

Department of Art

Handbook for MFA Students

Fall 2021 – Spring 2022

Welcome to the Department of Art!

This teaching handbook is a guide to the policies and procedures of both the Department and the University at Buffalo. Please familiarize yourself with its contents.

***The information in this handbook is the most current version.*

*Please ensure you are referencing the most up to date version of the handbook to be aware of any policy updates. The Department will send notifications to all TAs if a new version of the handbook is released. ***

Department of Art Contact Information

MAIN CONTACT INFORMATION		
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DEPARTMENT LEADERSHIP				
Title	Name	Office	Phone	E-mail
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Department Administrator	Mary Gordon	CFA 202C	645-0527	marygord@buffalo.edu
Director of Undergraduate Studies	Reinhard Reitzenstein	CFA B25	645-0551	rr33@buffalo.edu
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Director of Graduate Studies (Spring '21)	Matt Kenyon	CFA 126	645-0535	mkenyon@buffalo.edu
MAIN OFFICE STAFF				
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INSTRUCTIONAL SUPPORT STAFF				
Print Media, 2D, Drawing	Jeff Sherven	CFA B33	645-0556	jsherven@buffalo.edu
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Getting Started

UB ID Card

All UB faculty, staff and students must obtain a UB ID card to show proof of university identity as needed, and access multiple resources and benefits. New students must be formally registered in their courses in order to be eligible to obtain their initial UB ID card. The card will provide you access to borrowing library books, acquiring a parking permit, and quick reference to your UBIT person number. There is a one-time charge is \$23.50 for your card.

In order to obtain your UB ID card you must stop by the UB Card Office at 1Capen. Their office hours at 8:30am-4:30pm. The UB Card Office is the central office for all things UB Card. Their customer service representatives can assist you with matters concerning lost UB Cards, meal plan selection, new identification pictures, campus cash, and dining points.

Proof of [Daily Health Check](#) is required for in-person services at 1Capen. Reservations are required during peak service periods. Visit the [1Capen website](#) for available services and reservation updates.

You can call the card office at 716-645-6344 or submit an email the UB Card Office [here](#).

You can also submit your UB ID photo before coming on site! Students with University e-mail addresses can use [Send Us Your Selfie](#) to submit their photo.

[For more information click here.](#)

UB E-mail

The Department of Art will communicate exclusively via UB E-mail with all faculty, staff, lecturers, and students - therefore you must enable your UB email account. Please be sure to check and communicate through your UB email regularly for pertinent departmental and university information and communication with students.

If you already have an email address (non-UB) which you prefer to use, you may forward your UB mail to another address but you must be able to receive messages through your UB address.

- [For UBIT Assistance click here.](#)
- [For more information on UB E-mail click here.](#)

Parking

In order to regularly park on UB campuses, you must register your vehicle online through the UB Campus Parking's [UB E-Business Center](#) and purchase a hang tag (\$9.65) from UB Campus Parking prior to the start of the semester if you will be driving to campus. The parking permit must be displayed from your rearview mirror Mon-Fri 7am-3pm. Parking without a valid permit will result in a \$20 ticket - Either pay or contest tickets immediately to avoid holds on your account

Keys and Building Access

When you first arrive to campus you will be provided with the keys required to access your assigned studio and other departmental keys as assigned. Should you require further access once the school year begins you may request a key from the main Department office. Requests will be granted once approved by the area heads or Department chair.

All keys for non-studio spaces must be returned at the end of the term. Lock boxes are installed on doors to classrooms for your use as needed. See your faculty supervisor for policies and codes to lockboxes.

The Center for the Arts is not open 24/7 and an access code will be needed to gain entry to the building, as well as Departmental spaces outside of its opening hours. To request an access code, you must complete the CFA Door Access Application.

When signing the form, you agree:

- To accept the CFA access code and the responsibility associated with this acceptance.
- This will be your personal code associated with your name and you will not give this code to anyone!
- You understand you are liable for any damages caused by anyone using your code to access the building. If you believe someone else may have your code, request a new one through your department.
- To be aware of open or propped doors when you are in after hours. As an open door compromises the safety and security of everyone, you will make sure that doors close properly behind you. **Do not prop doors open.**
- Your access code may be disabled if doors are left open or propped open.

Department Studios

Graduate Studios

During your time at UB you will be assigned a studio space in which to work and develop your practice.. Studios are either single or double occupancy. While occupants can expect a reasonable degree of privacy and security in their studio space, they are not private. They can be inspected at any time by university representatives and officials overseeing facilities and safety.

Studio Use Agreement

When assigned your studio, traditionally in July preceding the Fall semester, you will receive the Department of Art Studio Agreement. This document outlines Department and University policies and procedures related to the use of Department of Art studios as well as the occupant obligations related to fire code, health and safety, and hazardous material regulations. Please read the document in full prior to your move-in as you will be asked to confirm your understanding of the policies by signing upon completion of the move-in inspection of your space and receipt of your studio keys.

Move-In & Key Pickup

When planning your move-in, please contact Department staff prior to arriving on campus so the staff can schedule your move in accordingly. This will ensure office staff are available to provide you with keys and accompany you to your studio to complete the move-in inspection.

Shared Studios and PPE Requirements:

A number of studios are considered shared spaces with a half barrier wall down the middle. These spaces are considered shared and NOT private offices or work spaces. As such, you are required to wear a face mask at all times while working in your space. Currently the guidelines indicate this means both while the other student is in the room and when you are alone in the shared space. In addition, if meeting with any others in your space please follow UB's Health and Safety guidelines as listed later in the Handbook.

Changing Studios

Department administration assigns studios on a one-to-two-year basis under consultation with the graduate director, program area heads and submitted graduate student location/facilities setup requests. Depending on availability, MFA students may move into a new studio space in their 2nd year. If you are interested in moving to another studio space in the following academic year, requests must be submitted to the Department Administrator by the end of the Spring semester.

Repair and Maintenance

If you notice the need for repairs in the department facilities, please notify Kristin or Peggy as soon as possible. Please provide the room number and the nature of the problem. If there is an emergency after 5 pm or on the weekend, please call Campus Police directly (645-2222).

Department Resources

Mailboxes and Bulletin Boards

All TAs are provided with a departmental mailbox in the main department mailroom CFA 202. Remember to check it regularly as all physical University, Department, and external mail will be delivered here. Important notices from the Department will be emailed and posted on Departmental bulletin boards.

Copier Use

A copier is located in the department office CFA 202 for copying course-related materials. Whenever possible, please double-side copies or use digital materials to minimize departmental costs. The copier is also capable of scanning to PDF file which can be emailed to yourself; see staff for assistance.

Departmental Resources

The Art Resource Center (ARC) B41 loans equipment to Art students and sells some hard-to-find supplies. Big Archival Prints (BAP) B33 provides large format printing on a variety of substrates. The Laser Cutting Lab (LCL) B24 provides laser cutting and etching services. All use VISA, MasterCard or Discover for payment.

Teaching Opportunitites

If you would like to be considered for teaching during or outside of the traditional academic year semesters or in future semesters, please submit a CV, copies of recent work or a link to your website/portfolio, and a letter indicating the courses in which you are interested to the Department Administrator or to the Department Chair.

Weather Closures

When conditions become so severe that the university cannot operate effectively, a decision may be made to change scheduled operations, resulting in class cancellations, early departure for nonessential employees or, in rare cases, a closing.

Timely and accurate announcements regarding changes in UB's scheduled operations will be made via UB's emergency communication channels:

- UB Alert will send text messages and emails to all @buffalo.edu email addresses.
- UB Alert Twitter will inform its followers of regular updates. You must set your notifications to receive Twitter notifications from this account.
- UB will post notices on the main website.
- UB will post alerts on local television and radio stations.

Unless the University officially closes due to weather conditions, you are expected to be in class. You are not permitted to cancel a class due to weather conditions. For official University closings call 645-NEWS (6397) or visit emergency.buffalo.edu.

Graduate Program and Course Information

MFA Program of Study

The MFA program constitutes 60 credit hours of research and academic study over the course of two years. Nearly half of the curricular program is dedicated to graduate student research (ART 599 & ART 699), where students develop artistic works towards their thesis project under the guidance of faculty members. This studio portion of the curriculum also includes the requirement of taking at one graduate studio art elective (ART LAB). Remaining coursework includes three required courses, academic electives, and thesis supervision which is taken in the final two semesters. One quarter of the curriculum is comprised of academic electives, in which students have a free choice to take any academic type (lecture, seminar or tutorial) in other graduate level UB departments and Art, Art History and Visual Studies. Please note that some graduate departments outside of the Department of Art may require prior faculty approval before registration, which may be due to program specific enrollment measures. Below is a proposed program of study for MFA students to follow during the four semesters of the program to reach successful degree completion. Note that the one credit of ART 598 for Teaching Assistants is not applied towards the 60 MFA program credits.

1 st Year Fall Semester	1 st Year Spring Semester
Required ART 509 Grad Sem I (3 credits)	Required ART 598 Teaching Supervision (1 credit)
Required VS 521 Intro to Critical Theory (3 credits)	Academic Course (3 credits)
Required ART 598 Teaching Supervision (1 credit)	Academic Course (3 credits)
Academic Course (3 credits)	ART Lab Course (3 credits)
Art Lab Course (3 credits)	ART 599 Research (3 credits)
ART 599 Research (3 credits)	ART 599 Research (3 credits)

2 nd Year Fall Semester	2 nd Year Spring Semester
Required ART 510 Grad Sem II (3 credits)	Required ART 690 w/ Thesis Chair (3 credits)
Required ART 690 w/ Thesis Chair (3 credits)	Required ART 598 Teaching Supervision (1 credit)
Required ART 598 Teaching Supervision (1 credit)	Open elective – lab, seminar, lecture (3 credits)
Academic Course (3 credits)	ART 699 Research (3 credits)
ART 699 Research (3 credits)	ART 699 Research (3 credits)
ART 699 Research (3 credits)	ART 699 Research (3 credits)

Drop/Add Deadlines for Standard (Regular Session) Classes

During the fall and spring semesters, you may change standard (15-week Regular session) classes on your schedule (adding or dropping courses) at any time between your enrollment appointment until the end of the 7th day that classes are in session, including Saturdays. Courses dropped during this period will not appear on your transcript, and you are not financially responsible for these courses.

Maintaining Full-time Student Status

Students are required, if not strongly recommended, to take 15 credit hours per semester to keep on track towards fulfilling the total 60 program credit hours. To maintain full-time student status, you must be registered for at least 9 credit hours each semester. Students with a full-time teaching assistantship must maintain full-time student status to receive assistantship benefits, including tuition scholarship and stipend.

Policies regarding drop/add and other registration policies such as resigning a course are available on the [UB Registrar's website](#).

Financial Liability Deadlines

Be mindful of the course registration period deadlines. If you decide to add or drop a course after the registration deadline, you will be responsible for paying a portion of tuition and fees associated with the class. Be sure to review UB's [financial liability deadlines](#) for the current semester.

Fall 2021 Financial Liability Deadlines for Tuition and Fees*

Session	Percentage Liability For Courses Dropped or Resigned							
	0%	30%	40%	50%	60%	65%	70%	100%
15 Week 8/30- 12/10	8/30-9/7	9/8-9/14		9/15-9/21			9/22-9/28	9/29
7 Week 1 8/30- 10/18	8/30-9/7					9/8-9/14		9/15
7 Week 2 10/19- 12/10	10/19- 10/26					10/27- 11/2		11/3
12 Week 9/1-12/3	9/1-9/8		9/9-9/15		9/16-9/22			9/23
Non Standard Week 4 9/20- 12/10	9/20-9/27			9/28-10/4			10/5- 10/11	10/12

*Undergraduate, Graduate and Pharmacy courses only. If you are in the Professional School (Law, Med, Dent), please see below.

If you drop all of your courses, you will not be eligible to participate in the Student Health Insurance program.

Note: If you have received Title IV financial aid (Pell, Perkins, SEOG, Direct Loans) for the semester you resign, you should examine the [Policy Statement for the Adjustment of Financial Aid Due to Discontinuance of Study](#).

Liability deadlines are subject to change.

Deliverables

MFA PROGRAM REQUIREMENTS

Successful completion of 60 hours of coursework with a cumulative B (3.0) grade average maintained.

Service Hours Requirement:

If you have a TA tuition scholarship, part of your employment contract will be service hours in the Department, Service hour assignments of ten (10) hours per week are required for the duration of the semester.

Participation in the following events:

- **MFA Group Exhibition**
- **Open Studios and Group Critiques:** Graduate studio visits give all faculty and grads an opportunity to meet and discuss work informally in the context of your studio and/or exhibition. A timeline schedule will be announced at the beginning of each academic year.

MFA THESIS PROJECT

Complete the following:

- Thesis Advisory Committee- by *April 1*, an MFA thesis committee should be formed. Obtain signatures from the three graduate faculty members who have agreed to serve on your committee and submit them so they are on file in the Department office. Individually and collectively, this committee is responsible for the critical analysis of your progress, and is the primary means of your evaluation and support. The faculty on this committee can be changed until the start of the third semester of study.
- Meet with your full committee two times each semester. When appropriate, these meetings will be followed up with a brief written report to create a record of the discussions and related issues including problems and accomplishments.
- During the second semester of the first year, a comprehensive Artist's Statement is required and should be presented to your committee at your first full meeting for feedback. The statements will contribute to a clear beginning of the thesis proposal. Your statement should include answers to the following questions:
 - Who are the key people (artists, theorists, etc.) in your field?
 - How do you compare or differentiate your work?
- Develop a comprehensive thesis proposal during the third semester of study. The first draft of the proposal is due to your committee *by Oct. 1*.
- The MFA program culminates in a thesis project which consists of four parts:
 - Thesis exhibition or public presentation - this must take place during the academic year at least 2 weeks before the end of the semester and at a local venue that is accessible to faculty and students. You are responsible for finding an appropriate location for your thesis exhibition.
 - Artist's Statement

- Written thesis and documentation. This must be presented to your committee at least two weeks prior to your defense.
- Thesis defense - is to be arranged by you with all your committee members present to serve as a critique of both the exhibition and written thesis.

MFA THESIS PROJECT GUIDELINES

THE MFA THESIS

During the second and final year of MFA study students will maintain their directed studio practice and production, conduct research, produce a written thesis accompanied by visual documentation, and present the results of this research and production (usually in the form of a solo exhibition) to the public. *All of this activity is referred to as the MFA Thesis.*

Documentation required by the Department of Art for graduation:

The following documentation must be given to the Department, c/o Graduate Director by May 5. These items are required for graduation. Each member of your thesis committee should receive a copy of your final thesis in hard copy and/or digital format.

1. Written thesis in hard copy: one copy, printed in portrait (not landscape) orientation on (8 1/2 x 11 inches).
2. All Materials will also be submitted in **one labeled folder with your first and last name** through an electronic submission (**UBbox**). This should be a PDF or MS Word document file of the written thesis and any visual documentation of the thesis exhibition and creative work in JPEG or TIFF file formats. Any time-based files should be saved in standard file formats (.mov, .qt, .avi, .html,). The Thesis Committee Chair should approve any other file formats used for time-based work. See the next section for instructions on producing appropriately sized illustrations and images.
3. When appropriate, illustrations, diagrams, photographs, video clips, sound clips, animations, and other visual materials should be inserted as numbered figures. All figures will have a brief figure legend. The PDF file should contain links to time-based material which should be enclosed in the folder. The printed thesis only needs to show a figure number and legend for time-based material. Details for producing and including illustrations can be developed in conjunction with the MFA Committee. Keep image files at or near screen resolution to meet the PDF file size requirement. Image files should be 5 MB or smaller each. Use additional files as insets for details of images.
4. One copy of the thesis exhibition or event announcement(s). *Please note: all exhibition announcements/flyers/mailers must acknowledge that the exhibition is part of the **UB Department of Art MFA Thesis degree.***

THE WRITTEN PORTION OF THE MFA THESIS

Objectives of written thesis

- Produce a written documentation of creative work
- Integrate visual material with written material
- Engage academic coursework within the creative work

- Develop analytical skills
- Develop writing skills
- Develop research skills
- Encourage rigor in thinking and expression
- Provide a foundation for extended studio practice and preparation for the field

Content of the written thesis

The written thesis documents and contextualizes the creative work. Language, style, and content should be accessible to a reader who is reasonably conversant with visual culture as well as to colleagues with specialized backgrounds.

Body of written thesis

It is suggested that the body of the thesis contain the following material:

Introduction:

The introduction presents the questions and issues that will be addressed in the thesis and briefly suggest their relevance or importance.

Contextual Information and Literature Review:

This section provides historical and theoretical background and puts this work in context with other work that has been done in the area of this thesis. Citations are included for published work that has influenced development of the ideas in the thesis. (See “References” below for formatting citations.)

Creative Work:

Present the creative work. As needed, use prose, figures, illustrations, tables, poetry, animation, and other representations to thoroughly present the creative work and research. Discussion: Interpret the work, reflect on the work, and/or explain the work. Suggest how and why this work is compelling or important.

Conclusion:

Briefly restate the questions and issues addressed in the thesis, why they are important, and what has been learned from this work. Identify new questions that arise from this thesis work and suggest areas for future work. Length: The body of the written thesis should be a minimum of fifteen (15) pages, double-spaced. Many will be longer. This does not include the additional items preceding or following the body of the thesis as described below.

Preceding the body of the written thesis

It is suggested that the following sections precede the body of a thesis.

1. ***Title Page:*** See the sample at the end of the Thesis Guidelines.

2. **Abstract:** The abstract is a summary of the thesis in no more than 250 words (usually written in the third person but can be written in the first person). This could also be considered a “short” version of the *Artist Statement*.
3. **Acknowledgements** - optional. The acknowledgements section can be used to recognize individuals or organizations that have provided important support and encouragement toward the completion of the degree.
4. **Table of Contents**- optional. The table of contents lists the sections of the thesis and indicates the page number where each section begins. It includes the page numbering for the abstract page, acknowledgements, and table of contents, as well as the page numbering for sections of the body of the thesis, references, and appendices. The title page and copyright page are not numbered.
5. **List of Tables and Figures** - optional. The list of tables and list of figures identify each table or figure number, each table or figure title, credits for tables and figures (where appropriate), and the page number for each table and each figure.

Following the written Thesis

The following sections should follow the body of the thesis:

1. **References.** List citations at the end of the thesis in a bibliography in alphabetical order by author/editor and chronologically for each author/editor.
2. **Appendices** - optional. Document highly technical and detailed material in the form of appendices at the end of the thesis. Appendices are numbered and referred to in the text by that number.

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Summary: Sections of a Standard Written Thesis

- Title Page
- Abstract
- Acknowledgements *
- Table of Contents *
- List of Tables and Figures *
- Body of Thesis (Introduction, Contextual Information, literature review, Creative Work, Discussion, Conclusion)
- References
- Appendices *

*Items with *are optional.*

Resources

The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers, University of Chicago Press Staff.

SWC 630: Advanced Writing for Graduate Students, University of Michigan Sweetland Writing Center

<http://www.lsa.umich.edu/swc/grads/>

MLA Handbook for Writers of Research Papers, Sixth edition; Joseph Gibaldi.

<http://www.mla.org/store/CID24/PID159>

Diversity Policy

The Department of Art faculty, staff and students are dedicated to providing all members a physical and ideological space for individual and cultural inquiry, but under no circumstances is discrimination allowed. All department members are responsible for holding one another accountable for how our words and actions may inflict conscious or unconscious bias or discrimination towards others, and together we must actively correct behaviors and make progress towards humanistic change.

It is imperative that course instructors serve as role models for appropriate and respectful conduct and candor to all individuals within and outside of class. This is especially important for matters, topics, discussions and comments around personal identities or intersections that are victimized by forms of discrimination or marginalization.

There is to be no discrimination based on race, gender, sexual orientation, ethnic identity, nationality, age or disabilities from any persons within the classroom or any communications or interactions related to the course. Sexual harassment will not be tolerated. There are UB resources available for consultation and support.

- The Office of Equity, Diversity & Inclusion ensure compliance with policies covering discrimination, harassment, accommodations, equal opportunity and child protection. (<http://www.buffalo.edu/equity.html>).
- The Office of Inclusive Excellence focuses on strategic collaborations, and create policies that provide solutions to equity and inclusion challenges. (<http://www.buffalo.edu/inclusion.html>).

Accommodations

As individuals, all students possess a diverse array of abilities, with some needing alternative course modifications to support their overall learning experience. The Office of Accessibility Resources assists students in assessing their particular needs and aligning them with appropriate accommodations, that are communicated with the instructor to ensure their overall academic success. Instructors should direct students to Accessibility Resources as needed to review and approve accommodations, and this should not be determined by the instructor. Please familiarize yourself with the resources and guidelines listed through this office and to understand the process of referring students to Accessibility Resources: <https://www.buffalo.edu/studentlife/who-we-are/departments/accessibility/provide-accommodations.html> It is important that you relay that the services through Accessibility Resources are available for students during your first course session. Accordingly, students must contact the Office of Accessibility Resources for consultation and approval, and most requests must be received by the start of the semester in order to be approved and facilitated.

Please refer the Accessibility Resources website for more information:

https://www.buffalo.edu/studentlife/who-we-are/departments/accessibility.html#title_173379012.

Student Wellness

Mental Well-Being: As a student you may experience a range of challenges that can cause barriers to learning or reduce your ability to participate in daily activities. These might include strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, health concerns, or unwanted sexual experiences. Counseling, Health Services, and Health Promotion are here to help with these or other issues you may experience. You learn can more about these programs and services by contacting:

- Counseling Services:
 - 120 Richmond Quad (North Campus), 716-645-2720
 - 202 Michael Hall (South Campus), 716-829-5800
- Health Services: Michael Hall (South Campus), 716- 829-3316
- Health Promotion: 114 Student Union (North Campus), 716- 645-2837

Registration/Force Registration

There are enrollment caps on all courses in the Department of Art and many courses have prerequisites. Budget, scheduling and facility constraints limit class size. The faculty and staff carefully monitor force registration requests which are only applied with the permission of the course instructor and advice department advisement as a last resort for graduation requirements.

For questions about registration, contact Kristin Mann at kmann@buffalo.edu.

Title IX Policy

Title IX of the Education Amendments of 1972 protects individuals from sex or gender-based discrimination, including discrimination based on gender-identity, in educational programs and activities that receive federal financial assistance.

UB is committed to providing a safe learning environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic and dating violence and stalking. All UB students and community members are protected and must strictly adhere to the official Title IX policy. All UB persons have access to information, consultation and support from the Office of Equity, Diversity & Inclusion (EDI), <http://www.buffalo.edu/equity.html>.

If you have experienced gender-based violence (intimate partner violence, attempted or completed sexual assault, harassment, coercion, stalking, etc.), EDI may be able to provide support through

academic accommodations, health and counseling services, housing accommodations, assistance with legal protective orders, and guidance on reporting the incident to police or other UB officials. Reaching out to UB resources for support is not required, and wholly the choice of the individual. For more information, please contact UB's Title IX Coordinator at 716-645-2266. For confidential assistance, you may also contact a Crisis Services Campus Advocate at 716-796-4399.

Classroom Conduct

To maintain a professional environment for all students to focus and engage in classroom material, there must be a collective adherence to maintaining proper etiquette and respect for all learners.

1. Regularly attending classes and paying attention. Students should not ask an instructor in class to go over material they missed by skipping a class or not concentrating.
2. Not coming to class late or leaving early. If a student will be late to class or will need to depart early, they must inform their instructor ahead of time. Students should not leave class unless it is an absolute necessity.
3. There is no tolerance for language or behavior that aims to target, intimidate, discriminate or intend to incite harm to another student or the instructor.
4. Showing respect and concern for others by not monopolizing class discussion, interrupting others or holding side conversations. Students must allow others time to give their input and ask questions. Students should not stray from the topic of class discussion.
5. Focusing on class material during class time. Not using phone or computer unless permitted by instructor or for note-taking. Student should not eat during class.
6. Avoiding audible and visible signs of restlessness. These are both rude and disruptive to the rest of the class.

Health and Safety

The red Emergency Phones are connected directly to Campus Police. Phones are located in the basement across from the restrooms, on the first floor in the photography area, and on the second floor across from CFA 213. Dial 645-2222 on any phone to reach Campus Police in an emergency.

First-aid kits are available in the basement in sculpture and printmaking, on the first floor in the photography labs, and the second floor in rooms 202, 203, 208, 210, 213 and 218.

The facilities of the Department of Art are designed and maintained with a concern for the health and safety of students, faculty and staff. Safety begins with the individual, and you should ensure that your students understand the dangers, safety procedures and precautions in using the authorized equipment and materials required of your course. Be aware of all first aid, eye wash and shower stations in your lab area.

Report any suspicious persons or activities to Campus Police (645-2222) and to the Department of Art office (CFA 202, 645-6879).

Fall '21 COVID-19 Updates and Protocols

As the COVID-19 pandemic continues to evolve, and as recommendations from federal, state and local entities potentially change, UB will adjust its health and safety guidelines accordingly.

For all updates, please refer to [UB's COVID-19 Planning and Response website](#).

Effective immediately fall protocols at UB will include:

Vaccinations

Mandatory vaccination for in-person students

- All UB students will be [required to be vaccinated for COVID-19](#) to attend classes in person in the fall, according to a mandate from the state.
 - *The requirement is pending final approval from SUNY and is also still subject to full approval of the vaccine by the Food and Drug Administration, which we expect to be granted soon.*
- Students may qualify for an [exemption](#) due to medical reasons or religious beliefs, or if they are learning fully remotely.

[Vaccine FAQs: For UB students and employees](#)

Vaccine guidance for international students

- For UB's international student and faculty populations, the SUNY requirement recognizes vaccines that have been authorized by the World Health Organization (WHO).
- International students who have received a vaccine not authorized for emergency use either by the FDA or the World Health Organization will need an FDA-authorized COVID-19 vaccine.

[Vaccine FAQs: For UB International Students and Scholars](#)

On-campus housing requirements

- All students and advisers living in residence halls and university-owned-and-operated apartments **are required to be fully vaccinated** upon move in to their assigned, on-campus residence. [See on-campus housing requirements](#)

Mandatory COVID testing

COVID testing

- Mandatory weekly testing still will be required for students and employees who have not been vaccinated and have a regular presence on campus.
- Those who are fully vaccinated may opt out of the weekly testing by showing proof of completion of vaccination series.

[COVID testing opt out info for students](#)

[COVID testing opt out info for employees](#)

Face coverings and physical distancing

New masking, distancing guidelines

In accordance with updated guidelines from the Centers for Disease Control and Prevention and Erie County Department of Health, the University at Buffalo will require all students, employees and visitors – regardless of their vaccination status – to wear face coverings while inside campus buildings, effective Aug. 3.

FACE COVERINGS / MASKS

- Face coverings will be required in classrooms, hallways, libraries and other common spaces, as well as UB buses and shuttles.
- Face coverings are not required inside personal rooms at residence halls, while eating in on-campus dining areas, when alone within personal offices or in non-public-facing personal workstations.

OUTDOOR SETTINGS

- Vaccinated UB students and employees will not be required to wear face coverings outdoors on UB campuses.
- Unvaccinated individuals will be required to wear face coverings in all outdoor settings.
- Face coverings will be required for both vaccinated and unvaccinated individuals at outdoor events or settings where large groups of people congregate, such as at on-campus football games.

PHYSICAL DISTANCING

- Physical distancing is not required for vaccinated and unvaccinated individuals indoors or outdoors on UB campuses.
 - Unvaccinated persons are encouraged to observe physical distancing wherever practical.



Make sure your mask completely covers your nose and mouth and fits snugly against your face.
[See additional requirements for on-campus housing](#)

Quarantines

Quarantining for unvaccinated students

- Unvaccinated students will need to [provide proof](#) they tested negative for COVID-19 within five days prior to arriving on campus for the semester.
 - That must be followed up by another COVID-19 test on their day of arrival on campus.
- In lieu of a negative test, unvaccinated students need to attest to UB that they quarantined at least 10 days prior to or upon arrival to campus.

Health Screenings

Daily Health Screenings

- In order to continue monitoring the health of the university community, particularly at the start of the fall semester, all students and employees will be asked to continue to submit a daily health screening.

On-campus housing

On-campus housing requirements

- All students and advisers living in residence halls and university-owned-and-operated apartments **are required to be fully vaccinated** upon move in to their assigned, on-campus residence.
 - Accepted vaccines are those that have been authorized for emergency use by the FDA or the WHO. Students may request an exemption due to medical reasons or religious beliefs.
- UB will plan to designate space for quarantine and isolation uses. CDC guidance indicates that fully vaccinated individuals who are exposed to COVID-19 do not have to quarantine unless they are symptomatic.
 - Fully vaccinated individuals who test positive must isolate for the 10 days.

Visiting campus

Guidelines for visitors

- All visitors to campus are required to complete the [Daily Health Check](#) prior to their arrival on campus.
- All visitors, regardless of vaccination status, must wear a face covering
 - inside all campus buildings. This includes classrooms, hallways, libraries and other common spaces, as well as UB buses and shuttle

Restrictions for indoor and outdoor events and gatherings

Restrictions for large indoor events

- In accordance with updated guidelines from the Centers for Disease Control and Prevention and Erie County Department of Health, the University at Buffalo will require all students, employees and visitors – regardless of their vaccination status – to wear face coverings while inside campus buildings, effective Aug. 3.
- [Additional COVID-19 restrictions](#) remain in effect for large indoor events with more than 5,000 people in attendance.
- Indoor fall sports competitions will be held at full capacity in front of fans, in accordance with New York State guidelines. Masks will be required for individuals regardless of vaccination status. The university will provide guidance about men’s and women’s basketball games at a later date.

Restrictions for large outdoor events

- Face coverings will be required for both vaccinated and unvaccinated individuals at outdoor events or settings with more than 100 people in attendance. Individuals can remove their face coverings to eat or drink but must replace the face covering when finished.
- UB football games and other outdoor fall sports competitions will be held at full capacity in front of fans, in accordance with New York State guidelines. Masks will be required for individuals regardless of vaccination status.

Employee Vaccination Information and Weekly Surveillance Testing (8/6/21)

While proof of vaccination is not required for UB employees, UB encourages all employees, across every area of the university, to help provide a safer campus environment by getting vaccinated.

Employees returning to campus are encouraged to submit proof of their COVID-19 vaccination information and are reminded to participate in weekly surveillance testing. If you are fully vaccinated and have not yet uploaded proof of vaccination information, **please upload it as soon as possible to the [secure HR Box](#).**

The [COVID-19 Proof of Vaccination for Employees](#) (UBITName login required) web page describes the overall process. By submitting your proof of vaccination information, you will be exempt from mandatory weekly surveillance testing. If you are not vaccinated, you are required to participate in weekly surveillance testing; you must preregister with SUNY Upstate/Clarifi before going to the test site.

- [Find detailed instructions about testing](#)
- [Find testing site times and locations](#)

To ensure a safe campus for our campus community, participation in weekly surveillance testing will be monitored by Human Resources. Individuals who have not uploaded their vaccination information will continue to receive messages reminding them to attend weekly testing.

UB Indoor Masking Requirement (8/2/21)

In accordance with updated guidelines from the Centers for Disease Control and Prevention and Erie County Department of Health, the University at Buffalo will require all students, employees and visitors – regardless of their vaccination status – to wear face coverings while inside campus buildings, effective starting tomorrow, Aug. 3.

Face coverings: Face coverings will be required in classrooms, hallways, libraries and other common spaces, as well as UB buses and shuttles. Face coverings are not required inside personal rooms at residence halls, while eating in on-campus dining areas, when alone within personal offices or in non-public-facing personal workstations.

Outdoor settings: Vaccinated UB students and employees will not be required to wear face coverings on UB campuses. Unvaccinated individuals will be required to wear face coverings in all outdoor settings. Face coverings will be required for both vaccinated and unvaccinated individuals at outdoor events or settings where large groups of people congregate, such as at on-campus football games.

Vaccination: As we safely resume in-person classes and operations for the fall semester, UB [strongly urges all students and employees to get vaccinated](#), in compliance with state and SUNY requirements. *Pending FDA full approval, vaccination will be required for all students participating in in-person classes and activities.* Vaccination is required for all students residing in university housing. UB will continue to require regular testing of non-vaccinated students and employees.

Employees on campus must complete the Daily Health Check (8/2/21)

All UB faculty, staff and volunteers, regardless of their vaccination status, must complete the Daily Health Check on the days that they come to campus. Employees should plan to complete their screening prior to their arrival.

For more information about the Daily Health Check, including exemptions, data privacy and more, visit the [Daily Health Check webpage](#).

Sign up for text notifications

As a reminder, smartphone users can sign up for text notifications to make completing their Daily Health Check simpler and more convenient. To sign up for text message alerts:

1. [Open the Daily Health Check](#).
2. Enter your 10-digit mobile phone number when prompted.
3. Click the link in a follow-up text message to verify your phone number and finish enrollment.

Those without smartphones can directly access the tool via the web by clicking “none” within the chatbot.