatable" ("repeatable" courses include dissertation, research, thesis, project or portfolio guidance; independent study; directed readings, etc.), only the highest grade earned in the course will be counted toward the degree and used to calculate the grade point average associated with the graduate degree program requirements. However, the student's official graduate transcript will record all courses attempted (including repeated courses). All resulting grades earned are calculated in the cumulative GPA reflected on the students' final official transcript.

Transfer credit

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(469 KB)](http://grad.buffalo.edu/content/dam/www/graduate/documents/students/pet_transfer.pdf) 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.