



University at Buffalo

Stephen Still Institute for Sustainable
Transportation and Logistics

Graduate Studies Manual
Academic Year 2020-2021

University at Buffalo
Graduate Studies Manual
Policies and Procedures for Graduate Students and Advisors

Academic Year 2021-2022 Graduate Studies Committee

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Preface

The policies and procedures summarized in this manual are applicable to all graduate students in the Stephen Still Institute for Sustainable Transportation and Logistics Master of Science program (SSISTL), effective June 1, 2021. Exceptions to these policies and procedures must be approved by the SSISTL Director or Director of Graduate Studies. The graduate studies committee reserves the right to modify the procedures and requirements described herein. Unless otherwise noted, policy changes will not apply retroactively to students who matriculated into the Master of Science in Sustainable Transportation and Logistics (STL) degree program to the effective date of this manual.

In accordance with federal and state laws, no person in whatever relationship with the State University of New York at Buffalo shall be subject to discrimination on the basis of age, religion or creed, color, disability, national origin, race, ethnicity, sex or sexual orientation, martial or veteran status.

June 2021

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1 General Information

1.1 Introduction

This manual is designed to be a general reference for affiliated faculty associated with, and/or students pursuing a Master of Science in Sustainable Transportation and Logistics (hereby referred to as STL). Included are policies and procedures as set forth by the Stephen Still Institute for Sustainable Transportation and Logistics (SSISTL), as well as the School of Engineering and Applied Sciences (SEAS), and the Graduate School of the University of Buffalo.

1.2 Petitions

Should a student need special consideration in regards to any of the policies or procedures outlined in this handbook, they may submit a petition in writing to the Director of Graduate Studies for review.

1.3 Orientation, Initial Advisement and Course Registration

Students should be familiar with the Graduate Coordinator's Office for the STL program, located in 118 Bell Hall. The Graduate Coordinator is the central resource for all administrative issues related to graduate studies.

For initial registration, students should refer to the course curricula and be aware of what classes are offered in fall/spring only, particularly the core classes. The preliminary advisor or graduate coordinator can assist students with course selection and/or registration questions.

International students, particularly those registering for the first time, should be familiar with the International Student Services (ISS) office, located in Talbert Hall room 210. This office provides assistance on housing and immigration and visa status. ISS also hosts a separate orientation for International students, which is mandatory to attend. Students will have a hold on their student account until they check in with the ISS office at orientation. If an incoming student cannot attend orientation, ISS will send out additional check-in times, but students will not be able to register until this is completed.

The School of Engineering and Applied Sciences also hosts an orientation for all incoming graduate students the week prior to the fall semester, and program-specific orientations will be offered as needed. All incoming students must attend the STL program orientation, which provides a general overview of the policies and procedures related to graduate study in the STL program.

1.4 Faculty Advisors

At the time of acceptance, students are assigned a *preliminary* advisor. Students should seek a major faculty advisor no later than the end of the first semester, based on their intended concentration of study and interest in culminating experience- all course

option, 3-credit hour project or 6-credit hour thesis. Student can choose any faculty member listed on the SSISTL website:
<http://www.buffalo.edu/istl/about/researchers.html>

2 Admissions

2.1 Overview

The program requires a Bachelor's degree in either engineering, business administration, or a relevant degree including a minimum of 15 credit hours of mathematics and/or economics, and at least one calculus course.

An admissions committee, consisting of faculty members from the founding departments of the Stephen Still Institute (namely Civil, Structural and Environmental Engineering; Industrial and Systems Engineering; Computer Science and Engineering and Operations Management and Strategy) will make all admissions decisions.

Applications for admission are evaluated by the committee on the basis of criteria reflecting academic quality and probable success in advanced study. These criteria are:

- Undergraduate grades:
 - A minimum cumulative undergraduate grade-point-average (GPA) of 2.8 on a United States 4.0 scale
- GRE scores (optional):
 - A minimum quantitative score in at least the 65th percentile
- Two letters of recommendation
 - From instructors who have taught the student; professional sources (supervisors at work, etc.) are also acceptable
- Personal Statement
 - A statement outlining past accomplishments, professional objectives, special interests, and educational plans

The Graduate School at the University at Buffalo also require that students who are not native English speakers must demonstrate English proficiency. Applicant must take the Test of English as a Foreign Language (TOEFL), Pearson Test of English (PTE), or the International English Language Testing System (IELTS) within 2 years prior to the proposed admission date to UB. The State University of New York at Buffalo has a minimum TOEFL score requirement of 550 (paper-based) or 79 (internet-based). On IELTS, UB requires an overall score of 6.5 with no band score below 6.0. On PTE Academic, the university minimum score is 55, with no subsection score below 50.

Applicants can review this requirement under the [English Language Proficiency Requirement](#) web page.

2.2 How to Apply

Admission to the STL graduate program will be done online and students should be familiar with the School of Engineering and Applied Sciences application management system via <http://engineering.buffalo.edu/home/academics/grad/admissions.html>.

Students should choose their intended concentration and fill out all of the supporting questions and upload required documentation.

No physical documents should be sent to our office. Everything should be sent electronically and uploaded via the online application system.

2.2.1 Components

Using the online application, every applicant must submit the following:

- Completed application on the website, filling out all required fields
- Email address for two (2) individuals who will provide letters of recommendation
- Resume/Curricula Vitae
- Personal Statement
- GRE scores (optional)
- English language proficiency scores (if applicable)
- Scanned copies of academic transcripts from undergraduate and graduate (if applicable) students - English translation is required
- Pay the application fee

Applicants may start and return to the application at any time, you do not need to submit all components at once. However, an application will not be reviewed until you have formally submitted it, the application fee has been paid, and all supplemental materials have been received.

2.3 Exceptions to Admission Requirements

The committee will be responsible for evaluating the applicant's background and credentials, and deciding whether an exception is to be granted and the grounds upon which such an exception can be granted.

3 Degree Requirements

3.1 Overview of Program

The M.S. program in Sustainable Transportation & Logistics is a 30-credit program and the average length to complete the degree is 1.5 years over the course of 3 semesters (12 credits for the first two semesters, 6 credits in the last). The curriculum consists of five courses that are designed to provide a common platform of relevant *engineering* principles & practices, coupled with *managerial* concepts and practices. Additionally, candidates will complete 15 credit hours in one of the following two tracks: (1) Sustainable Transportation; or (2) Logistics.

The objective of the program is to train globally competitive graduates who are well rounded technically and managerially, and who intend to assume leadership positions in transportation and logistics. A basic thrust of the program is *sustainability*, both from environmental and economical viewpoints.

3.2 Course Outline

The program consists of five core courses and 5 elective classes. Students will declare a concentration in either transportation or logistics. Student will choose their electives backed on their intended concentration, but may get approval from the Director of Graduate Studies if they wish to take an elective from outside of their concentration. General electives can be counted toward either concentration without direct approval. Course descriptions are included in the Appendix. The list of elective courses are not exhaustive and additional courses can be added over time. The graduate coordinator will email students with new course offerings that can be taken to satisfy degree requirements. Students should check their UB email each semester for this information. If there is a course not on the list that the student would like to take as an elective, s/he should ask the Director of Graduate Studies for approval.

Core Classes	
STL 501 (MGO 638)	Logistics & Distribution Management
STL 502 (IE 550)	Optimization and Resource Planning
STL 503 (MGO 636)	Supply Chain Design, Modeling & Optimization
CIE 633	Statistical and Econometric Methods
STL 505 (CIE 539)	Transportation Systems Modeling Fundamentals

General Electives	
IE 678	Urban Operations Research (Spring Class)
CSE 503	Computer Science for Non-Majors I (Fall Class)
CSE 504	Computer Science for Non-Majors II (Fall Class)
CSE 601	Data Mining and Bioinformatics (Fall Class)
STL 520	Emerging Practices in Transportation
STL/URP 544	Strategic Urban Transportation Planning for Sustainable Futures

STL/CIE/IE 500	Special Topics
GEO 519	Transportation

Logistics Electives	
MGO 619	Business Forecasting
MGO 633	Supply Chains and Global Operations
MGO 631	Production and Inventory Management
MGO 637	Purchasing and Global Supply Management
MGO 639	Sustainable Operations
IE 572	Linear Programming
IE 573	Discrete Optimization
IE 675	Game Theory

Transportation Electives	
CIE 576	Highway Geometric Design
CIE 536	Traffic Operations and Design
CIE 574	Traffic Flow Theory
CIE 555	Discrete Choice Modeling
IE 573	Discrete Optimization
IE 575	Stochastic Methods
IE 603	Location Theory

**Effective spring 2021 STL 504 is no longer being offered on a regular basis. CIE 633 is the new permanent core course to replace STL 504. If STL 504 is offered in the future, it can be taken as an elective for the transportation concentration.*

Courses not on the outline must be approved by the Director of Graduate Studies and major advisor in order to count towards degree requirements, and a written approval must be given to the Graduate Coordinator in over to override degree requirements in HUB. The written approval should come in the form of an email OR noted on your course planning sheet that is signed by your major advisor (faculty advisor).

3.3 Culminating Experience

As part of each Master's program of study, there is a culminating ("capstone") experience that ranges from a comprehensive exam to an M.S. thesis. Although the all-course option, which requires 30 credit hours of coursework and a comprehensive exam, is the recommended path for most Masters' students, a student, with approval of his/her major advisor, has the opportunity to choose a thesis or project as the culminating experience. The culminating experience will determine the number of electives the student must take in their course plan.

The Thesis will replace 2 elective courses and the project will replace 1 elective course, as shown on the following table:

Option	Minimum Credits of Approved Coursework	Minimum Electives Needed	Culminating Experience	Minimum Time to Completion
All-Course	30	15 Credits (5 courses)	ePortfolio	2-3 semesters
Project	27	12 credits (4 course)	3- or 6- credit project	3 semesters
Thesis	24	9 credits (3 courses)	6- credit M.S. thesis and defense	3 semesters

3.3.1 ePortfolio

Students will create an e-portfolio that showcases the knowledge learned from the Sustainable Transportation and Logistics master’s program and highlights experience and competencies gained as a result of completed coursework.

The ePortfolio will be graded by the student’s primary advisor. Students opting for this all-course option should meet with their advisor once a month to show progress on their website. Final projects should be submitted one month before the semester ends (November 1, April 1 or July 1). This will allow the faculty time to review and send feedback to the student.

Grading for the portfolio is on a pass/fail basis. In case of failure, feedback/comments from the reviewers will be required; the student then revises and resubmits the e-portfolio for review within a timeframe of 1 week.

3.3.2 Master’s Project

The Master’s Projects provides students with the opportunity to work on an applied problem in their field of student, without an extensive research component. The project can be 3- or 6- credits and is typically completed during the final semester. For all M.S. projects, a report shall be submitted to the student’s project advisor, who has sole responsibility for its review, revision and acceptance. The report must demonstrate the student’s technical and communication skills, and an oral presentation may be included as the discretion of the advisor. The approach and deliverables will be determined by the advisor and student and should be attached to the Master’s Project Approval form, where the student outlines their project idea.

The advisor must be a faculty member affiliated with SSISTL and a member of the [Graduate Faculty Roster](#). There are no committee requirements for M.S. projects.

The student should identify an advisor in their second semester of the program to oversee the project, and must work with them on an agreement regarding the details of the paper in the beginning of the third semester. The Master's Project Approval Form should be signed by the student, advisor, and Director of Graduate Studies and submitted to the Graduate Coordinator no later than the last day of add/drop during the semester in which the student is planning to register for the course.

3.3.3 Thesis

The M.S. thesis must be successfully defended before the student's M.S. Thesis committee. The M.S. thesis committee is chaired by the student's major advisor and must include at least one additional graduate faculty member from the core or affiliated faculty of SSISTL. The additional committee member does not need to have a specific department affiliation. The student's major advisor will help to form the committee. Prior to the M.S. thesis defense, the student in consultation with his/her advisor will prepare a first draft of the thesis. The student's committee members will have one week to review the document and decide whether revisions are required or if the defense can be scheduled. If revisions are necessary, additional time will be given for revisions. The thesis must include a cover page listing the student's advisor and committee members, along with spaces for their signatures. Once the thesis is ready for defense, the student should contact the graduate coordinator to send out a general announcement, which must be posted at least one week prior to the defense.

The defense consists of an oral presentation open to the public of about 30-45 minutes in length, with an additional 10 to 15 minutes for questions. Immediately after the open session, the defense will continue with the student's thesis committee only. After the defense, the committee will determine whether the student has successfully defended the thesis or whether additional work is required. After successfully completing the thesis defense, the student and committee must sign an M-Form approving the thesis. The graduate coordinator will assist with this form and acquiring signatures, and send to the Graduate School. Further, the candidate must submit to the Graduate School an electronic copy of the thesis as described at <http://grad.buffalo.edu/study/graduate/etd.html>.

3.3.4 Advisors for Master's Project/Thesis Option

All Masters Students opting for project or thesis as the culminating experience of their Master's degree must select, with mutual agreement, a major faculty advisor as soon as possible, but no later than the end of their first semester of full-time study. Once selected, students are required to consult with their advisor to plan their coursework and research for each remaining semester, in preparation of applying for graduation. The advisor provides guidance and helps direct the student's project or thesis. The student's M.S. thesis committee is chaired by the student's major advisor.

3.3.5 Project vs. Thesis

A thesis is typically longer than a project and is a well-organized, thoroughly documented scholarly paper, detailing research purpose, methods, results, analysis and conclusions. Research for a thesis may be more extensive than research for a project in terms of the amount required, but also depends on the number of credit hours related to the thesis and/or project. Students in the STL program will choose between a 6 credit thesis or a 3- or 6-credit project.

According to the Graduate School Policy Library: While a thesis must be defended orally in a public forum, a project does not need to be defended or presented public. A master's project only needs approval at the department level. A master's thesis must receive final approval from the Graduate School and will be kept in perpetuity in the university's thesis/dissertation database within the library.

3.3.6 Master's Thesis Requirements

Master's theses should be written in English. Students who complete the thesis option for the master's degree should generally undertake the following steps in its preparation:

- Design an appropriate research or other scholarly study with the help of his/her faculty advisor(s).
- Conduct and document the necessary background literature review.
- Investigate a specific aim or focused question(s).
- Analyze the results.
- Write their findings according to guidelines outlined in the Graduate School's [Guidelines for Electronic Thesis and Dissertation Preparation and Submission](#) pdf booklet.

Since 2005, all master's theses and doctoral dissertations completed by UB students in fulfillment of graduate program requirements have been archived and accessible through ProQuest's dissertations and theses database. Beginning with the June 1, 2018 degree conferral, all theses and dissertations will also be accessible for public access through UB's Institutional Repository. Students will continue to have the option to request a temporary embargo (delayed release) of their thesis/dissertation containing patentable material or content being submitted to peer-reviewed journals or for commercial publication. See [the Public Access of Theses and Dissertations](#) and [Embargo \(Delayed Release\) of Thesis and Dissertation policies](#).

3.4 The Graduate School Requirements for Master's Thesis

3.4.1 Master's Thesis Copywriting Option

It is the student's choice whether to copyright his or her thesis. Copyrighting formally protects the student's rights as an author. These rights include the ability to make copies of the work, to distribute them, to make derivative works, or to perform or display the work. By copyrighting a thesis, a student can control the rights to it or may authorize others (i.e., a publisher) to exercise them. It is the

student's responsibility to guarantee that the work is original and that he or she has followed accepted standards for documenting the use of references and citations of other works. Students should discuss the option to copyright their work with their major professor before reaching a decision. Once the decision has been made to copyright, the appropriate symbol, the date and the author's name needs to be included on the page immediately following the title page. The copyright will run for the life of the author plus 50 years. The law requires that two copies of the work be submitted to the appropriate federal agency. Students may request this service to be provided through the Graduate School's online submission system available on the Graduate School website as an option under the ProQuest Thesis Publishing Agreement they sign when submitting the final master's thesis.

3.4.2 Master's Thesis Formatting Requirements

The Graduate School will accept any self-consistent format that follows conventions of a recognized discipline, but some general formatting standards are also expected as outlined in the [Guidelines for Thesis and Dissertation Preparation and Submission](#) pdf booklet.

3.5 Milestones During STL Program

As shown in table 3.6 on the following page, M.S. students, in consultation with their advisor, are required to meet milestones as they progress through their academic program. The dates are general guidelines to assist students to make sure they are academically on track. It is the student's responsibility to meet with any available resources and meet appropriate guidelines.

In addition to the completion of the coursework and culminating experience, students must submit the required documentation to the Graduate School, as outlined on their website and in [Chapter 4: Graduation Requirements](#).

For the thesis option, an M-Form must be completed after the student has successfully defended their dissertation and it has been approved by the advisor and committee (if applicable). The M form will be turned in to the graduate coordinator for final review and then to the Graduate School for processing.

For the project option, the advisor will notify the Director of Graduate Studies and Graduate Coordinator when all degree requirements have been fulfilled.

For the all-course degree option, the Director of Graduate Studies will confirm when the comprehensive exam is successfully completed.

Exit Survey: Upon completion of all requirements, students are required to complete an Exit Survey administered by SEAS. Data collected in this survey are used to evaluate program strengths and areas needing improvement, employment benchmarking, and

student evaluation of their graduate experience at UB. The Departing Student Form also must be filled out and submitted. This form documents that the student has cleaned up her/his lab and office space. It must be signed by the faculty advisor and turned in to the graduate coordinator before final conferral documents will be processed.

Table 3.6 Milestones During Program							
Student Action	Initial Course Registration	Choose MS option, if not all-course	Continuing Registration	Apply to Graduate	Revisions to Expected Graduation Plan	Culminating Experience	Submission of Final Conferral Documents
Frequency	First semester of program	No later than the end of 2 nd semester	Every fall and spring semester until graduation	By the end of second semester, no later than beginning of final semester	Any time program plan is changed, ex-Conferral date, topic, committee members, etc.	Towards end of program	After completion of all degree requirement. Varies by culminating experience.
Process	<p>Meet with preliminary advisor to map out courses and register for first semester.</p> <p>Can also contact Graduate Coordinator for list of available courses.</p>	<p>Students opting for Thesis or Project should meet with faculty to identify their primary advisor who will guide their research and program plan of study.</p>	<p>Work with advisor on course plan by the end of the first semester in the program. Register accordingly and based on course availability.</p> <p>NOTE: Thesis and project courses require force registration by the graduate coordinator.</p>	<p>Send a memo to the graduate coordinator with intended graduation date and copy of course plan of study (must be signed by advisor).</p> <p>Apply to graduate in HUB.</p>	<p>As needed; email graduate coordinator with major advisor copied and new course plan of study with changes highlighted.</p> <p>Advisor must approve changes.</p>	<p>Thesis: Write and defend thesis;</p> <p>Project: Submit written paper to major advisor for review, revision and approval</p> <p>All-course: Complete eportfolio during final semester.</p>	<p>Thesis: Advisor and committee members sign M-form, forward to Graduate Coordinator for processing. Thesis must be submitted electronically.</p> <p>Project and All Course Advisor or DGS will communicate with graduate coordinator the student has successful completed either option.</p> <p>ALL STUDENTS MUST COMPLETE AN EXIT INTERVIEW</p>
Resources	Attend graduate student orientation before start of classes and/or contact Graduate Coordinator	Students should consult SSISTL webpage and seek out faculty based on research interests.	Graduate Coordinator, 118 Bell Hall.	Graduate Coordinator, 118 Bell Hall. Review Registrar website.	Graduate Coordinator, 118 Bell Hall.	Major advisor, Direct of Graduate Studies 223 Ketter Hall, Graduate Coordinator, 118 Bell Hall	Graduate Coordinator, 118 Bell Hall

4 Graduation Requirements

4.1 Master's Requirements Overview

Candidates must meet the Graduate School's degree conferral requirements to be eligible to graduate:

1. Maintain continuous registration each spring and fall semester until all requirements for the degree have been completed
2. Complete a minimum of 30 credit hours of graduate study
3. Fulfill the minimum residency requirement of 24 UB credits of registration
4. Apply to graduation/submit an Application to Candidacy form before deadline
5. Pass a comprehensive exam or successfully complete a project or thesis
 - a. Thesis must be orally defended at the department level and electronically submitted to the Graduate School for approval and filing
 - b. Students in the STL program will complete an ePortfolio in place of the comprehensive exam, as part of the all-course option.

Further, the MS STL program requires that all students complete an exit interview with Director Dr. Panos Anastasopoulos prior to graduation. Students should email the graduate coordinator to assist with setting up this exit interview in the final semester of the program.

4.2 Master's Graduation Checklist

The following documents must be on file in the Graduate School prior to any deadlines for degree conferral. Students should work with the Graduate Coordinator who will serve as the liaison between the student and Graduate School for processing.

- Apply for graduation in HUB
- An [M-form](#) ** for Master's students completing Thesis

In addition, the Graduate School must verify satisfactory completion of all courses to be applied towards the degree.

For candidates completing a thesis: An oral defense of the thesis must be authorized and held. To graduate, the following must be on file in the graduate school prior to authorized deadlines:

- Approved application to graduation (in HUB)
- An [M-form for candidates completing a thesis](#)
- [Electronic submission of the master's thesis](#)

4.3 Application to Graduate

Students must apply for graduation in HUB prior to the deadline below:

For Degree Conferral On:	June 1	September 1	February 1
Application to graduation due:	March 1	July 1	October 1
All required conferral materials due:	May 15	August 15	January 15

4.3.1 Petition to Change Conferral Date

A student may only apply for graduation in HUB once (per degree program). If you have already applied for graduation in HUB, you will not be able to do it again. If you are changing the graduation date from what was noted on your original application to graduation, you must file [a petition to change expected conferral date form](#).

4.4 Time Limits

Master's degrees must be completed within four years from the student's first registration date in the STL program. Requests for extensions of time limits must be petitioned using the [Extension of Time Limit to Complete a Degree Program Form](#).

5 Academic Policies

5.1 Grading Policy

Grades in courses applicable to the degree must be letter grades: A, A-, B+, B, B-, C+, C, D, F, an FX (never attended), carrying quality points of 4.0, 3.67, 3.33, 3.0, 2.67, 2.33, 2.0, 1.0, 0 and 0 respectively. This requirement applies to informal courses as well.

Students cannot confer their degree if they have more than 2 grades that are “C”, “D”, and/or “U” in courses which could be applied to the degree.

For all graduate courses, an interim grade of incomplete (IU) may be assigned if the student has not completed all requirements for the course. An interim grade of Incomplete (IU) shall not be assigned to a student who did not attend the course. The default Unsatisfactory (U) grade shall become the permanent course grade of record if the ‘IU’ is not changed through formal notice by the instructor upon the student’s completion of the course within twelve (12) months after the close of the term for which the ‘IU’ is assigned. A shorter time frame for removal of the IU grade may be specified by the instructor.

5.2 Scholastic Standing

Exclusive of “S” grades, grades earned in courses counted toward the student’s M.S. program must average a “B” (3.0) grade point average or better to be in good academic standing in the graduate program. A minimum grade of B in the required core courses must be achieved.

5.3 Review of academic progress

At the end of each semester, the department will review the progress of all graduate students in the program. Students who are not making satisfactory progress will be notified by e-mail and should meet with their advisor and/or the Director of Graduate Studies to discuss the matter.

5.4 Probation

If a student’s GPA falls below 3.0 at the end of any semester, or the student receives a grade of D or F in any course, he/she will automatically be put on probation from the start of the next semester. He/she will be given a target that must be reached in order to continue in the program. Normally, the target will be that he/she raise their cumulative GPA to 3.0 or higher by the end of the current semester.

First-year students who fall below 3.0 will be given at least one semester to raise their cumulative GPA to a 3.0 or higher.

Probation for other causes shall commence from the student being notified in writing by the Director of Graduate Studies. In consultation with the student’s advisor, the student

will be given requirements for regaining good academic standing. Being on probation is grounds for withdrawal of academic financial support, if applicable.

Graduate students not meeting the written terms of their academic probation may be academically dismissed from the program by the Director of Graduate Studies or the Director of the Stephen Still Institute for Sustainable Transportation and Logistics. Such dismissals shall be done in a timely fashion but no later than three weeks after the completion of the term. The Graduate School will be notified in writing of all such academic dismissals.

5.5 Academic Dismissal and Transcripts

A student may be dismissed from the program if any of the following conditions apply:

1. A grade of "F" is earned in any course that could be applied towards the degree
2. More than 2 grades are "C", "D", and/or "U" in courses which could be applied to the degree
3. Probationary status has not been removed after one semester, or within the timeframe determined by the Director of Graduate Studies as noted in the formal letter sent to the student
4. The cumulative GPA for courses which could be counted towards the degree falls below 2.5 at the end of any semester
5. The student is found guilty of academic dishonesty according to Graduate School regulations
6. More than four resigned "R" grades have been obtained in courses that could be applied to the degree.

Students who are dismissed will be given a letter from the Director of Graduate Studies, with a copy also going to the Graduate School as well as the student's advisor.

Graduate students who are dismissed for academic reasons from a graduate program will have a "GRD" (Graduate School) service indicator placed on their academic record to prevent future registration.

5.5.1 Reinstatement

A graduate student who has been officially dismissed and who seeks reinstatement shall submit a formal request for reinstatement, along with a supporting statement of explanation, to the Director of Graduate Studies and the Director of the Stephen Still Institute for Sustainable Transportation and Logistics. The request shall be acted upon by the established procedure or review group appropriate to the particular graduate program. If a student is subsequently reinstated to the program which he/she was dismissed or is admitted into another graduate program, the "GRD" service indicator will be

removed from the student record by written request from the academic program to the Graduate School

5.6 Academic integrity

The Institute for Sustainable Transportation and Logistics approves of and abides by the University Policy on academic integrity, as stated in the Graduate School policy library:

“Academic integrity is a fundamental university value. Through the honest completion of academic work, students sustain the integrity of the university while facilitating the university’s imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas.

When an instance of suspected or alleged academic dishonesty by a student arises, it shall be resolved according to the procedures set forth herein. These procedures assume that many questions of academic dishonesty will be resolved through consultative resolution between the student and the instructor.

It is recommended that the instructor and student each consult with the department chair, school or college dean or the Graduate School if there are any questions regarding these procedures.”

5.6.1 Examples of academic dishonesty include, but are not limited to:

- Using previously submitted work
- Plagiarism
- Cheating
- Falsification of academic materials
- Misrepresentation of documents
- Confidential academic materials
- Selling academic assignments
- Purchasing academic assignments

Students should familiarize themselves with the full details of the academic integrity policy online at <http://grad.buffalo.edu/study/progress/policylibrary.html>

5.7 Certification of Full-Time Status

At the graduate level, full-time status is considered 12 credit hours or more (9 credit hours if the student holds a TA/GA/RA position).

Under certain circumstances, a graduate student can be certified full-time even though they are registered for fewer than 12 credits (or fewer than 9 credits if they are holding an assistantship). Eligible circumstances include:

- A student who is at the candidacy stage of their program and is working full-time on a project, thesis, or a final comprehensive exam.
- A student who is engaged full-time in required field work, practicum, or internship.

- A student who is participating in a university-approved foreign exchange program.

If a student meets the conditions described above, certification must be formally requested through use of a [Certification of Full-Time Status form](#).

5.8 Continuous Registration

Students are required to register every semester for the appropriate courses according to the established registration procedures and within the deadline dates announced by the Office of the Registrar. Graduate students must register for a minimum of one credit hour each fall and spring term until all requirements for the degree are completed. If continuous registration is impossible at any time, the student must secure a leave of absence from the Office of the Registrar.

Students may request a waiver of continuous registration by filing the [Graduate School Petition for Waiver of Continuous Registration](#) form with the Graduate School.

5.9 Leave of Absence

Students who need to file a leave of absence should petition prior to the start of the semester in which the leave is to begin. Typically, leave absences are granted for one year at a time.

Leaves of more than one semester require valid justification and documentation from the student and their advisor. Documented cases of financial hardship include illness, or compulsory military service.

5.10 Transfer of Credits Taken at Other Universities

No more than 20 percent of a master's program may be comprised of credits from another graduate degree program.

STL is a 30 credit graduate program; master's students may transfer up to six graduate credits either from UB, or other accredited institutions, into the program.

The Graduate School will consider for transfer credit graduate level coursework from nationally accredited institutions of higher education, as well as graduate-level coursework from any international institution that UB recognized as equivalent to nationally accredited institution.

Only those graduate courses completed at accredited or recognized international institutions and with grades of full B or better are eligible for transfer credit. Courses with a grade of S or P are eligible for transfer except when the transfer institution's grading policy equates S or P with lower than a full B grade.

5.10.1 Transfer Credit Process

The Director of Graduate Studies must formally evaluate any transfer coursework for its applicability toward the STL degree. Once transfer credits are deemed appropriate and applicable by the department, the student files a [Graduate Student Petition for Transfer Credit](#) form during the student's first year of matriculation to UB.

Upon receipt of the transfer credit petition, the Graduate School will evaluate credit and grade equivalences, and verify that the courses were completed at an accredited or recognized institution. UB must receive a final official transcript from the transfer institution before the transfer credits may be formally approved and recorded on the student's UB record.

Students initiate this process and it should be done during the first semester of the program, before registering for second semester classes. Both the major advisor and the Director of Graduate Studies must sign the petition.

5.11 Informal Courses (Independent Study, Individual Problems)

Informal courses usually include registration in project, thesis, or independent study.

Students interested in an Independent Study course must complete an Independent Study Form (see appendix) and have both the faculty supervising the course and the Director of Graduate studies approve the Independent Study. This agreement must be established by the end of the first week of classes.

Once all of the signatures are on the required form, it should be returned to the graduate coordinator to register the students for the class. The approved Independent Study form authorizes the graduate coordinator to register students for the class and the changes will appear in HUB within 2-3 days of submission.

Independent Study Agreements are not needed if the student is working on a master's project or thesis. In this case, students should submit an STL Project or STL Proposal Form (See appendix) and get approval from the student's advisor. This will serve as the formal agreement and approval of student's course content.

5.12 Undergraduate Courses for Graduate Credit

If a student wishes to use an undergraduate course for graduate credit, they must submit a petition to the Graduate School prior to registering for the course in order to receive approval. Students must complete the ["Petition for Course Credit Outside Your Primary Career" Form](#) from the Graduate School website. The petition must include a clear statement from the instructor of the course regarding what additional work will be required of the student to qualify for graduate credit. Copies of these petitions must be submitted to the graduate coordinator. Retroactive approval will not be granted.

- To be considered, the undergraduate courses must be at the 400 level
- A maximum of two such courses (6 credits) can be applied toward a graduate degree

- If an undergraduate course is 4 or more semester hours of credit, only 3 credits maximum can be applied towards graduate credits.

Remedial courses, taken to make up deficiencies in a student's undergraduate background, will not be considered for graduate credit or towards the students major requirements.

5.13 Inapplicable Credits

English language courses, courses not included in the curriculum outline, and remedial courses taken to fulfill department admission requirements may not be applied towards the minimum requirements towards the STL degree.

5.14 Resigning From a Course

The current UB Graduate School policy regarding course resignation states:

“Graduate Students have the prerogative to resign any course for which they have registered without GPA penalty through the end of the 11 week of the fall or spring term. All course resignations processed during the permissible dates (as published in the class schedule available through the Office of the Registrar) will be indicated as officially resigned courses by the notation R on all grade reports, transcripts and other official university documents. Resignation from all courses should be done through the HUB Student Center, which students may access through the MyUB portal. There are no quality points attached to an R designation.”

5.15 Repeating Courses

The current UB Graduate School policy regarding repeating courses states:

“If a graduate student repeats a course that is not normally “repeatable” (“repeatable” courses include dissertation, research, thesis, project, or portfolio guidance; independent study; directed readings; etc.) only the highest grade earned in the course will be counted toward the degree and used to calculate the grade point average associated with the graduate degree program requirements. However, the student's official graduate transcript will record all courses attempted (including repeated courses). All resulting grades earned are calculated in the cumulative GPA reflected on the students' final official transcript.”

5.16 Non-Matriculated Studies

Domestic students may take classes as a non-matriculated student and International students must be on an on an F1 visa in order to take classes as a non-matriculated student. Students must apply through the [SEAS application portal](#) and get approved by the Director of Graduate Studies to take non-matriculated courses in the program. A maximum of 12 credit hours can be taken, and then a service indicator will be placed on the student's account in HUB, preventing further registration without admission as a matriculating student.

A Master's student may be admitted on a provisional basis as a non-matriculated student. In this case the student must demonstrate their ability to perform satisfactorily at the graduate level before being admitted to the degree program as a matriculated student. The department will specify the conditions in the letter of admission offering provisional status.

APPENDIX

Master of Science in Sustainable Transportation and Logistics

Culminating Experience: M.S. Project Proposal

Student Name: _____ Person No.: _____
(Please print)

Semester: Fall _____ Spring _____ Summer _____
(Year) (Year) (Year)

Title of Project: _____

Faculty Member Supervising: _____

Course Number: _____ Credit Hours: _____

Project Proposal/Overview:

Student Signature: _____ / _____
(Signature) (Please Print)

Faculty Signature: _____ / _____
(Signature) (Please Print)

Director of Graduate Studies
Signature: _____ / _____
(Signature) (Please Print)



Master of Science in Sustainable Transportation and Logistics

Culminating Experience: M.S. Thesis Proposal

Student Name: _____ Person No.: _____
(Please print)

Semester: Fall _____ Spring _____ Summer _____
(Year) (Year) (Year)

Title of Thesis: _____

Additional Faculty Committee Members

Faculty #1 _____
Required (Print Name) (Signature)

Faculty #2 _____
Optional (Print Name) (Signature)

Course Number: _____ Credit Hours: _____

Thesis Proposal:

Student Signature: _____ / _____
(Signature) (Please Print)

Faculty Signature: _____ / _____
(Signature) (Please Print)

Director of Graduate Studies
Signature: _____ / _____
(Signature) (Please Print)

Name: _____

Student ID: _____

COURSE PLANNING FORM

The MS program in Sustainable Transportation and Logistics is a 30-credit, 3-semester program (if completed full-time) and requires a minimum GPA of 3.0 every semester. The degree culminates in one of three options:

1. ePortfolio (0-credit portfolio, all-course option – take 5, 3-credit electives)
2. Master’s Thesis (6 credits – take 3, 3-credit electives)
3. Master’s Project (3 credits- take 4, 3-credit electives)

Students, with the approval of their permanent advisor, have the opportunity to choose which culminating experience they want to complete to fulfill degree requirements. By the end of the first semester, students should find a permanent major advisor and map out their intended coursework for the remainder of their program. This form should be fully completed and signed by both the student and advisor to confirm approval of courses indicated below for satisfying MS degree requirements, and that the culminating experience has also been selected.

Requirement	Course # (ex STL 999)	Course Name (ex Intro to Sustainable Transportation)	Anticipated Term (Ex Fall 2020)
Core			
Core			
Core			
Core			
Core			
Elective 1			
Elective 2			
Elective 3			
Elective (or Thesis/Proj)			
Elective (or Thesis/Proj)			

Culminating Experience (check one): **Exam** **Thesis** **Project**
Expected Graduation Date (check one) **June 1** **August 31** **Feb 1**

Advisor Name (print): _____

Advisor Signature: _____ **Date** _____

Student Signature: _____ **Date** _____

Useful Links/Resources for Graduate Students

Title	Publisher	URL Address
UB Rules & Regulations	Student Conduct and Advocacy	http://www.buffalo.edu/studentlife/who-we-are/departments/conduct.html
Graduate School Policies and Procedures	The Graduate School	http://www.buffalo.edu/grad/succeed/current-students/policy-library.html
Forms for Graduate Students	The Graduate School	http://www.buffalo.edu/grad/succeed/current-students/forms.html
Estimated Cost of Attendance	The Graduate School	http://www.buffalo.edu/grad/explore/funding/cost.html
Financial Aid	Financial Aid	http://financialaid.buffalo.edu/graduate-students/
SEAS Website	SEAS	http://engineering.buffalo.edu/
The Graduate School Website	The Graduate School	http://www.buffalo.edu/grad
Stephen Still Institute for Sustainable Transportation and Logistics	SSISTL	http://www.buffalo.edu/istl/education.html
Computer Science & Engineering	CSEE	https://engineering.buffalo.edu/computer-science-engineering.html
School of Management	SOM	https://mgt.buffalo.edu/
Industrial Engineering	ISE	http://engineering.buffalo.edu/industrial-systems.html
Civil Engineering	CSEE	http://engineering.buffalo.edu/civil-structural-environmental.html
Registrar Website	Registrar	http://registrar.buffalo.edu/
UB Website	The University at Buffalo	http://www.buffalo.edu/
International Student Services	International Student Services	http://www.buffalo.edu/iss