

Guidance on Common Forms and Reports


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Change of Major/Minor/Concentration form

Available as a fillable form on the Registrar's Office [Forms and Services webpage](#)

- Program (e.g., BA, BS) and major/cert code can be found in Degree Works (circled)
- Concentration codes (if a program has multiple concentrations), as well as minor codes also can be found in Degree Works
- All codes can also be found on the [Active Majors Chart](#) on the Registrar's Office [Faculty Grading and Resources webpage](#).

Change of major etc. form

 **BUFFALO STATE**
The State University of New York
Registrar's Office, Moot Hall 210
1300 Elmwood Avenue
Buffalo, NY 14222-1095

**UNDERGRADUATE CHANGE OR COMMIT FORM FOR
MAJOR, CERTIFICATE, MINOR, SECOND MAJOR, DUAL DEGREE
MICROCREDENTIALS (MC)**

PLEASE PRINT CLEARLY / USE BLACK INK ONLY

Student Name: _____ **Banner I.D. B**

Telephone Number (daytime): (____) _____

Current Major: _____ **Cumulative GPA:** _____

Anticipated Graduation Date: Fall J-Term Spring Summer _____ Year
(Circled)

NON-MATRICULATED Students are NOT eligible to use this form – See Admissions, Moot Hall 110 for application.

Instructions:

1. Student completes top portion of form. New department completes bottom portion, obtains student signature, separates and distributes all copies as indicated at the bottom of each copy. White copy ONLY is forwarded to the Registrar's Office.
2. Student retains pink copy.
3. Department Chairperson's signature required on all actions EXCEPT FOR DELETION. ALL actions require student's signature.
4. Dean's offices require that both old and new departments notify their Dean's office if student is on academic probation.
5. A complete listing of Program and Major Codes can be referenced at: <http://bscbanner.buffalostate.edu/master-schedule-files>.

NEW MAJOR, PRE-MAJOR OR CERTIFICATE: (check one) Add Delete (Chair's signature not required if deleting)

Program and School: _____ **Major/Cert:** _____ **Major/Cert Code:** _____
(example: BS-SP) (example: Business) (example: BSA)

Concentration (if applicable): _____ **Concentration Code:** _____
(example: Management) (example: MGT)

A pre-major does NOT allow registration in "Majors Only" courses.

Signature of Chairperson of Major _____ Date _____ Student Signature _____ Date _____

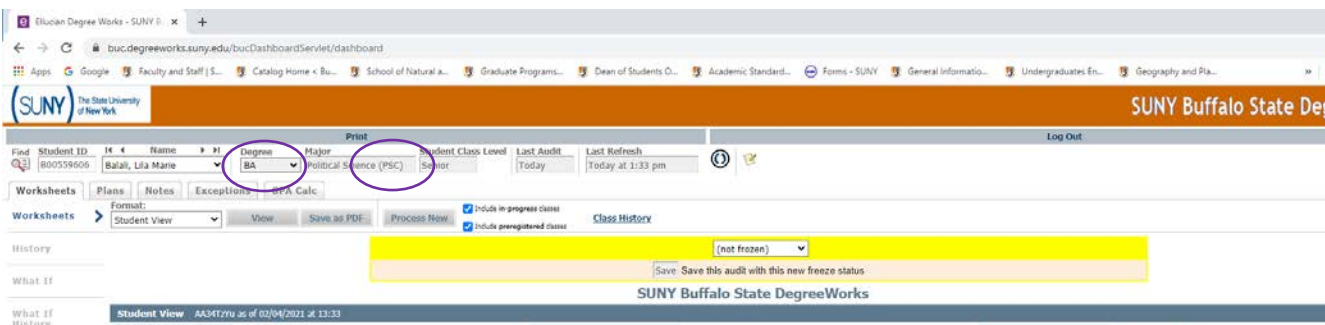
OR MICROCREDENTIALS (check one) Add Delete (Chair's signature not required if deleting)

I wish to declare the following as a minor for my undergraduate academic program (18-21 hours required, minor listed on transcript).
For more information regarding minors, see current catalog.

Name of Minor: _____ **Minor Code:** _____ **Is this an additional Minor?** Yes or No

Signature of Chairperson of Minor _____ Date _____ Student Signature _____ Date _____

Degree Works example



The screenshot shows the SUNY Buffalo State DegreeWorks interface. The student's name is Balala, Lila Marie, and their Student ID is 800559606. The degree is BA in Political Science (PSC), and the student is a Senior. The interface includes a search bar, a list of worksheets, and a 'Student View' button. The degree details are highlighted in yellow, showing the degree as BA in Political Science (PSC) and the student as a Senior. The interface also includes a 'Print' button and a 'Log Out' button.

Advisement notes: students can only have two minors; double (second) majors must earn 120 credits (minimum) and the student gets one diploma, both majors listed on transcript; dual degree majors must earn 152 credits (minimum) and the student gets two diplomas, both degrees listed on transcript

Individual Undergraduate Study Application

The Application for Undergraduate Project, Independent Study, Course by Contract is a fillable PDF on the Registrar's Office [Forms and Services webpage](#)

- This form is completed at the department level and routed to the Registrar's Office (REGOFC@buffalostate.edu)

Individual Graduate Study Application

- Available as a fillable form (Word) on the Registrar's Office [Forms and Services webpage](#) and on the Graduate School [Forms webpage](#)
- There are two separate forms:
 - Independent Study, Course by Contract, Master's Project or Master's Thesis
 - Thesis/Project Continuation [721] or Thesis/Project Extended [722]
- At the bottom of the form (see screenshot), be sure to include the Instructor's Banner number
- Email to Dean's Office for signature and form is routed to the Registrar's Office for student registration

	Department Prefix	Catalog ###	Credit Hours	Course Title
*Student MUST attach a one-paragraph description of the proposed course including purpose, specific objectives, course outcomes (e.g. research paper) and how it will be evaluated.				
Part C:				
				B [redacted]
Instructor's Name		Instructor's Signature	Date	Inst. Banner #
Department Chair's Name		Chair's Signature	Date	
Academic Dean's Name		Dean's Signature	Date	

Graduate Thesis/Project Continuation Policy (from the Graduate e-catalog)

Graduate students who do not complete their capstone thesis or project requirement by the end of the term in which they have registered will receive an IP grade on their transcript. Once a student has:

1. registered for the maximum number of credits included in their graduate program's standard curriculum,*
2. received an IP grade in the required thesis or project course(s),
3. not completed the thesis or project requirement after two additional semesters have elapsed (not including summer or J-term),

the student must register for 722 Thesis/Project Extended (non-credit bearing but billable for 1 credit at existing graduate tuition rates) for each fall and spring semester until the thesis or project has been completed. If the student does not register for the 722 course, he or she will become an inactive student and will have to reapply for admission to the Graduate School and pay all other appropriate fees before the capstone project or thesis can be completed. Reapplication must be made in accordance with the established deadline dates and current admission requirements.

722 courses will receive a grade of NR. Once a student has completed the thesis or project, the IP grade(s) will be changed to the appropriate grade.

*A list of credits required in each graduate program will be created and reviewed by the academic departments. This list will be maintained and updated as necessary by the Graduate School.

Withdrawing from a course

Students can withdraw from a course(s) in Banner from the end of drop/add week until the end of the 10th week of each semester

Students with a hold dropping or withdrawing from a course

There are two different fillable PDF forms on the Registrar's Office [Forms and Services webpage](#)

- Request to drop a course due to a hold (option only available until the end of drop/add)
- Request to withdraw from a course due to a hold (option available until the end of the 10th week of the semester)

Undergraduate Application for Leave of Absence or Withdraw from College

Available as an e-form (Qualtrics) the Registrar's Office [Forms and Services webpage](#)

- A student initiates this form and a copy is forwarded to the department chair and, if acceptable, the chair signs the form and electronically submits it to the Registrar's Office
- The deadline for students to apply for a LOA from a particular semester is the last day of drop/add week of that semester (i.e., the end of the 1st week of classes, usually on that Sunday)
- The deadline for students to apply for a withdraw from college is the last day of instruction each semester (i.e., the last day of classes, not CEP week)

UNDERGRADUATE APPLICATION FOR LEAVE OF ABSENCE/WITHDRAWAL FROM COLLEGE form

 **BUFFALO STATE**
The State University of New York

UNDERGRADUATE APPLICATION FOR LEAVE OF ABSENCE/WITHDRAWAL FROM COLLEGE

IMPORTANT: Read this and consult with your academic adviser before you submit this form. Keep in mind that leaves and withdrawals may affect financial aid (e.g., grace period, repayment, failure to return as stipulated, etc.), scholarships, and time of graduation.

INSTRUCTIONS
Please complete all questions that appear on this form. At the end of the document, you are asked to sign and electronically submit this form. A copy of this form is forwarded to your Department Chair (if you are in a major) or the Director of the Academic Commons (if you are undeclared). They will review your submission and, if acceptable, will sign and electronically submit this form to the Office of the Registrar. The Registrar will process this information in Banner. Requests received by the Registrar's Office after drop/add ends incur financial liability. The effective date is the date this form is received by the Registrar's Office. Check <https://www.buffalostate.edu/academic-calendar> for any applicable deadlines. Requests submitted after the deadline must be petitioned through Academic Standards.

Select your affiliation with Buffalo State:

Undergraduate Student

Faculty/Staff

GO

Survey Powered By 

Graduate Application for Leave of Absence or Withdraw from College

The Graduate Application for Leave of Absence or Withdraw from College is a fillable PDF available on the Registrar's Office [Forms and Services webpage](#)

- It must be completed by the student, signed by the department chair, signed by the Associate Dean and then routed to the student, department, the Graduate School, and the Registrar's Office

Application for Pass/Fail Option

Available as an e-form (Qualtrics) the Registrar's Office [Forms and Services webpage](#)

- A student initiates this form, which prompts an email being sent to the student's advisor.
 - The advisor is asked to forward the email to the student and the Registrar's Office (regofc@buffalostate.edu) to approve or deny the request. If approved, the Registrar's Office processes the request.
- Deadline for pass/fail is the end of the 10th week of each semester
- There is a SUBSTITUTION FOR PASS/FAIL form (fillable PDF) on the Registrar's Office website (semester deadlines are on the form)

allschools shared drive reports and files (e.g., fillable grade change form)

- DEANS_STUDENT_REPORT—report is run on Mondays and Fridays and it includes a list of all the active students on the day the report is generated.
 - File can be sorted by school, department, etc.
 - Lists the student's advisor
 - Indicates if the student is registered and if they have a hold
 - Lots of other info, including student email, is available
- MASTER_SCHEDULE_REPORT—this report runs four times each day and it includes a list of all courses and enrollments
 - File can be sorted by term, school, department, status (active/closed courses), etc.
 - File includes enrollments, open seats, waitlist, etc.
- Orientation folder→Orientation_Acknowledge_Report—report of students who have acknowledged that they will be attending Buffalo State (freshmen and transfer students).
 - The report includes students signed up for orientation for current, on-going orientation sessions (e.g., a February report includes names of admits for the upcoming fall semester)
 - Old reports are deleted
 - The report includes Buffalo State and personal emails addresses, so emails can be sent to your incoming students
 - The report can also be used to identify incoming transfer students who must be assigned a faculty advisor
- The advisers_rpt—report runs daily and, in addition to showing the alternative PIN (if a student has one), this file can be sorted by admit_term to identify incoming students or students who may need a faculty advisor assigned to them
- Grade change form—the electronic, fillable (PDF) grade change form is available on this drive, too
 - This form should be completed by the instructor (signed by typing in their name), saved, and forwarded to the Dean's Office for signature and routing to the Registrar's Office

Bengal Success Portal resources

- [IT Knowledge Base articles](#)