



University at Buffalo
The State University of New York
Office of the Provost
Vice Provost & Dean of Undergraduate Education

August 22, 2006

Dear Colleagues:

With a new academic year come announcements about new procedures and reminders about others. To that end, we share the following:

1. **Course Syllabi** - Last semester, we contacted you about posting course descriptions, syllabi and websites on the course schedule and in MyUB. We now have a simpler way for you submit the information online. Details can be found at <http://vpue.buffalo.edu/deangroup/specialcomm/syllabi.pdf>.
2. **Revised Undergraduate and Graduate Resignation Deadline** - In Spring 2006, the Faculty Senate approved the change in the deadline for students to resign from courses. Learn more at <http://vpue.buffalo.edu/deangroup/specialcomm/resignation.pdf>.
3. **Day of Learning** - We'd like to remind you that Tuesday, September 19th has been designated a Day of Learning, commensurate with the visit of His Holiness the Dalai Lama. Since no classes will be held that day, we suggest that you encourage your students to participate in some of the related campus events.
4. **Undergraduate Research** - Interest in and demand for undergraduate research opportunities continues to grow. Details about promoting your undergraduate research opportunities are found at <http://vpue.buffalo.edu/deangroup/specialcomm/curca.pdf>.
5. **Celebration of Academic Excellence** - Mark your calendars for the Celebration of Academic Excellence on Thursday, April 19, 2007. Once again we will have a poster fair to recognize the best of the undergraduate research projects during the academic year. The traditional celebration activity where we will recognize distinguished faculty, staff and students will take place that afternoon, as well.

Should you have questions, please contact the Office of the Vice Provost and Dean of Undergraduate Education at vpue@buffalo.edu or by phone at 645-6003.

We hope your Fall semester is pleasant as well as productive.

Sincerely,

Michael E. Ryan

Michael E. Ryan
Vice Provost and Dean of Undergraduate Education

John T. Ho

John T. Ho
Acting Vice Provost for Graduate Education and Dean
of the Graduate School