

# Spring 2017 Faculty Resource



The following information is provided by the SUNY Buffalo State Office of the Registrar  
[registrar.buffalostate.edu](http://registrar.buffalostate.edu) \* (716) 878-4811 \* [regofc@buffalostate.edu](mailto:regofc@buffalostate.edu)

## Important Dates

Classes Begin	Registration Ends	Mid Term Grading Opens	Mid Term Grading Closes	Withdrawal Deadline	Critique and Evaluation Period	Final Day of Fall Semester
<b>Mon., Jan. 23</b>	<b>Sun., Jan. 29*</b>	<b>Mon., March 13</b>	<b>Fri., March 24***</b>	<b>Fri., March 31**</b>	<b>Mon., May 8 – Thurs. May 11</b>	<b>Thurs., May 11</b>

\*This is the last date a student can drop a class and not have it appear on their academic record

\*\*This is the last date a student can withdraw from a class and receive a “W”

\*\*\*Midterm grades will be viewable in DegreeWorks

## Final Grading

Grading Window Opens	<b>Monday, May 8</b>
Grading Window Closes at 9 p.m.	<b>Wednesday, May 17</b>

## Impact of Late Grades

The Office of the Registrar strongly encourages you to submit grades for all of your students by the due date indicated above. If grades are not submitted on time, students are impacted in the following ways:

- They may not be able to graduate on time or may be uncertain if they are going to graduate.
- The Academic Review process (letting them know if they are on probation or dismissed) is hindered.
- Their review for Satisfactory Academic Progress (SAP) for Financial Aid is delayed.
- The automated Dean’s List process is not inclusive and requires manually adding each additional applicable student.

If students have all of their grades on time they can make informed decisions about their future plans and enrollments (such as summer classes or changing their major).

## FERPA

Please be sure to keep in mind the importance of protecting your student’s data. It is not permissible to release information (including grades, attendance, Banner numbers, photos, date of birth, gender, etc.) to parents or any other third party. Please view additional information about FERPA on our [website](#). If you have any questions or concerns please call the Office of the Registrar at 878-4907.

## Classroom Assistance

Issue	Unit Responsible	Contact Information
Heating/ Cooling	Campus Services	716-878-6111
Chalk, Erasers, Dry Erase Markers	Faculty Department	Varies
Cleanliness, Vandalism	Campus Services / University Police	716-878-6111 / 716-878-6333
Room Reservations – Semester	Registrar’s Office	716-878-4811
Room Reservations – One time	Events Management	716-878-6114
Instructional Technology	RITE	716-878-4104
Campus Safety	University Police	716-878-6333

## Helpful Links

BlackBoard	<a href="https://buffalostate.open.suny.edu/">https://buffalostate.open.suny.edu/</a>
Office of the Registrar	<a href="http://registrar.buffalostate.edu/">http://registrar.buffalostate.edu/</a>
Undergraduate Catalog	<a href="http://catalog.buffalostate.edu/undergraduate/">http://catalog.buffalostate.edu/undergraduate/</a>
Graduate Catalog	<a href="http://catalog.buffalostate.edu/graduate/">http://catalog.buffalostate.edu/graduate/</a>
Academic Calendar	<a href="http://suny.buffalostate.edu/academic-calendar">http://suny.buffalostate.edu/academic-calendar</a>
Academic Standards Office	<a href="http://academicstandards.buffalostate.edu/">http://academicstandards.buffalostate.edu/</a>