

---

**STATE UNIVERSITY OF NEW YORK BUFFALO STATE**  
**2016-2017 CALENDAR**  
**ACADEMIC CALENDAR**

---

**FALL SEMESTER 2016**

Non-degree seeking registration	Friday, August 5
COMPASS early start program	Monday, August 22
Graduate Orientation	
First-Year Orientation	Wednesday - Thursday August 24-25
Transfer Orientation	Friday, August 26
Classes Begin	Monday, August 29
Labor Day (no classes)	Monday, September 5
Constitution Day & Citizenship Day	Friday, September 16
Fall Recess (no classes)	Monday, October 10
Veteran's Day Recess (no classes)	Friday, November 11
Thanksgiving Recess (no classes)	Wednesday- Saturday November 23-26
Critique & Evaluation Period (CEP)	Monday – Thursday December 12-15
Final Day of fall 2016 Semester	Thursday, December 15
Emergency CEP Day	Friday, December 16
Degree Conferral	Saturday, December 17

**SPRING SEMESTER 2017**

January Term	Tuesday through Friday January 3 – 20
Non-degree seeking registration	Friday, January 6
Martin Luther King Jr. Day (no classes)	Mon., January 16
Orientation	Thursday, January 19
Degree Conferral	Saturday, January 21
Classes Begin	Monday, January 23
Presidents Day Recess (no classes)	Monday, February 20 Tuesday, February 21
Spring Recess (no classes)	Monday through Saturday March 20 - 25
Critique & Evaluation Period (CEP)	Monday -Thursday May 8 -11
Final Day of spring 2017 Semester	Thursday, May 11
Emergency CEP Day	Friday, May 12
Commencement	Saturday, May 13

**SUMMER SESSION 2017**

Early Summer (ES)	May 15-May 26
Special May Start (SM)	May 15- June 9
Session A	May 30 – June 23
Session B	June 26 – July 21
Session C	July 24 – August 11
Session I	May 30 – July 14
Session II	May 30 – August 11

Degree Conferral TBA

---

**STATE UNIVERSITY OF NEW YORK BUFFALO STATE  
2016-2017 CALENDAR**

---

**FACULTY AND STAFF CALENDAR**

**FIRST-YEAR CONVOCATION**

Wednesday, August 24, 2016

**HOMECOMING/FAMILY WEEKEND**

September 19-24, 2016

**FALL OPEN HOUSE**

October 29, 2016

**FACULTY AND STAFF RECOGNITION**

**CEREMONY**

Thursday, October 6, 2016

**FACULTY/STAFF RESEARCH & CREATIVITY**

**FALL FORUM**

Thursday, October 27, 2016

**PRESIDENT'S FALL FORUM**

October 18, 2016 – Rockwell Hall PAC

**SPRING OPEN HOUSE**

TBA

**GRADUATE RESEARCH FAIR**

May 5, 2017

**GRADUATE SCHOOL AWARDS CEREMONY &**

**DINNER**

TBA

**HONORS CONVOCATION**

Thursday, April 13, 2017

**STUDENT RESEARCH AND CREATIVITY**

**CELEBRATION**

April 28-29, 2017

**EOP HONORS CONVOCATION**

Thursday, May 4, 2017

**GRADUATE OPEN HOUSE**

TBA

**COLLEGE COUNCIL MEETINGS**

Tuesday, October 4, 2016

Tuesday, December 13, 2016

Tuesday, February 28, 2017

Tuesday, April 4, 2017

**COLLEGE MEETINGS\* (Fridays, 3-5 p.m.)**

**FALL 2016**

September 9- Senate

October 14- Senate

November 4 –**Senate** \*\*

December 9- Senate \* 2 p.m. start time

**SPRING 2017**

January 13- Senate

February 10- Senate

March 10- Senate

April 14- Senate

May 12- Senate \*2 p.m. start time

\*No other meetings may be scheduled on these dates between 3-5 p.m.

\*\* (first Friday; second Friday is Veteran's Day)

**CHAIR MEETING (2 – 3 p.m.) CLEV 418**

**SENATE AGENDA SETTING (3-4:00 p.m.)**

August 31; September 28; October 26;

November 30; January 25; February 22;

March 29; April 26

**UUP Chapter Meetings TBA**

**UUP Executive Board Meetings will be held 1<sup>st</sup> Wednesday of each month at noon (unless otherwise notified by UUP)**

September 9 – UUP Annual Barbecue at noon

September 30- Oct. 1, 2016 Delegate Assembly

January 29 – 31, 2017 Delegate Assembly

May 5-6, 2017 Delegate Assembly

**FACULTY PERSONNEL ACTIONS**  
(includes Librarians)  
**2016-2017**

<u>PROMOTION</u>	<u>TO DEAN</u>	<u>TO PROVOST*</u>	<u>TO PRESIDENT</u>	<u>NOTIFICATION</u>
To Professor and To Librarian	11/14/16	12/16/16	2/3/17	3/15/17
To Associate Professor and To Senior Assistant Librarian and To Associate Librarian	2/10/17	3/17/17	5/12/17	6/30/17
<u>RENEWAL</u> Term expiring in 8/2017 after first year of service	11/14/16	12/16/16	n/a	3/1/17
**Term expiring in 8/2017 after 1 year but not more than 2 years of service	9/30/16	10/28/16	n/a	12/15/16
Term expiring in 1/2018 after 1 year but not more than 2 years of service	1/31/17	3/1/17	n/a	5/1/17
Term expiring in 8/2018 after 2 or more Years of service	2/10/17	3/17/17	n/a	6/30/17
Part-Time Term expiring January 2017	10/7/16	n/a	n/a	11/15/16
Part-Time Term expiring May 2017	3/1/17	n/a	n/a	4/15/17
<u>CONTINUING APPOINTMENT</u>	2/10/17	3/17/17	5/12/17	6/30/17
<u>SABBATICALS AND LEAVE OF ABSENCE</u>	10/21/16	11/18/16	n/a	2/1/17

\*Includes two weeks for Budget, Human Resource Management, and Faculty Review

\*\*Terms expiring with a January notification date and 2 more years of service follow this schedule. Contact Provost's office for guidance.

**GRANTS AND AWARD**

**DEADLINE FOR SUBMISSION TO ALBANY**

**COLLEGE DEADLINES**

Equity and Campus Diversity (Minigrants)	Sept 16, 2016 Feb. 17, 2017
The Dr. Muriel A. Howard Presidential Award for the Promotion of Respect for Equity and Campus Diversity	March 10, 2017
Grant Allocation Committee Funds For fall 2016 and spring 2017 proposals	Sept. 19, 2016
For spring 2017 program proposals	Nov. 21, 2016
President's Medal and Chancellor's Award	Dec. 19, 2016
Engel Student Humanities Award	Feb. 17, 2017
Campbell Student Leadership Award	Feb. 17, 2017
Who's Who Award Nominees	Feb. 17, 2017
Phil Santa Maria Memorial Award	Feb. 17, 2017
Phil Santa Maria Award for Student Leadership In Equity and Campus Diversity	Feb. 17, 2017
Luis M. Antonetti Student Humanitarian	Feb. 17, 2017

(Submission to the Office of the Vice President for Student  
Affairs) (Due by 4:00 p.m.)

**FACULTY AND STAFF AWARDS**

SUNY Chancellor's Award for Excellence in  
Adjunct Teaching *Due to Provost* Sept. 15, 2016

SUNY Chancellor's Award for Excellence in Teaching,  
Professional Service, Librarianship, Scholarship & Creative  
Activities, and Faculty Service; Distinguished Teaching  
Professor and Distinguished Service Professor  
*Due to the Provost* Oct. 17, 2016

President's Awards for Excellence  
*Due to the Provost* March 6, 2017

**STUDENT AND INSTRUCTIONAL DEADLINES  
2016-2017**

REGISTRATION DATES	FALL 2016	JANUARY TERM 2017	SPRING 2017	SUMMER 2017
REGISTRATION Undergraduate and Graduate	April 6 – Sept. 5	Nov. 2 – Jan. 4	Nov. 2- Jan. 29	Begin – April 5
NON-DEGREE SEEKING REGISTRATION Undergraduate	Aug. 5	Dec. 9	Jan. 6	TBA
REGISTRATION ENDS Undergraduate and Graduate	Sept. 5	Jan. 4	Jan. 29	ES – May 16 SM – May 16 A – May 31 B – June 27 C – July 25 I – June 4 II – June 4
CROSS REGISTRATION Undergraduate and Graduate - Forms due - Registration	Aug. 19 Aug. 26	N/A	Jan. 13 Jan. 20	N/A
INDEPENDENT STUDY, PROJECT, COURSE BY CONTRACT APPLICATION	Sept. 5	Jan. 4	Jan. 27	
OTHER Evening Advisement Session	TBA		TBA	
COURSE WITHDRAWALS AND PASS/FAIL APPLICATIONS	Nov. 4	Jan. 13	March 31	ES – May 23 SM – May 31 A – June 15 B – July 13 C – August 4 I – June 28 II – July 19
DEGREE APPLICATIONS Undergraduate  Graduate **(for inclusion of name in May commencement program)**	Sept. 9(for Dec.)  Oct. 3 (for Dec.)	Sept. 9 (for Jan.)  Oct. 3 (for Jan.)	Feb. 3 (for May)  Feb. 1 (for May)	Feb. 17 (for Aug.**) June 2 (for Aug.)  Feb. 1 (for Aug.) June 1 (for Aug.)
FACULTY REQUISITIONS (Textbooks)	(for Spring) Sept. 16, 2016		(for Summer) Feb. 24, 2017	(for Fall) Feb. 24, 2017
GRADUATE ADMISSIONS (Varies by program, contact The Graduate School) Final Deadlines	(for Spring)  TBA		(for Summer)  TBA	(for Fall)  TBA
LEAVES OF ABSENCE OTHER THAN MEDICAL, WITHDRAWAL FROM COLLEGE	Dec. 9	Jan. 19	May 5	ES – May 25 SM – June 8 A – June 22 B – July 20 C – August 10 I – July 13 II – August 10
PROBATION APPEALS	TBA		TBA	TBA
REMOVAL OF INCOMPLETES	Nov. 4 (from previous spring or summer)	N/A	March 31 (from previous fall)	N/A
RESIDENCE HALLS Open First Year Resident Students Open Transfer Residence Open Continuing Resident Students Close (end of Semester)	TBA		TBA	TBA
SUBMISSION OF MIDTERM GRADES Grading window opens Grading window closes – 9:00 p.m.	Oct. 17 Oct. 28	N/A N/A	March 13 March 24	N/A N/A
SUBMISSION OF GRADES Grading window opens Grading window closes – 9:00 p.m.	Dec. 12 Dec. 21	Jan. 19 Jan. 29	May 8 May 17	Open Close ES – May 25 May 31 SM – June 8 June 14 A – June 22 June 28 B – July 20 July 26 C – Aug. 10 Aug. 16 I – July 13 July 19 II – Aug. 10 Aug. 16

**MASTER SCHEDULE PREPARATION  
(Graduate and Undergraduate)  
2016-2017**

	FOR JANUARY TERM/ SPRING 2017	FOR SUMMER 2017	FOR FALL 2017
Request and instructions for submitting course offerings sent to departments	June 20, 2016	Sept. 26, 2016	Nov. 21, 2016
Department input window	June 27, 2016- Aug. 7, 2016	Oct. 3, 2016- Oct. 16, 2016	Nov. 28, 2016- Jan. 15, 2017
Deans input window	June 27, 2016 – Aug. 14, 2016	Oct. 3, 2016- Oct. 23, 2016	Nov. 28, 2016- Jan. 22, 2017
Department final input and review window	Aug. 15, 2016 – Aug. 21, 2016	Oct. 24, 2016- Oct. 30, 2016	Jan. 23, 2017 – Jan. 29, 2017
Snapshot of master schedule on E-print reports	Sept. 14, 2016	Nov. 10, 2016	Feb. 17, 2017
Notice to administrative offices to update information on web sites	Sept. 28, 2016	Nov. 22, 2016	Feb. 28, 2017
Master schedule corrections due to deans' offices	Sept. 28, 2016	Nov. 22, 2016	Feb. 28, 2017
*Banner preview	Oct. 12, 2016	*March 8, 2017	March 15, 2017
Final course offerings viewable on web	Oct. 19, 2016	*Dec. 2, 2016	March 22, 2017

\*Note "Banner Preview" normally occurs before courses are viewable on the web. Summer is unique because the web version is made available so much earlier.

**STUDENT FINANCIAL AID**

**APPLICATION**

**APPLY BY**

Free application for Federal Student Aid (FAFSA)  
Spring 2017 only

November 15, 2016

TAP for 2016-2017

June 30, 2017

SUNY Buffalo State application for  
Summer 2016 Aid

July 31, 2017

Free application for Federal Student Aid (FAFSA)

Fall/Spring 2016-2017

TBA

Fall 2016 book deferments

TBA

Spring 2017 book deferments

TBA

Application deadlines are subject to change. These dates are recommended APPLY BY dates. Please contact the Financial Aid Office for information regarding changes.

---

**STATE UNIVERSITY OF NEW YORK BUFFALO STATE**  
**2017-2018 CALENDAR**  
**ACADEMIC CALENDAR**

---

**FALL SEMESTER 2017**

Non-degree seeking registration	Friday, August 4
COMPASS early start program	
Move in Date: Monday, August 21	
Program Start: Tuesday, August 22	
Graduate Orientation	Thursday, August 24
First-Year Orientation: (Thursday – Friday)	
FY Session 1: July 6-7	
FY Session 2: July 13-14	
FY Session 3: July 20-21 (Reserved for EOP Students)	
FY Session 4: July 27-28	
(Wednesday-Thursday)	
FY Session 5: August 23-24	
Transfer Orientation: (Tuesdays)	
Transfer Session 1: July 11	
Transfer Session 2: July 18	
Transfer Session 3: July 25	
Transfer Session 4: August 22	
Academic Day	Friday, August 25
Classes Begin	Monday, August 28
Labor Day (no classes)	Monday, September 4
Constitution Day & Citizenship Day	Mon., September 18
Fall Recess (no classes)	Monday-Tuesday      October 9-10
Thanksgiving Recess (no classes)	Wednesday- Saturday November 22-25
Critique & Evaluation Period (CEP)	Monday – Thursday December 11-14
Final Day of fall 2017 Semester	Thursday, December 14
Emergency CEP Day	Friday, December 15
Degree Conferral	Saturday, December 16

**SPRING SEMESTER 2018**

January Term	Wednesday through Tuesday January 3 – 23
Non-degree seeking registration	Friday, Jan. 5
Martin Luther King Jr. Day (no classes)	Monday, January 15
Degree Conferral	Saturday, January 20
Orientation	Thursday, January 18
Classes Begin	Monday, January 29
Presidents Day Recess (no classes)	Monday, February 19
Spring Recess (no classes)	Monday through Saturday March 26 - 31
Critique & Evaluation Period (CEP)	Monday -Thursday May 14 -17
Final Day of spring 2018 Semester	Thursday, May 17
Emergency CEP Day	Friday, May 18
Commencement	Saturday, May 19

**SUMMER SESSION 2018**

Early Summer (ES)	TBA
Special May Start (SM)	TBA
Session A	TBA
Session B	TBA
Session C	TBA
Session I	TBA
Session II	TBA
Degree Conferral	TBA

---

**STATE UNIVERSITY OF NEW YORK BUFFALO STATE**  
**2017-2018 CALENDAR**

---

**FACULTY AND STAFF CALENDAR**

Academic Obligation:

**FIRST-YEAR CONVOCATION**

August 23, 2017 (Tentative)

**HOMECOMING/FAMILY WEEKEND**

October 22-28, 2017

**FALL OPEN HOUSE**

Tentative

**GRADUATE STUDENT RESEARCH FAIR**

TBA

**FACULTY AND STAFF RECOGNITION CEREMONY**

October 15, 2017 (Tentative)

**FACULTY/STAFF RESEARCH & CREATIVITY FALL FORUM**

**PRESIDENT'S FALL FORUM**

TBA

**SPRING OPEN HOUSE**

TBA

**GRADUATE SCHOOL AWARDS CEREMONY & DINNER**

TBA

**HONORS CONVOCATION**

April 19, 2018 (Tentative)

**STUDENT RESEARCH AND CREATIVITY CELEBRATION**

TBA

**EOP HONORS CONVOCATION**

TBA

**GRADUATE OPEN HOUSE**

TBA

**COLLEGE COUNCIL MEETINGS (at 4:00 P.M.)**

TBA

**COLLEGE MEETINGS\* (Fridays, 3-5 p.m.)**

**FALL 2017**

September 8- Senate  
October 13- Senate  
November 10- Senate  
December 8- Senate \*\* 2:00 p.m. start time

**SPRING 2018**

February 9- Senate  
March 9- Senate  
April 13- Senate  
May 11- Senate\*\* 2:00 p.m. start time

\*No other meetings may be scheduled on these dates between 3-5 p.m.

**CHAIR MEETING (2 – 3 p.m.) CLEV 418**

**SENATE AGENDA SETTING (3-4:00 p.m.)**

**UUP Chapter Meetings TBA**

**UUP Executive Board Meetings will be held 1<sup>st</sup> Wednesday of each month at noon (unless otherwise notified by UUP)**

September 8 – UUP Annual Barbecue at noon

October 13-14, 2017 Delegate Assembly

January 28-30, 2018 Delegate Assembly

May 4-5, 2018 Delegate Assembly

**FACULTY PERSONNEL ACTIONS**  
(includes Librarians)  
**2017-2018**

<u>PROMOTION</u>	<u>TO DEAN</u>	<u>TO PROVOST*</u>	<u>TO PRESIDENT</u>	<u>NOTIFICATION</u>
To Professor and To Librarian	11/13/17	12/15/17	2/2/18	3/15/18
To Associate Professor and To Senior Assistant Librarian and To Associate Librarian	2/9/18	3/16/18	5/11/18	6/30/18
<u>RENEWAL</u> Term expiring in 8/2018 after first year of service	11/13/17	12/15/17	n/a	3/1/18
**Term expiring in 8/2018 after 1 year but not more than 2 years of service	9/29/17	10/27/17	n/a	12/15/17
Term expiring in 1/2019 after 1 year but not more than 2 years of service	1/31/18	3/1/18	n/a	5/1/18
Term expiring in 8/2019 after 2 or more Years of service	2/9/18	3/16/18	n/a	6/30/18
Part-Time Term expiring January 2018	10/6/17	n/a	n/a	11/15/17
Part-Time Term expiring May 2018	3/1/18	n/a	n/a	4/15/18
<u>CONTINUING APPOINTMENT</u>	2/9/18	3/16/18	5/11/18	6/30/18
<u>SABBATICALS AND LEAVE OF ABSENCE</u>	10/20/17	11/17/17	n/a	2/1/18

\*Includes two weeks for Budget, Human Resource Management, and Faculty Review

\*\*Terms expiring with a January notification date and 2 or more years of service follow this schedule. Contact Provost's office for guidance.

**GRANTS AND AWARDS**

**DEADLINE FOR SUBMISSION TO ALBANY**

**COLLEGE DEADLINES**

Equity and Campus Diversity (Minigrants)	Sept 16, 2016 Feb. 17, 2017
The Dr. Muriel A. Howard Presidential Award for the Promotion of Respect for Equity and Campus Diversity	March 10, 2017
Grant Allocation Committee Funds For fall 2017 and spring 2018 proposals	TBA
For spring 2018 program proposals	TBA
President's Medal and Chancellor's Award	TBA
Engel Student Humanities Award	Feb. 16, 2018
Campbell Student Leadership Award	Feb. 16, 2018
Who's Who Award Nominees	Feb. 16, 2018
Phil Santa Maria Memorial Award	Feb. 16, 2018
Phil Santa Maria Award for Student Leadership In Equity and Campus Diversity	Feb. 16, 2018
Luis M. Antonetti Student Humanitarian	Feb. 16, 2018

(Submission to the Office of the Vice President for Student Affairs) Due by 4:00 p.m.)

**FACULTY AND STAFF AWARDS**

SUNY Chancellor's Award for Excellence in Adjunct Teaching	Due to Provost Sept. 15, 2017
SUNY Chancellor's Award for Excellence in Teaching, Professional Service, Librarianship, Scholarship & Creative Activities, and Faculty Service; Distinguished Teaching Professor and Distinguished Service Professor	Due to the Provost Oct. 16, 2017
President's Awards for Excellence	Due to the Provost March 5, 2018



**STUDENT AND INSTRUCTIONAL DEADLINES  
2017-2018**

REGISTRATION DATES	FALL 2017	JANUARY TERM 2018	SPRING 2018	SUMMER 2018
REGISTRATION Undergraduate and Graduate	April 5 – Sept. 4	Nov. 1 – Jan. 3	Nov. 1 – Jan. 28	Begin – April 4
NON-DEGREE SEEKING REGISTRATION Undergraduate	Aug. 4	Dec. 8	Jan. 5	TBA
REGISTRATION ENDS Undergraduate and Graduate	Sept. 4	Jan. 3	Jan. 28	ES- TBA SM- TBA A-TBA B-TBA C-TBA I -TBA II- TBA
CROSS REGISTRATION Undergraduate and Graduate - Forms due - Registration	Aug. 18 Aug. 25	N/A	Jan. 12 Jan. 19	N/A
INDEPENDENT STUDY, PROJECT, COURSE BY CONTRACT APPLICATION	Sept. 1	Jan. 3	Jan. 26	TBA
OTHER Evening Advisement Session				
COURSE WITHDRAWALS AND PASS/FAIL APPLICATIONS	Nov. 3	Jan. 12	March 30	ES- TBA SM-TBA A-TBA B- TBA C- TBA I-TBA II-TBA
DEGREE APPLICATIONS Undergraduate Graduate **(for inclusion of name in May commencement program)**	Sept. 8 (for Dec.) Oct. 2	Sept. 8 (for Jan.) Oct. 2	Feb. 2 (for May) Feb. 1	Feb. 16 ** June 1 (for Aug.) Feb. 1 (for Aug)** June 1 (for Aug.)
FACULTY REQUISITIONS (Textbooks)	For spring Sept. 15, 2017		For summer Feb. 23, 2018	For Fall Feb. 23, 2018
GRADUATE ADMISSIONS (Varies by program, contact The Graduate School) Final Deadlines				
LEAVES OF ABSENCE OTHER THAN MEDICAL, WITHDRAWAL FROM COLLEGE	Dec. 8	Jan. 18	May 4	ES-TBA SM- TBA A-TBA B- TBA C-TBA I-TBA II- TBA
PROBATION APPEALS	TBA		TBA	TBA
REMOVAL OF INCOMPLETES	Nov. 3 (from previous spring or summer)	N/A	Mar. 30 (from previous fall)	N/A
RESIDENCE HALLS Open- First Year Resident Students Open – New Transfer Students Open- Continuing Resident Students Close (end of Semester)	TBA		TBA	
SUBMISSION OF MID TERM GRADES Grading Window Opens Grading Window Closes - 9:00 p.m.	Oct. 16 Oct. 27	N/A	March 12 March 23	N/A
SUBMISSION OF GRADES Grading window opens  Grading window closes – 9:00 p.m.	Dec. 11  Dec. 20	Jan. 18  Jan. 28	May 7  May 16	Open Close ES-TBA SM-TBA A-TBA B-TBA C-TBA I-TBA II-TBA

**MASTER SCHEDULE PREPARATION  
(Graduate and Undergraduate)  
2017-2018**

	FOR JANUARY TERM/ SPRING 2018	FOR SUMMER 2018	FOR FALL 2018
Request and instructions for submitting course offerings sent to departments	June 19, 2017	Sept. 25, 2017	Nov. 20, 2017
Department input window	June 26, 2017- Aug. 6, 2017	Oct. 2, 2017- Oct. 15, 2017	Nov. 27, 2017- Jan. 14, 2018
Deans input window	June 26, 2017- Aug. 13, 2017	Oct. 2, 2017 Oct. 22, 2017	Nov. 27, 2017- Jan. 21, 2018
Department final input and review window	Aug. 14, 2017- Aug. 20, 2017	Oct. 23, 2017 – Oct. 29, 2017	Jan. 22, 2018- Jan. 28, 2018
Snapshot of master schedule on E-print reports	Sept. 14, 2017	Nov. 13, 2017	Feb. 16, 2018
Notice to administrative office to update information on web sites	Sept. 28, 2017	Nov. 21, 2017	Feb. 28, 2018
Master schedule corrections due to deans' offices	Sept. 28, 2017	Nov. 21, 2017	Feb. 28, 2018
*Banner preview	Oct. 11, 2017	*March 7, 2018	March 7, 2018
Final course offerings viewable on web	Oct. 18, 2017	*Dec. 4, 2017	March 14, 2018

\*Note "Banner Preview" normally occurs before courses are viewable on the web. Summer is unique because the web version is made available so much earlier.

**STUDENT FINANCIAL AID**

APPLICATION

APPLY BY

Free application for Federal Student Aid (FAFSA)  
Spring 2018 only

November 15, 2017

TAP for 2017-2018

June 30, 2018

SUNY Buffalo State BSC application for  
Summer 2017 Aid

July 31, 2018

Free application for Federal Student Aid (FAFSA)

TBA

Fall/Spring 2017-2018

Fall book deferments

TBA

Spring book deferments

TBA

Application deadlines are subject to change. These dates are recommended APPLY BY dates. Please contact the Financial Aid Office for information regarding changes.

---

**STATE UNIVERSITY OF NEW YORK BUFFALO STATE**  
***Tentative 2018-2019 CALENDAR***  
**ACADEMIC CALENDAR**

---

**FALL SEMESTER 2018**

Non-degree seeking registration	Friday, August 3
COMPASS early start program	
Graduate Orientation	
First-Year Orientation	Wednesday – Thursday August 22-23
Transfer Orientation	Friday, August 24
Classes Begin	Monday, August 27
Labor Day (no classes)	Monday, September 3
Constitution Day & Citizenship Day	Mon., September 17
Fall Recess (no classes)	Monday-Tuesday October 8-9
Thanksgiving Recess (no classes)	Wednesday- Saturday November 21-24
Critique & Evaluation Period (CEP)	Monday – Thursday December 10-13
Final Day of fall 2018 Semester	Thursday, December 13
Emergency CEP Day	Friday, December 14
Degree Conferral	Saturday, December 15

**SPRING SEMESTER 2019**

January Term	Monday through Friday January 7 – 25
Non-degree seeking registration	Friday, January 4
Degree Conferral	Saturday, January 19
Martin Luther King Jr. Day (no classes)	Mon., January 21
Orientation	Thursday, January 24
Classes Begin	Monday, January 28
President’s Day Recess (no classes)	Monday, February 18
Spring Recess (no classes)	Monday through Saturday March 25 - 30
Critique & Evaluation Period (CEP)	Monday -Thursday May 13-16
Final Day of spring 2019 Semester	Thursday, May 16
Emergency CEP Day	Friday, May 17
Commencement	Saturday, May 18

**SUMMER SESSION 2018**

Early Summer (ES)	TBA
Special May Start (SM)	TBA
Session A	TBA
Session B	TBA
Session C	TBA
Session I	TBA
Session II	TBA
Degree Conferral	TBA

---

**STATE UNIVERSITY OF NEW YORK BUFFALO STATE**  
*Tentative 2018-2019 CALENDAR*

---

**FACULTY AND STAFF CALENDAR**

Academic Obligation:

**FIRST-YEAR CONVOCATION**

August 22, 2018

**GRADUATE RESEARCH FAIR**

TBA

**HOMECOMING/FAMILY WEEK**

TBA

**FALL OPEN HOUSE**

TBA

**FACULTY AND STAFF RECOGNITION CEREMONY**

TBA

**FACULTY/STAFF RESEARCH & CREATIVITY FALL FORUM**

TBA

**PRESIDENT'S FALL FORUM**

TBA

**SPRING OPEN HOUSE**

TBA

**GRADUATE SCHOOL AWARDS CEREMONY & DINNER**

TBA

**HONORS CONVOCATION**

TBA

**STUDENT RESEARCH AND CREATIVITY CELEBRATION**

TBA

**EOP HONORS CONVOCATION**

TBA

**GRADUATE OPEN HOUSE**

TBA

**COLLEGE COUNCIL MEETINGS (4:00 p.m.)**

TBA

**COLLEGE MEETINGS\* (Fridays, 3-5 p.m.)**

**FALL 2018**

September 14- Senate

October 12- Senate

November 9- Senate

December 14- Senate \*2 p.m. start time

**SPRING 2019**

January 11- Senate

February 8- Senate

March 8- Senate

April 12- Senate

May 10- Senate \*2 p.m. start time

\*No other meetings may be scheduled on these dates between 3-5 p.m.

**CHAIR MEETING (2 – 3 p.m.) CLEV 418**  
**SENATE AGENDA SETTING (3-4:00 p.m.)**

**UUP Chapter Meetings TBA**

**UUP Executive Board Meetings will be held 1<sup>st</sup> Wednesday of each month at noon (unless otherwise notified by UUP)**

September 7 UUP Annual Barbecue at noon

October 5-6, 2018 Delegate Assembly

**FACULTY PERSONNEL ACTIONS**  
(includes Librarians)  
*Tentative 2018-2019*

<u>PROMOTION</u>	<u>TO DEAN</u>	<u>TO PROVOST*</u>	<u>TO PRESIDENT</u>	<u>NOTIFICATION</u>
To Professor and To Librarian	11/12/18	12/14/18	2/1/19	3/15/19
To Associate Professor and To Senior Assistant Librarian and To Associate Librarian	2/8/19	3/15/19	5/10/19	6/30/19
<u>RENEWAL</u> Term expiring in 8/2019 after first year of service	11/12/18	12/14/18	n/a	3/1/19
**Term expiring in 8/2019 after 1 year but not more than 2 years of service	9/28/18	10/26/18	n/a	12/15/18
Term expiring in 1/2020 after 1 year but not more than 2 years of service	1/31/18	3/1/18	n/a	5/1/19
Term expiring in 8/2020 after 2 or more Years of service	2/8/19	3/15/19	n/a	6/30/19
Part-Time Term expiring January 2019	10/5/18	n/a	n/a	11/15/18
Part-Time Term expiring May 2019	3/1/19	n/a	n/a	4/15/19
<u>CONTINUING APPOINTMENT</u>	2/8/19	3/15/19	5/10/19	6/30/19
<u>SABBATICALS AND LEAVE OF ABSENCE</u>	10/19/19	11/16/17	n/a	2/1/19

\*Includes two weeks for Budget, Human Resource Management, and Faculty Review

\*\*Terms expiring with a January notification date and 2 or more years of services follow this schedule. Contact Provost's office for guidance.

**GRANTS AND AWARDS**

**DEADLINE FOR SUBMISSION TO ALBANY  
COLLEGE DEADLINES**

Equity and Campus Diversity (Minigrants)

The Dr. Muriel A. Howard Presidential  
Award for the Promotion of Respect for  
Equity and Campus Diversity

Grant Allocation Committee Funds	
For fall 2018 and spring 2019 proposals	TBA
For spring 2018 program proposals	TBA
President's Medal and Chancellor's Award	TBA
Engel Student Humanities Award	Feb. 15, 2019
Campbell Student Leadership Award	Feb. 15, 2019
Who's Who Award Nominees	Feb. 15, 2019
Phil Santa Maria Memorial Award	Feb. 15, 2019
Phil Santa Maria Award for Student Leadership	
In Equity and Campus Diversity	Feb. 15, 2019
Luis M. Antonetti Student Humanitarian	Feb. 15, 2019

(Submission to the Office of the Vice President for Student  
Affairs) Due by 4:00 p.m.)

**FACULTY AND STAFF AWARDS**

SUNY Chancellor's Award for Excellence in  
Adjunct Teaching *Due to Provost Sept. 15, 2018*

SUNY Chancellor's Award for Excellence in Teaching,  
Professional Service, Librarianship, Scholarship & Creative  
Activities, and Faculty Service; Distinguished Teaching  
Professor and Distinguished Service Professor  
*Due to the Provost Oct. 15, 2018*

President's Awards for Excellence  
*Due to the Provost March 4, 2019*

## STUDENT AND INSTRUCTIONAL DEADLINES

*Tentative 2018-2019*

REGISTRATION DATES	FALL 2018	JAN TERM 2019	SPRING 2019	SUMMER 2019
REGISTRATION Undergraduate and Graduate	April 4-Sept. 3	Oct.31-Jan. 8	Oct. 31-Feb. 3	Begin-April 3
NON-DEGREE SEEKING REGISTRATION Undergraduate	Aug. 3	Dec. 7	Jan. 4	TBA
REGISTRATION ENDS Undergraduate and Graduate	Sept. 3	Jan.8	Feb. 3	ES-TBA SM-TBA A-TBA B-TBA C-TBA I-TBA II-TBA
CROSS REGISTRATION Undergraduate and Graduate - Forms due - Registration	Aug. 17 Aug. 24	N/A	Jan. 18 Jan. 25	N/A
INDEPENDENT STUDY, PROJECT, COURSE BY CONTRACT APPLICATION	Aug. 31	Jan. 8	Feb. 1	
OTHER Evening Advisement Session				
COURSE WITHDRAWALS AND PASS/FAIL APPLICATIONS	Nov. 2	Jan. 17	April 5	ES-TBA SM-TBA A-TBA B-TBA C-TBA I-TBA II-TBA
DEGREE APPLICATIONS Undergraduate Graduate **(for inclusion of name in May commencement program)**	Sept. 7 (for Dec.)	Sept. 7 (for Jan.)	Feb. 8 (for May)	Feb. 8 ** June 7 (for Aug.) Feb. 2 (for Aug)** June 1 (for Aug.)
FACULTY REQUISITIONS (Textbooks)	For spring Sept. 21, 2018		For summer Feb. 22, 2019	For Fall Feb. 22, 2019
GRADUATE ADMISSIONS (Varies by program, contact The Graduate School) Final Deadlines				
LEAVES OF ABSENCE OTHER THAN MEDICAL, WITHDRAWAL FROM COLLEGE	Dec. 7	Jan. 24	May 10	ES-TBA SM- TBA A-TBA B- TBA C-TBA I-TBA II- TBA
PROBATION APPEALS	TBA		TBA	TBA
REMOVAL OF INCOMPLETES	Nov. 2 (from previous spring or summer)	N/A	April 5 (from previous fall)	N/A
RESIDENCE HALLS Open- First Year Resident Students Open – New Transfer Students Open- Continuing Resident Students Close (end of Semester)	TBA		TBA	
SUBMISSION OF MID TERM GRADES Grading Window Opens Grading Window Closes - 9:00 p.m.	Oct. 15 Oct. 26	N/A	March 18 March 29	N/A
SUBMISSION OF GRADES Grading window opens  Grading window closes – 9:00 p.m.	Dec. 10  Dec. 19	Jan. 24  Feb. 3	May 13  May 22	Open Close ES-TBA SM-TBA A-TBA B-TBA C-TBA I-TBA II-TBA

**MASTER SCHEDULE PREPARATION**  
**(Graduate and Undergraduate)**  
*Tentative 2018-2019*

	FOR JANUARY TERM/ SPRING 2019	FOR SUMMER 2019	FOR FALL 2019
Request and instructions for submitting course offerings sent to departments	June 18, 2018	Sept. 24, 2018	Nov. 19, 2018
Department input window	June 25, 2018- Aug. 5, 2018	Oct. 1, 2018- Oct. 14, 2018	Nov. 26, 2018- Jan. 13, 2019
Deans input window	June 25, 2018 – Aug. 12, 2018	Oct. 1, 2018- Oct. 21, 2018	Nov. 26, 2018- Jan. 20, 2019
Department final input and review window	Aug. 13, 2018- Aug. 19, 2018	Oct. 22, 2018- Oct. 28, 2018	Jan. 21, 2019- Jan. 27, 2019
Snapshot of master schedule on E-print reports	Sept. 13, 2018	Nov. 12, 2018	Feb. 15, 2019
Notice to administrative office to update information on web sites	Sept. 27, 2018	Nov. 20, 2018	Feb. 27, 2019
Master schedule corrections due to deans' offices	Sept. 27, 2018	Nov. 20, 2018	Feb. 27, 2019
*Banner preview	Oct. 10, 2018	*March 6, 2018	March 6, 2019
Final course offerings viewable on web	Oct. 17, 2018	*Dec. 4, 2018	March 13, 2019

\*Note "Banner Preview" normally occurs before courses are viewable on the web. Summer is unique because the web version is made available so much earlier.

**APPLICATION**

**APPLY BY**

Free application for Federal Student Aid (FAFSA) Spring 2019 only	November 15, 2018
TAP for 2018-2019	June 30, 2019
SUNY Buffalo State application for summer 2018 Aid	July 31, 2019
Free application for Federal Student Aid (FAFSA) Fall/Spring 2018-2019	TBA
Fall book deferments	TBA
Spring book deferments	TBA

Application deadlines are subject to change. These dates are recommended APPLY BY dates. Please contact the Financial Aid Office for information regarding changes.

---

**STATE UNIVERSITY OF NEW YORK BUFFALO STATE**  
***Tentative 2019-2020 CALENDAR***  
**ACADEMIC CALENDAR**

---

**FALL SEMESTER 2019**

Non-degree seeking registration	Friday, August 2
COMPASS early start program	Monday, August 22
Graduate Orientation	
First-Year Orientation	
Transfer Orientation	
Classes Begin	Monday, August 26
Labor Day (no classes)	Monday, September 2
Constitution Day & Citizenship Day	Tues., September 17
Fall Recess (no classes)	Monday-Tuesday October 14-15
Thanksgiving Recess	Wednesday- Saturday November 27-30
Critique & Evaluation Period (CEP)	Monday – Thursday December 9-12
Final Day of fall 2019 Semester	Thursday, December 12
Emergency CEP Day	Friday, December 13
Degree Conferral	Saturday, December 14

**SPRING SEMESTER 2020**

January Term	Monday through Friday January 6 – 24
Non-degree seeking registration	Friday, January 3
Martin Luther King Jr. Day (no classes)	Mon., January 20
Orientation	
Degree Conferral	
Classes Begin	Monday, January 27
Presidents Day Recess (no classes)	Monday, February 17
Spring Recess (no classes)	Monday through Saturday March 23 - 28
Critique & Evaluation Period (CEP)	Monday -Thursday May 11 -14
Final Day of spring 2020 Semester	Thursday, May 14
Emergency CEP Day	Friday, May 15
Commencement	Saturday, May 16

**SUMMER SESSION 2020**

Early Summer (ES)	TBA
Special May Start (SM)	TBA
Session A	TBA
Session B	TBA
Session C	TBA
Session I	TBA
Session II	TBA
Degree Conferral	TBA



---

**STATE UNIVERSITY OF NEW YORK BUFFALO STATE**  
*Tentative 2019-2020 CALENDAR*

---

**FACULTY AND STAFF CALENDAR**

Academic Obligation:

**FIRST-YEAR CONVOCATION**

**GRADUATE OPEN HOUSE**

**PRESIDENT'S FALL FORUM**

**HOMECOMING/FAMILY WEEKEND**

**FALL OPEN HOUSE**

**FACULTY AND STAFF RECOGNITION CEREMONY**

**FACULTY/STAFF RESEARCH & CREATIVITY FALL FORUM**

**SPRING OPEN HOUSE**

**GRADUATE SCHOOL AWARDS CEREMONY & DINNER**

**HONORS CONVOCATION**

**STUDENT RESEARCH AND CREATIVITY CELEBRATION**

**EOP HONORS CONVOCATION**

**GRADUATE STUDENT RESEARCH FAIR**

**COLLEGE COUNCIL MEETINGS**

**COLLEGE MEETINGS\* (Fridays, 3-5 p.m.)**

**FALL 2019**

September 13- Senate  
October 11 - Senate  
November 8- Senate  
December 13- Senate \* 2 p.m. start time

**SPRING 2020**

February 14-Senate  
March 13-Senate  
April 10-Senate  
May 1 -Senate \*2 p.m. start time

\*No other meetings may be scheduled on these dates between 3-5 p.m.

**CHAIR MEETING (2 – 3 p.m.) CLEV 418**

**SENATE AGENDA SETTING (3-4:00 p.m.)**

**UUP Chapter Meetings TBA**

**UUP Executive Board Meetings will be held 1<sup>st</sup> Wednesday of each month at noon (unless otherwise notified by UUP)**

September 6 UUP Annual Barbecue at noon

**FACULTY PERSONNEL ACTIONS**  
(includes Librarians)  
*Tentative 2019-2020*

<u>PROMOTION</u>	<u>TO DEAN</u>	<u>TO PROVOST*</u>	<u>TO PRESIDENT</u>	<u>NOTIFICATION</u>
To Professor and To Librarian				3/15/20
To Associate Professor and To Senior Assistant Librarian and To Associate Librarian				6/30/20
<u>RENEWAL</u> Term expiring in 8/2020 after first year of service				3/1/20
**Term expiring in 8/2020 after 1 year but not more than 2 years of service				12/15/19
Term expiring in 1/2021 after 1 year but not more than 2 years of service				5/1/20
Term expiring in 8/2021 after 2 or more Years of service				6/30/20
Part-Time Term expiring January 2020				11/15/19
Part-Time Term expiring May 2020				4/15/20
<u>CONTINUING APPOINTMENT</u>				6/30/20
<u>SABBATICALS AND LEAVE OF ABSENCE</u>				2/1/20

\*Includes two weeks for Budget, Human Resource Management, and Faculty Review

\*\*Terms expiring with a January notification date and 2 or more years of service follow this schedule. Contact Provost's office for guidance.

**GRANTS AND AWARDS**

**DEADLINE FOR SUBMISSION TO ALBANY**

**COLLEGE DEADLINES**

Equity and Campus Diversity (Minigrants)

The Dr. Muriel A. Howard Presidential  
Award for the Promotion of Respect for  
Equity and Campus Diversity

Grant Allocation Committee Funds	TBA
For fall 2018 and spring 2019 proposals	TBA
For spring 2018 program proposals	TBA
President's Medal and Chancellor's Award	
Engel Student Humanities Award	Feb. 14, 2020
Campbell Student Leadership Award	Feb. 14, 2020
Who's Who Award Nominees	Feb. 14, 2020
Phil Santa Maria Memorial Award	Feb. 14, 2020
Phil Santa Maria Award for Student Leadership	
In Equity and Campus Diversity	Feb. 14, 2020
Luis M. Antonetti Student Humanitarian	Feb. 14, 2020

(Submission to the Office of the Vice President for Student Affairs) Due by 4:00 p.m.)

**FACULTY AND STAFF AWARDS**

SUNY Chancellor's Award for Excellence in  
Adjunct Teaching *Due to Provost Sept. 15, 2019*

SUNY Chancellor's Award for Excellence in Teaching,  
Professional Service, Librarianship, Scholarship & Creative  
Activities, and Faculty Service; Distinguished Teaching  
Professor and Distinguished Service Professor  
*Due to the Provost Oct. 21, 2019*

President's Awards for Excellence  
*Due to the Provost March 2, 2020*

**STUDENT AND INSTRUCTIONAL DEADLINES**  
*Tentative 2019-2020*

REGISTRATION DATES	FALL 2019	JANUARY TERM 2020	SPRING 2020	SUMMER 2020
REGISTRATION Undergraduate and Graduate	April 3 – Sept. 1	Oct. 30 – Jan. 7	Oct. 30 – Feb. 2	April 1
NON-DEGREE SEEKING REGISTRATION Undergraduate	Aug. 2	Dec. 7	Jan. 3	TBA
REGISTRATION ENDS Undergraduate and Graduate	Sept. 1	Jan. 7	Feb. 2	TBA
CROSS REGISTRATION Undergraduate and Graduate - Forms due - Registration	Aug. 16 Aug. 23	N/A	Jan. 17 Jan. 24	N/A
INDEPENDENT STUDY, PROJECT, COURSE BY CONTRACT APPLICATION	Aug. 30	Jan. 7	Jan. 31	
OTHER Evening Advisement Session				
COURSE WITHDRAWALS AND PASS/FAIL APPLICATIONS	Nov. 1	Jan. 16	April 3	TBA
DEGREE APPLICATIONS Undergraduate Graduate **(for inclusion of name in May Commencement program)**	Sept. 6 (for Dec.)	Sept. 6 (for Jan.)	Feb. 7 (for May)	Feb. 7 June 5 (for Aug.) Feb 2 (for Aug.) June 1 (for Aug.)
FACULTY REQUISITIONS (Textbooks)	September 20, 2019 (for Spring)		February 28, 2020 (for Summer)	February 28, 2020 (for Fall)
GRADUATE ADMISSIONS (Varies by program, contact The Graduate School) Final Deadlines				
LEAVES OF ABSENCE OTHER THAN MEDICAL, WITHDRAWAL FROM COLLEGE	Dec. 6	Jan. 23	May 8	TBA
PROBATION APPEALS	TBA		TBA	TBA
REMOVAL OF INCOMPLETES	Nov. 1	N/A	April 3	N/A
RESIDENCE HALLS Open- First Year Resident Students Open- Transfer Students Open- Continuing Resident Students Close (end of Semester)	TBA		TBA	
SUBMISSION OF MIDTERM GRADES Grading window opens Grading window closes- 9:00 p.m.	Oct. 14 Oct. 25	N/A	March 16 March 27	N/A
SUBMISSION OF GRADES Grading window opens Grading window closes – 9:00 p.m.	Dec. 9 Dec. 18	Jan. 23 Feb. 2	May 11 May 20	TBA

**MASTER SCHEDULE PREPARATION  
(Graduate and Undergraduate)  
Tentative 2019-2020**

	FOR JANUARY TERM/ SPRING 2020	FOR SUMMER 2020	FOR FALL 2020
Request and instructions for submitting course offerings sent to departments	June 17, 2019	September 23, 2019	November 18, 2019
Department input window	June 24- August 4 , 2019	September 30 – October 13, 2019	November 25, 2019- January 12, 2020
Deans input window	June 24- August 11, 2019	September 30 – October 13, 2019	November 25, 2019 – January 9, 2020
Department final input and review window	August 12 – August 18, 2019	October 21 – October 27, 2019	January 20 – January 26, 2020
Snapshot of master schedule on E-print reports	September 12, 2019	November 11, 2019	February 14, 2020
Notice to administrative offices to update information on web sites	September 26, 2019	November 19, 2019	February 26, 2020
Master schedule corrections due to deans' offices	September 26, 2019	November 19, 2019	February 26, 2020
*Banner preview	October 9, 2019	March 3, 2020	March 4, 2020
Final course offerings viewable on web	October 16, 2019	December 3, 2019	March 11, 2020

\*Note "Banner Preview" normally occurs before courses are viewable on the web. Summer is unique because the web version is made available so much earlier.

**STUDENT FINANCIAL AID**

**APPLICATION**

**APPLY BY**

Free application for Federal Student Aid (FAFSA)  
Spring 2020 only

November 15, 2019

TAP for 2019-2020

June 30, 2020

SUNY Buffalo State application for summer  
2019 Aid

July 31, 2020

Free application for Federal Student Aid (FAFSA)

TBA

Fall/Spring 2019-2020

Fall 2019 book deferment

TBA

Spring 2020 book deferment

TBA

Application deadlines are subject to change. These dates are recommended APPLY BY dates. Please contact the Financial Aid Office for information regarding changes