

Spring 2019 Faculty Resource



The following is provided by the SUNY Buffalo State Office of the Registrar.

Registrar.buffalostate.edu * (716) 878-4811* regofc@buffalostate.edu

Important Dates and Deadlines							
Classes Begin	Last Day for Drop/ Add	Mid Term Grading Opens	Mid Term Grading Closes	Withdrawal Deadline	Critique and Evaluation Period	Final Day of Spring Semester	Grades Submitted
Mon., Jan. 28	Sun., Feb. 3*	Mon., March 11**	Fri., Mar. 22	Fri., April 5***	Mon., May 13 – Thu., May 16	Thu., May 16	Wed., May 22

* Final date a student can drop a class and not have it appear on their academic record

**Midterm grades will be viewable in Degree Works

*** Final date a student can withdraw from a class and receive a “W”

Final Grading	
Grading Window Opens 9 am	Monday, May 13
Grading Window Closes at 9 pm	Wednesday, May 22

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 grades are submitted on time, students can make informed decisions about their future plans and enrollment (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	Facilities Grounds	716-878-6111
Chalk, Erasers, Dry Erase Markers	Faculty Department	Varies
Cleanliness, Vandalism	Facilities Grounds / 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	Information Technology	716-878-4104
Campus Safety	University Police	716-878-6333

Helpful Links	
BlackBoard	https://buffalostate.open.suny.edu/
Office of the Registrar	https://registrar.buffalostate.edu/
Undergraduate Catalog	http://ecatalog.buffalostate.edu/undergraduate/
Graduate Catalog	http://ecatalog.buffalostate.edu/graduate/
Academic Calendar	https://suny.buffalostate.edu/academic-calendar
Academic Success	https://academicsuccess.buffalostate.edu/