

YOUR STUDENTS –

UNIVERSITY COLLEGE, STUDENT ASSISTANCE, RECOGNIZING STUDENT EXCELLENCE

Faculty must be aware of the following programs that focus on students and should refer their students appropriately. This is an abbreviated list; additional information is provided in the *Undergraduate Catalog*, *Graduate Catalog*, on the Buffalo State Web site, and in the *Bulletin* throughout the year. Also included in this section are opportunities to recognize student excellence throughout the year and at year-end Commencement ceremonies.

UNIVERSITY COLLEGE

Dean's Office, Twin Rise 100, 878-5906
www.buffalostate.edu/universitycollege

University College is the academic home of all Buffalo State first-year and undeclared students, providing support for their transition into college life and assistance in determining their best selection of major and career.

University College strives to serve students by challenging them to think in new ways; to make intentional and appropriate personal and academic choices; and to find meaningful connections to faculty, staff, and fellow students. University College works to be sure Buffalo State students are glad they came to this college—that it is a place where students earn success as scholars; develop confidence in their intellectual abilities and individual talents; and graduate with a sense of pride, purpose, and accomplishment.

University College can guide students in identifying their interests in and applying for special study options, such as All-College Honors Program, international study, undergraduate research, and more. Students also should consult with their advisers on minor programs that meet students' interests; listings are available in the *Undergraduate Catalog*.

Information on each unit below can be accessed by linking from the University College Web site, listed above.

Academic Standards

Twin Rise 100, 878-5222

The Academic Standards Office assists in upholding the academic policies of Buffalo State and maintaining the academic integrity of the college. The office provides opportunity for students to make appeals concerning academic policies and college regulations that may adversely affect their academic progress and standing. Concurrently, the office upholds the academic integrity of the college through assuring that the degree requirements of the college are maintained.

The office assists students in complying with college regulations and policies and certifies student academic status regarding program pursuit and satisfactory progress for financial aid

eligibility (TAP/APTS and Title IV). Staff coordinate the probation appeals process and academic dismissal process for all uncommitted students. They also provide advice and assistance to faculty, students, and staff regarding academic problems and financial aid eligibility issues.

Academic Intervention Office

South Wing , 878-3734

The Academic Intervention program provides guidance and support to undeclared students who have been placed on academic probation (GPA below 2.0).

Academic Support Programs

Academic Support Programs Office

South Wing 310, 878-5303

The Academic Support Programs unit offers services that are designed to help assure successful study at Buffalo State: the Academic Advisement Center, Academic Skills Center, Collegiate Science and Technology Entry Program (C-STEP), and STAR (Success Track for Academic Readiness).

Academic Advisement Center

South Wing 110, 878-5223

The Academic Advisement Center facilitates required academic advisement for undeclared students during the initial orientation program and until they are accepted into majors. Advisers encourage students to explore potential majors and guide them in completing courses that fulfill the college's general education degree requirements.

Academic Skills Center

South Wing 330, 878-4041

The Academic Skills Center provides academic assistance and tutoring on a no-cost, one-to-one basis. A highly skilled staff of trained professional tutors provides this assistance.

Services provided by the center include:

- Help with improving and developing student academic skills, especially reading, math, and writing, through coursework and tutoring.
- Diagnosing academic skills deficiencies with basic skills testing and appropriate placement.
- Supplemental instructional activities to promote success in selected courses.
- Computer-assisted instruction in reading, writing, math, selected courses, and preparation for the math competence examination, the GRE, and the New York State Teacher Certification Examination.
- Individual and group instruction in English as a second language.

Collegiate Science and Technology Entry Program (C-STEP)

South Wing 220, 878-4197

The Collegiate Science and Technology Entry Program (C-STEP) seeks to increase access to careers in science and technology for academically superior students who are economically disadvantaged students or members of groups traditionally underrepresented in higher education.

Credit for Experiential Learning

South Wing 310B, 878-5303

Buffalo State recognizes college-level experiential learning and regards any such potential academic credit as similar to transfer credit. Students demonstrate that their experiential learning is comparable to specific Buffalo State credit-bearing courses. Such equivalence can be demonstrated either through the course challenge process or through portfolio preparation. Both options are ultimately reviewed by the appropriate academic department.

Students may receive as many as 30 credit hours through experiential learning review. Any credit awarded will be recorded as credit (cr) on students' transcripts, rather than by grade. Credit for experiential learning is limited to matriculated students at Buffalo State.

Student Support Services Program

South Wing 210, 878-4042

Student Support Services Program (SSSP) is a Title IV, federally-funded project designed to provide academic and personal support services to eligible students.

Success Track for Academic Readiness (STAR)

South Wing 530, 878-4048

The Success Track for Academic Readiness program (STAR) takes a multi-faceted approach to assisting new students. Students accepted to the college through STAR show strong potential for academic success, though this potential may not be reflected through traditional admissions criteria, which depend upon high school grades and standardized test scores. STAR provides individual advisement and guidance for freshman during the critical first year, which often is a transition and adjustment. STAR students are closely monitored throughout their first year at Buffalo State. All students are required to attend a series of workshops (test taking, time management, stress reduction, etc.), which will help them in their transitions and understanding of the college experience.

First-Year Programs

Twin Rise 100, 878-5906

First-Year Programs at Buffalo State facilitate the success of new Buffalo State students as they transition to our high academic expectations and connect to our campus community. These programs introduce students to college life and learning by integrating the latest research on student success with the rigorous study of various academic disciplines. We offer students the opportunity to enrich their first-year of college by exploring subjects in different ways and by developing their abilities as learners.

First-Year Seminars

First-year seminars offer entering students access to small classes taught by established instructors with an identified interest in freshman education.

Learning Communities

Learning Communities provide four classes that incoming first-year students take in common around a central theme or concept. In addition, LC students who are campus residents live in a shared residential area. All LC students have access to special gathering places with computers and kitchens, and special opportunities and events where they meet with other students, faculty, and professional staff.

Educational Opportunity Program (EOP)

South Wing 710, 878-4225

The Educational Opportunity Program (EOP) is an undergraduate college admissions support program designed to assist students who, because of limited financial and academic resources, have not had sufficient opportunities and access to pursue higher education. Students enrolled in the college through EOP have proven themselves to be highly motivated and successful despite challenges they may have encountered prior to entering.

Buffalo State's EOP was initiated in 1967 as the first program in SUNY, and today remains one of the largest. EOP provides the following support services to eligible freshmen and transfer students: academic advisement and counseling, tutorial assistance, summer orientation programs, mentoring activities, specialized workshops, financial aid, and a variety of retention initiatives designed to enhance student retention and graduation. An annual honors convocation recognizes the academic achievements and scholarship of students in the program. Many graduates of EOP are distinguished alumni who have made significant contributions to the college and their communities.

Interdisciplinary and Enrichment Programs

All College Honors Program

South Wing 510, 878-3093

The All College Honors Program addresses the needs of academically gifted students. Open to a select number of incoming freshman and transfer students, the All College Honors Program requires students to earn honors credits across disciplines in the arts, humanities, social sciences, math/science, and applied science and technology. Students must maintain a minimum cumulative GPA of 3.5 to remain in the program. Students interested in this program should contact the Admissions Office at 878-5713.

Carnegie Academy for the Scholarship of Teaching and Learning (CASTL)

South Wing 510, 878-3093

Buffalo State is a participant in the CASTL Campus Program, designed to foster a network of campuses that provide the structure and support for promoting the scholarship of teaching and learning. Faculty, staff, and students benefit from the research conducted at

Buffalo State. The work of faculty who study the improvement of college teaching provides the foundation for relevant, meaningful learning experiences for students.

Intellectual Foundations

Twin Rise 100, 878-5906
www.buffalostate.edu/intellectualfoundations

The Intellectual Foundations Program is required of all undergraduate students entering Buffalo State in fall 2006 or later. It replaces the General Education 2000 program. Consult the Intellectual Foundations Web site for requirements.

Undergraduate Research Office

South Wing 510, 878-3093
www.buffalostate.edu/undergraduateresearch

The Undergraduate Research Office coordinates campus efforts to encourage and support undergraduate research, scholarly, and creative activities. Visit the above listed Web site for information on undergraduate research and programs for the current academic year.

International and Exchange Programs

South Wing 410, 878-4620

Center for China Studies

South Wing 430, 878-4620

The Center for China Studies promotes and coordinates research, faculty and student exchanges, academic programs, and economic development with China.

International Education Office

South Wing 410B, 878-4620

International study is available in more than 50 countries overseas through Buffalo State- and SUNY-sponsored programs. The International Education Office coordinates Buffalo State-sponsored international study in Australia, Canada, England, Italy, the Netherlands, Puerto Rico, and Spain. Faculty and staff may develop short-term study sessions in other countries as well. This office also provides services to students, professors, and researchers who come to Buffalo State under the Exchange Visitor Program.

International Learning Styles

South Wing 430, 878-6834

The International Learning Styles Center is responsible for the development, management, and delivery of off-campus and overseas interdisciplinary master's degree programs, graduate courses, and courses used for professional development.

International Student Affairs Office

Campbell Student Union 400, 878-5331

A variety of services are available to international students through the International Student Affairs Office, including academic advisement and personal counseling. In addition, the office helps students regarding visas, work permits, and regulations of the U.S. Citizenship and Immigration Services. A three-day orientation program is provided for new international students at the beginning of each semester. The office distributes numerous publications, including *Information for New Students from Abroad*, *Directory of Faculty and Staff with International Qualifications*, *Guide to Businesses and Attractions in Western New York*, *International Student Guide*, and an annual *Newsletter International*. The office arranges English language competency and placement exams.

The office coordinates the American Host Family and International Friendship programs, pairing international students with American families and college students. It coordinates a Global Perspectives Program in the Western New York community and the college's International Alumni Program. The office organizes international cultural events, seminars, workshops, and conferences throughout the year on campus in general, and in the Global Living Center in particular. It also coordinates the International Student Advisory Council and supports the International Student Reading area in Butler Library.

International Studies Interdisciplinary Minor

South Wing 420B, 878-6116

The international studies minor is designed to provide students with an international perspective, encouraging the study of issues based around international themes, as well as the advanced study of another language.

Special Programs Office

South Wing 420C, 878-4328

National Student Exchange

www.nse.org

National Student Exchange (NSE) is designed to expand the scope and variety of academic, social, and cultural experiences available to students. It enables qualified students to spend a semester or a year at 180 colleges and universities in the United States, its territories, and Canada. The program, organized through the National Student Exchange Consortium, provides an inexpensive means of studying in another state by paying tuition at Buffalo State or at the host school as the resident rate. A student must be in good academic standing and have a minimum 2.50 GPA to be eligible.

Visiting Student Program

Buffalo State students may attend other participating colleges and universities for a semester or a year and transfer credit hours to Buffalo State. Students should consult with their academic advisers about institutions that best meet their educational goals. Departmental approval is required as part of the application process, which is coordinated by the Special Programs Office. Deadlines are May 1 for the fall semester and November 1 for the spring semester. There is no visiting-student status during the summer.

Writing Program

The Writing Program consists of the basic writing competency courses that most freshmen take (ENG 101 and ENG 102). These courses teach basic composition skills and prepare students for the two writing-intensive courses required of all Buffalo State students, as well as for the research writing required in most disciplines and majors.

STUDENT ASSISTANCE/PROGRAMS OF INTEREST

Athletics and Recreation

Houston Gym 103, 878-6533

Recreation and Intramural Manager, 878-6603

www.buffalostate.edu/athletics

Buffalo State competes at the NCAA Division III level and is a member of the State University of New York Athletic Conference (SUNYAC). Varsity competition for men includes basketball, cross-country, football, ice hockey, indoor track and field, outdoor track and field, soccer, and swimming and diving. Women compete in varsity basketball, cross-country, ice hockey, indoor track and field, outdoor track and field, lacrosse, soccer, softball, swimming and diving, and volleyball. All teams have open tryouts. Participation gives students the opportunity to develop a sense of teamwork, personal achievement, and lifelong connections.

The college's Sports Arena serves as the hub of the athletic complex, which includes Houston Gym, the Ice Arena, Coyer Field, Kissinger Pool, Fitness Center, racquetball courts, weight rooms, and outdoor game/practice fields.

The Recreation and Intramural Program offers a variety of programs, classes, facilities, and sports for all students, faculty, and staff. The Fitness Center (faculty and staff memberships required for use), Houston Gym, Kissinger Pool, racquetball courts, and the dance studio are open to the campus community. The intramural program offers a variety of leagues and tournaments throughout the year.

Campus Safety Forum

The Campus Safety Forum is concerned with increasing safety awareness for all members of the campus community. Faculty, staff, and students should be especially alert during evening hours and when evening classes are dismissed. Faculty are encouraged to urge students to use the campus escort service or to walk with a partner in the evening.

Career Development Center

Cleveland Hall 306, 878-5811

www.buffalostate.edu/offices/cdc

The Career Development Center (CDC) offers a variety of services to undergraduates, graduate students, and alumni to assist them in the career decision-making, job search, and graduate school processes. Faculty and staff are welcome to refer students to the CDC for individual career counseling and assessment, or to use any of the resources in its career library to help students clarify their goals for a career or major. Students can also be referred for help in starting their job/internship searches. Faculty and staff have also required student

attendance at CDC workshops and programs as an integral part of coursework (arrangements can be made with the CDC). CDC staff accept invitations from faculty to present workshops or to speak to classes on career, employment, and graduate school related topics. Some of the more popular presentations include: Choosing a Career/Major, What to do With a Major In..., Resume and Cover Letter Writing, Interviewing, Making the Most of an Internship, and What Employers are Looking For, and Selecting and Applying to Graduate School.

The center has a state-of-the-art Web-based job and resume posting system, ORCA, that lists full-time, summer, part-time, volunteer, and internship opportunities. The center also coordinates on-campus employer recruitment and maintains reference files.

The Volunteer and Service-Learning Center (VSLC) is also housed in the CDC. The VSLC staff assist faculty in developing ways of integrating community service into existing courses and/or creating new service-learning based courses. Service learning is a form of experiential education that links learning in the classroom with activities in which students participate to address needs in the community. Faculty interested in converting classes or learning more about opportunities to incorporate service learning into their courses can contact the CDC.

Counseling Center

Porter Hall, lower level, 878-4436
www.buffalostate.edu/depts/counsel

See also “Emotional Distress.”

The Counseling Center provides professional psychological services to students experiencing developmental or situational difficulties that may interfere with their ability to take advantage of the educational opportunities offered by the college. Through short-term individual and group counseling, support coordination, psychological testing, outreach workshops, crisis intervention, and referral, the center helps students with issues such as stress, depression, anxieties, eating disorders, academic problems, difficult relationships, sexual assault/abuse experiences, and dysfunctional family backgrounds. The center offers workshops in time and stress management, women’s issues, assertiveness training, gender/sexual identity issues, relaxation techniques, and cultural diversity issues. The center has a self-help Web site and psychiatry resources.

Dean of Students

Campbell Student Union 306, 878-4618

Hours: Mondays, Tuesdays, Wednesdays, Fridays, 8:30 a.m.–5:00 p.m.; Thursdays, 8:30 a.m.– 6:00 p.m.

The dean of students works closely with students and student groups to further their intellectual, emotional, and social development. The dean serves as an advocate for the rights of students. The college’s judicial system is administered through the dean’s office. As a spokesperson for students, the dean helps address important student-life issues and helps foster a positive atmosphere conducive to educational excellence. The dean assists students with their campus needs and promotes high standards of academic performance, social behavior, and citizenship.

Disability Services for Students

Statement for Course Syllabi Regarding Students with Disabilities

Faculty are urged to include the following statement in their course syllabi:

Any student who requires accommodations to complete the requirements and expectations of this course because of a disability is invited to make his or her needs known to the instructor and to Marianne Savino, Disability Services for Students Office, South Wing 120, 878-4500.

(Source: *Bulletin*, July 26, 2001)

General Information

Disability Services for Students Office, South Wing 120, 878-4500
www.buffalostate.edu/offices/disabilityservices

Buffalo State College assures that all individuals with disabilities have access to academic programs, services, and student activities on campus, all in accordance with the guidelines established by the Americans with Disabilities Act of 1990 (ADA). The office coordinates reasonable accommodations to assist students with disabilities to participate in the academic services and other programs on campus.

The office provides services according to individuals' documented disability needs. These services can include accommodations for exams, assistance in academic instruction, assistance in making meetings and events accessible, referral to other support staff or agencies, training in use of the campus' assistive technology, and accessing support in the student and residence life areas.

The *Faculty Handbook for Working with Students with Disabilities* was distributed to all full-time and part-time faculty and staff in September 2003 and is available from the Disabilities Services for Students Office. The Web site listed above includes sections for prospective students, current students, and faculty and staff. Both the handbook and Web site have similar information to assist faculty in better understanding the needs of students with disabilities, the support they can provide in their lessons, and a new term for access that helps everyone—universal design.

Web site guidelines, the ADA standards for accessibility in computing and in electronic format presentations, symptoms and specific support by disability, and advisement and career planning assistance are current and state of the art. Buffalo State was recognized by the federal government in 1999 as one of the best colleges in the country for faculty training in disability awareness as it awarded the U.S. Department of Education Model Demonstration Grant, Project Success. The handbook and Web site are two lasting products of that grant.

Emotional Distress (Recognizing and Dealing with Students in)

Counseling Center

Throughout the academic year, college students experience a variety of factors that can cause emotional distress. This is particularly true at the end of the semester when they typically encounter a great deal of stress. While most cope successfully, for some the pressures can

become overwhelming and unmanageable. A trustworthy and caring faculty or staff member may be a potential resource for a student. The Counseling Center offers the following guidelines for dealing with students in distress. Please call the Counseling Center at 878-4436 for additional information.

At one time or another, everyone feels depressed or upset. We can identify three general levels of distress that, when present over time, suggest that a person is having trouble successfully managing stress.

Level 1

- Serious grade problems or a change from consistently good grades to poor performance.
- Excessive absences, especially if the student has previously demonstrated good, consistent class attendance.
- Unusual or markedly changed pattern of interaction, e.g., totally avoiding participation, becoming excessively anxious when called upon, dominating discussions, etc.
- Other characteristics, including a depressed, lethargic mood; being excessively active and talkative (very rapid speech); swollen, red eyes; marked change in personal dress or hygiene; sweating (when room is not hot); and falling asleep inappropriately.

Level 2

- Repeated requests for special consideration, such as deadline extensions, especially if the student appears uncomfortable or highly emotional disclosing the circumstances prompting the request.
- New or regularly occurring behavior that pushes the limits of decorum and interferes with effective management of the immediate environment.
- Unusual or exaggerated emotional response that is obviously inappropriate to the situation.

Level 3

- Highly disruptive (hostile, aggressive, violent, etc.).
- Inability to communicate clearly (garbled, slurred speech; unconnected or disjointed thoughts).
- Loss of contact with reality (seeing/hearing things that “aren’t there,” exhibiting behavior or expressing beliefs that are greatly at odds with reality or probability).
- Homicidal threats.
- Overtly suicidal thoughts (referring to suicide as a current option).

Some of the behavioral signs of suicide risk include:

- Feelings of hopelessness, intense sadness, apathy.
- Sudden mood swings, outbursts of anger.
- Self-deprecation, feelings of worthlessness.
- Inappropriate behavior, aggressive acts, disobedience, rebelliousness.

- Expressions of suicidal thoughts, death themes.
- Giving away valued possessions, seeming “in control” of life, making final plans.
- Changes in sleeping or eating patterns.
- Withdrawal from family, friends, activities once enjoyed.
- Disinterest in appearance/health.
- Self-destructive behavior.
- Substance abuse, criminal activity.
- Inability to concentrate.
- Lack of energy, passiveness, allowing others to take advantage of him or her.
- Excessive feelings of guilt.
- Rapid weight gain or loss.

What Can You Do?

Level-3 problems require immediate intervention. You must remain calm and know who to call for help. Telephone numbers for assistance and emergency referrals are listed below:

Counseling Center, 878-4436

Hours (summer hours may vary)

Monday, Tuesday, Wednesday: 8:30 a.m.–5:00 p.m.

Thursday: 8:30 a.m.–6:00 p.m.

Friday: 8:30 a.m.–4:30 p.m.

Weigel Health Center, 878-6711

Hours (summer hours may vary):

Monday–Thursday: 8:30 a.m.–8:00 p.m.

Friday: 8:30 a.m.–4:30 p.m.

University Police, 878-6333

Hours: 24 hours a day, every day

Crisis Services, 834-3131

Hours: 24 hours a day, every day

Remember, always:

- Feel free to make an opening statement, e.g., “You seem down/different/upset lately...”
- Listen—don’t be judgmental.
- Take depression and reference to suicide seriously.
- Consult with the Counseling Center or Weigel Health Center.

Judicial System (Student)

Reporting to the dean of students, the Office of Judicial Affairs is charged with enforcing the College's Code of Student Conduct, as described in the Buffalo State *Code of Student Rights, Freedoms and Responsibilities*. Alleged infractions of non-academic college rules and regulations are adjudicated through the student judicial system, comprised of judicial hearing boards of students, faculty and staff and an appeals board of students, faculty, staff and a College Council representative as members. The system emphasizes student involvement in the judicial process. The College Court is not a court of law; hence, formal rules of evidence do not apply as they might in a court of law. The judicial system provides for a full and open discussion of cases by all parties concerned in an effort to render a fair judgment.

At Buffalo State, students must acknowledge they have received, and positively affirm, the campus's Student Code of Conduct prior to being allowed to attend classes. Students are sent notices asking them to affirm they have received and will abide by the Code by selecting the link <http://bscintra.buffalostate.edu/codeconduct> to view the Code and follow the few simple steps needed to complete their affirmation. Students who have not completed the affirmation of the Code are automatically redirected to the Code of Conduct affirmation page each time they attempt to log in to Degree Navigator until they complete the affirmation.

Faculty and staff who advise students using Degree Navigator should encourage students to complete the affirmation of the Code, if access is blocked for that reason.

Copies of the *Code of Student Rights, Freedoms, and Responsibilities* are available in the Dean of Students Office and on-line at <http://bscintra.buffalostate.edu/codeconduct>. The Code is published annually in the *Record* (the student newspaper) and in the *Student Handbook*.

Questions regarding the student judicial system and the affirmation of the Code can be addressed to the Dean of Students Office, Campbell Student Union 306, 878-4618.

Minority Student Services

Campbell Student Union 400, 878-4631
www.buffalostate.edu/mss

The central referral point for African American, Latino, Caribbean, and Native American students, Minority Student Services (MSS) emphasizes cultural, educational, and social activities that encourage student excellence while strengthening racial and cultural identities. The office organizes study halls prior to final exams, sponsors multicultural events, and encourages the celebration of the campus community's diverse heritages. The MSS office coordinates the nationally recognized NIA Mentor Program. This program pairs incoming students of color with a faculty/staff mentor and a peer mentor for a yearlong relationship. The office acts as a referral center for other campus services and assists students with administrative matters. In addition, the office coordinates the activities of the Buffalo State Coalition Building Team (BSCBT). This team provides diversity training, based on the National Coalition Building Institute model, for the campus community.

The office also supports:

- **Native American Student Services.** Provides culturally sensitive recruitment and retention programs for Native American students; maintains internship and financial aid databases; serves as a community liaison; works with the Native American Student

Organization; networks with member institutions of the SUNY Native American Western Consortium.

- **Latino/Caribbean Student Services.** Provides informal counseling and advising to Latino/Caribbean students; serves as a liaison to the Latino/Caribbean community; works with students to encourage relationships with faculty, staff, and alumni of Buffalo State; consults with the Caribbean Student Organization, Adelante Estudiante Latinos, La Unidad Latina Fraternity, Sigma Lambda Beta Fraternity, Sigma Lambda Upsilon Sorority, and Omega Phi Beta Sorority.

New-Student Orientation

Porter Hall 118B, 878-5536
www.buffalostate.edu/orientation

The New-Student Orientation Program strives to ensure the successful transition of new undergraduate students and their families to the Buffalo State community. The orientation program offers a common experience where students and their parents/family members learn about academic programs and resources available to assist students in achieving success.

A program charge is required. Students and their families receive registration materials at orientation.

Residence Life Office

Porter Hall, first floor, 878-3000
www.buffalostate.edu/residencelife

New-Student and Residential Life Programs

New-Student and Residential Life Programs is committed to the college's academic mission by creating and fostering significant learning opportunities that enhance individual development and promote a sense of campus community.

Residential Life and Housing Operations

Students who live on campus benefit from a comprehensive collegiate experience. Residence halls are more than a home away from home. They are environments conducive to students living and learning together. Residence hall formats include corridor style, suite style, and an apartment complex, with a variety of specialty living environment options.

First-year students are housed with other first-year students in traditional residence halls, and upper-class students are housed in suite-style. Management and supervision is provided by full-time complex directors, graduate assistant complex directors, and undergraduate staff. Notification of housing assignments for new students is by August 1.

All full-time students are required to live on campus until they have earned junior standing (completion of 57 credits). Students who are married, single parents, veterans, age 21 or older, or commuting from the home of a parent(s) or relative within a 35-mile radius of Buffalo State are exempt from this policy. Students who do not meet the exemption requirements but wish to apply for an exemption should contact Housing Operations.

SABRE Project

See the "Library, Technology, and Instructional Support" section, page 6.6

Student Affairs (Academic and Student Affairs Office)

Cleveland Hall 519, 878-4704
www.buffalostate.edu/studentaffairs

Student Affairs supports the educational mission of the college by encouraging the total development of students through programs, services, and opportunities designed to enhance their acquisition and application of knowledge, skills, and values. Student Affairs is a partner with students, faculty, and staff in providing learning experiences that foster the growth and development of students as individuals and as responsible local and world citizens for a pluralistic society.

Included are the following offices and departments: Athletics and Recreation, Career Development Center, Child Care Center, Counseling Center, Dean of Students, Dining and Food Services, Minority Student Services, Orientation, Precollegiate Programs, Residence Life, Student Life, and the Weigel Health Center. The division publishes annually the *Buffalo State Student Handbook*.

Student Audit System (Degree Navigator)

See page 3.6 of the “Instruction Policies and Procedures” section.

Student Government (United Students Government)

Campbell Student Union 402, 878-6701

United Student Government (USG) represents the interests of all students and encourages their active participation in educational, recreational, cultural, and social programs and activities. All programs and services are funded through the mandatory student activity fee. USG consists of three operating branches of governance: the executive branch, responsible for establishing long-term goals for student government; the senate, the legislative branch of USG; and the judicial council. All activity fee-paying students are members of USG and are eligible to run for an elected position in campuswide elections if they meet the GPA and credit-hour requirements.

Student Life Office

Campbell Student Union 400, 878-4631
www.buffalostate.edu/studentlife

Student Life provides many services and programs designed to enhance students’ academic, social, and cultural experiences beyond the classroom. The Student Life staff provides support, encouragement, and resources to students and student organizations in their pursuit of these extracurricular activities. Participation in the more than 80 recognized student organizations, college committees, United Students Government, community service programs, diversity programs, and student leadership opportunities all play a major role in enhancing the campus community as well as the experience for each student.

The Student Life Office includes: the LEAD (Leadership Education and Service Learning) Center, Minority Student Services, the Campbell Student Union (meeting rooms, information desk, college bookstore, food outlets), Greek Affairs (25 fraternities and sororities), and campus activities (Welcome Back, Homecoming, Who’s Who).

Weigel Health Center

Weigel Health Center, 878-6711
www.buffalostate.edu/weigel

Weigel Health Center provides health and wellness services for all registered students. In addition to diagnosis and treatment of illnesses and injuries, the professional staff stresses health education and preventive medicine. The center also administers state-mandated measles, mumps, and rubella vaccinations. Students are seen on an appointment or walk-in basis, and there is no charge for most services. The health center is committed to health education and the promotion of healthy lifestyle choices.

The following services are available at Weigel Health Center.

Dental Clinic

Funded by United Students Government (USG), this clinic provides dental exams, x-rays, and cleaning services for a nominal fee.

Health Education and Prevention Programs

Outreach education is provided by professional staff and trained peer educators in areas of violence prevention, alcohol abuse, and sexuality issues.

Laboratory Services

Lab services are available at the Weigel Health Center. Most fees are covered by the Student Health Insurance Plan or students' private insurance plans. Students not enrolled in a plan are responsible for direct payment.

Student Health Insurance Plan

All full-time undergraduate and graduate students (taking 12 or more credit hours) will automatically be enrolled in the Buffalo State College Student Accident and Sickness Insurance Plan and will be charged the annual premium on their student account. Students who already have private health insurance may waive the college insurance plan by completing an online health insurance waiver by the applicable deadline date. Information is available online at www.chickering.com. Click on "Find Your School" and enter 812831.

International students must purchase SUNY International Health Insurance or have comparable coverage.

RECOGNIZING STUDENT EXCELLENCE

Faculty are encouraged to nominate deserving students for various awards during the academic year. The following awards are presented or recognized annually at the May Commencement ceremonies. The nomination and selection processes for these awards are administered by the Student Affairs Office (for undergraduate awards) and the Graduate Studies and Research Office (for graduate awards). Nominations are sought each November and December and are announced in the *Bulletin*, and the *Daily* e-mail announcements.

In addition to collegewide awards, individual departments present their own series of awards. Departments inform their faculty during the year of nomination processes. Academic and Student Affairs invites all departments each year to submit their awards for listing in the commencement program. The deadline for departments to submit their student awards for print in the commencement program is late February. All awards will be kept confidential until Commencement day.

Faculty, librarians, and staff, please take the time to nominate deserving students for the following awards, as well as for your departmental awards.

- SUNY Chancellor’s Awards for Student Excellence (undergraduate).
SUNY Chancellor’s Awards for Student Excellence (graduate).
The SUNY Chancellor presents the Chancellor’s Award for Student Excellence at a spring ceremony in Albany. The Chancellor’s Award recipient(s) from Buffalo State are also recognized at the May commencement ceremonies.
- President’s Medal for Outstanding Undergraduate Student.
The highest student honor presented by the college, this award recognizes an outstanding member of the senior class who has demonstrated excellence in the areas of achievement, citizenship, leadership, and community service.
- President’s Medal for Outstanding Graduate Student.
The highest student honor presented by the college, this award recognizes an outstanding graduating master’s or C.A.S. student who has demonstrated excellence in the areas of achievement, citizenship, leadership, and community service.
- Who’s Who in Colleges and Universities (undergraduate and graduate).
- Minnie and Joe Engel Student Humanitarian Award
This award was created to recognize a Buffalo State undergraduate student who has demonstrated personal character through altruism, volunteer service, and the giving of oneself to the campus and the larger community. The award recognizes the full measure of a person’s worth, not just as a scholar, but as someone whose efforts on behalf of others define a quality of character that embodies core values that merit recognition.
- Mildred K. Campbell Leadership Award
This Award was named in honor of Mildred Keller Campbell, a significant benefactor of Buffalo State who gave years of dedicated service to the College Council, Alumni Association, and Buffalo State College Foundation. The recipient of this award must be an undergraduate with a strong record of leadership while a student at Buffalo State.