**EAS 502: Introduction to Probability Theory for Data Science**

**Spring 2024**

**Class days/time/location**: MW 12:30 – 1:50pm in O’Brian 112 (North Campus)

**Format**: Seated

**# Credits**: 3.0

**Instructor(s) of Record**: Dr. Jonathan Lopez

**Grader/TA**: Shri Harsha

**Office**: Kimball Tower 725 (South Campus)

**Phone Number**: 716-829-2884

**Email**: [jel1@buffalo.edu](mailto:jel1@buffalo.edu)

**Office/Review Hours**:

(me) schedule via email as needed

(Shri) Tu/Th 3:00pm – 6:00pm via Zoom link below

(Shri) Sat/Sun 9:00am – 12:00pm (first 2 hours recitation-style) via Zoom link below

<https://buffalo.zoom.us/j/8324561473?pwd=Qmt3WitGUCtMamQzeGpqSW1FRlp6UT09>

(Meeting ID: 832 456 1473, [Passcode: 380707](https://buffalo.zoom.us/j/96225376316?pwd=S2pZczhvWDVTMUFydEN4Mkk0eUd3dz09))

As a student in this class, you are responsible for knowing all of the information in this syllabus. Please take the time to carefully and thoroughly read over the entire document and then ask questions that you may have about the schedule, course policies, etc.

# 1. Course Description

The course provides basic background on probability theory at a beginning graduate level and is intended for engineering students interested in data and computing science. Topics include introductory probability concepts, discrete and continuous random variables and probability distributions, joint probability distributions, random sampling and data description, point estimation of parameters, random variables, derived probability distributions, discrete and continuous transforms, and random incidence. As time permits, the course introduces elementary stochastic processes including Bernoulli and Poisson processes.

All topics will be introduced from the perspective of preparing students for classes in machine learning, data intensive computing, data mining, and other data science related topics. Applications of concepts to data from engineering and engineering-related scenarios will be emphasized.

# 2. Course Objectives, Instructional Method(s), Assessment Methods

|  |  |  |
| --- | --- | --- |
| Objective | Instructional Method(s) | Assessment Method(s) |
| To develop the ability to formulate and solve problems using probability. | Lecture, class activities. | Discussion, homework, and exams. |
| To apply knowledge of basic concepts of probability. | Lecture, class activities. | Discussion, homework, and exams. |
| To learn the use of random variables, probability distributions, and joint probability distributions. | Lecture, class activities. | Discussion, homework, and exams. |
| To compute point estimators of parameters, explain sampling distributions, and understand the central limit theorem. | Lecture, class activities. | Discussion, homework, and exams. |
| To apply methods of computation and numerical methods to problems involving probabilistic calculations. | Lecture, class activities. | Discussion, homework, and exams. |

# 3. Textbooks, Equipment, Required Technologies

## Text

We will follow a set of notes prepared for this course by Dr. Dietrich Kuhlmann of the Department of Biostatistics. These will be posted to UB Learns throughout the semester. Students are encouraged to print the notes and fill in the details as we go through them during class. Other material, such as extra notes and some problem solutions can be found as needed on UB Learns.

## Calculator

A scientific calculator with basic arithmetic and statistical functions, e.g., TI-30, will be helpful and allowed for exams. Graphing calculators, calculators with advanced functionality, cell phones, and other non-approved electronics are not allowed to be used during any exam unless explicit permission is given.

## Required Technology

At certain times in the course, we may use Excel and Minitab, a statistical software package. There are a number of ways to access Minitab, summarized below and described in detail at <http://www.buffalo.edu/ubit/service-guides/software/by-title/minitab.html>.

1. You can download Minitab for free through UB.
2. Minitab is available at many public computing sites on campus.
3. You can run Minitab through My Virtual Public Site or My Virtual Computing Lab.

We will use Top Hat for attendance and homework. The join code for the course is **587376**. *Note that if you do not already have a Top Hat license, you will need to purchase one (approximately $33 USD).*

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## Technology Recommendations

To effectively participate in this course, regardless of mode of instruction, the University recommends you have access to a Windows or Mac computer with webcam and broadband. Your best opportunity for success in the blended UB course delivery environment (in-person, hybrid and remote) will require the minimum capabilities listed on the [UB Student Computer Standards website](https://www.buffalo.edu/ubit/new/programs.html).

In certain situations (e.g., there is a class cancelation, I am unable to make it to class in-person, or the course is required to move to a remote/online format), some lecture material may be provided in video format via UB Learns. In such cases, we may conduct the class meeting remotely via Zoom, and the meeting recording will be posted to UB Learns shortly thereafter.

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## Getting Help

* [UB Learns Contact Form](https://ubithelp--bmcservicedesk.na141.visual.force.com/apex/BMCServiceDesk__SelfServiceNew?fromSiteUrl=#/support/problem-requests/all?id=a3S4o000000DBmkEAG): After this form is submitted, a member of the UB Learns support team will follow up with you within one business day. For support resources access the [UB Learns for Students resource page](http://www.buffalo.edu/ubit/service-guides/teaching-technology/learning-resources-for-students/ublearns.html).
* [UBIT Ticketing System](http://www.buffalo.edu/content/www/ubit/ubit-help): Use this ticketing system to request support with your UBIT name, connecting to UB’s networks, installing software, and computer troubleshooting.
* [UBIT Alerts Page](http://www.buffalo.edu/ubit/news/alerts.html): UBIT Alerts informs the University at Buffalo community about information technology service outages and scheduled maintenance.
* CIT Help Desk Contact: call 716-645-3542 or email [cit-helpdesk@buffalo.edu](mailto:cit-helpdesk@buffalo.edu)
* Access the [UBIT resource page](http://www.buffalo.edu/ubit/get-help.html) for service guides, support contact information, UBIT Alerts, and IT Policies.

# 4. Course Learning Activities

## Reading, Preparation, and Attendance

Students will be expected to complete any reading assignments before coming to class. Certain topics/sections may not be discussed in detail, but rather assigned as outside reading. It is the responsibility of the student to do the recommended reading (or equivalent). Class time will be used to clarify most of the material in the recommended readings and to reinforce key concepts.

Attendance is expected and will be checked daily via Top Hat (see the next page). There is a high correlation between attendance and performance in the course. For most students, not attending class is a set up for failure or poor performance.

## Homework Assignments

Homework problems will be assigned regularly. The problems assigned are intended to test the fundamentals and mechanics of the material. These assignments will be submitted on Top Hat and only the answers are graded. No late homework is accepted and there are no makeup assignments. *Note that if you do not already have a Top Hat license, you will need to purchase one (approximately $33 USD).*

You are encouraged to work with other students in the course when doing preliminary work on the assignments. However, each student should write up their own solution to each problem (i.e., you should never look at another student’s homework, nor copy what another classmate has written, as this is a violation of the University’s Academic Integrity policy!).

Homework problems are designed to vary in diﬀiculty. In other words, you should not expect all problems to be “easy”. Some problems are intended to reinforce concepts discussed during class and will be straightforward; others are intended to improve your problem-solving skills and raise your level of probabilistic reasoning.

In general, you should NOT work on homework assignments during class time.

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## Exams

There will be two midterm exams and a cumulative final exam in this course. The exams will consist of problems that are similar in style to problems that have been done in class or appeared on homework assignments. All exams are closed book/closed notes. You will be notified ahead of time if there are any tables/formulas/resources that you will be allowed to use during an exam. Graphing calculators, calculators with advanced functionality, cell phones, and other electronic devices are not allowed to be used during any exam, unless explicit permission is given. Attempting to use a non-allowed device (like a cell phone) during an exam will be considered an attempt to cheat and will result in a grade of 0 and notification of the appropriate University oﬀicials.

The current plan is to proctor the exams in-person on the following dates:

|  |  |
| --- | --- |
| Midterm Exam 1 | Friday, March 8  4:00pm – 6:00pm ET in Knox 104 |
| Midterm Exam 2 | Friday, April 26  4:00pm – 6:00pm ET in Talbert 107 |
| Final Exam | Monday, May 13  11:45am – 2:45pm ET in O’Brian 112 |

If there is a conflict with either of the midterm exam dates/times, please let me know immediately. If there is some widespread conflict, the dates and/or times may need to be adjusted.

# 5. Course and Instructor Evaluations

You will be emailed at the end of the term asking you to evaluate the course. It is your responsibility as a student to complete course evaluations in a timely and professional manner for continuous quality improvement of our courses. There is a class-wide bonus available if the participation rate is high. All students will receive a 1% bonus added to their final average if and only if at least 80% of the class participates by completing the course evaluation.

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# 6. Grading

Homework: there will be N available homework points that can be earned throughout the semester. Your actual recorded homework score will be based on 90% of the total points given. For example, if I give N=150 points in homework and you get 130 points, your grade is recorded as 130 out of 0.90\*150=135. Another way to think of this: you can miss 10% of the homework points and still get a 100% homework average. Note that your homework average cannot exceed 100%. In the above scenario, for instance, if you were to earn 145 homework points, your homework average would be 135/135=100%.

Attendance: attendance will be taken via Top Hat’s location-based secure attendance. Students are required to use their location-enabled mobile device to submit a 4-digit code in order to earn credit for attendance. Note that if you are late and miss the taking of attendance, you are considered absent. Note that submitting the code while not in attendance is prohibited. If the number of correct code submissions exceeds the number of students actually in attendance (by my count), all students will receive 0 for that day’s attendance. Similar to described above, the actual attendance score will be based on 90% of the total points possible, so that missing a couple of classes (with valid reason) will not impact your grade.

Your numerical grade in the course will be determined by blending the homework and attendance averages described above and your exam scores in the following way:

Homework 20%

Attendance 5%

Midterm Exam 1 22.5%

Midterm Exam 2 22.5%

Final Exam 30%

Total 100%

## Final Grade Determination

Keep in mind the following: “A” means “High Distinction”, “B” means “Superior”, “C” means “Average”, “D” means “Minimum Passing Grade”, and “F” means “Failure”.

Numerical grades are calculated to one decimal place, and letter grades will be assigned as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade Range** | **Letter** |  | **Grade Range** | **Letter** |
| 93 – 100 | A |  | 77 – 79.9 | C+ |
| 90 – 92.9 | A- |  | 73 – 76.9 | C |
| 87 – 89.9 | B+ |  | 70 – 72.9 | C- |
| 83 – 86.9 | B |  | 60 – 69.9 | D |
| 80 – 82.9 | B- |  | 0 – 59.9 | F |

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## Grade Disputes

If you wish to dispute the grade assigned on an assessment, your dispute must be presented to the instructor IN WRITING within one week after the date when the grade is returned. You must include a specific rationale for why your answer to the problem/part being disputed is correct (e.g., a reference to a specific page in the notes/textbook). Grade disputes at the end of the semester for past materials will not be accepted beyond the one-week period as indicated above. **Any grade disputes for work submitted through Top Hat may be submitted via email. Any grade disputes submitted without *specific rationale* (as described above) will not be considered.**

# 7. Other Course Requirements

## Classroom Content

Please be aware that classroom content may be recorded in certain situations, and the recording may be placed in the course in UB Learns for other students to view. Questions you ask in class or interactions you have with the instructor or other students may be included in the recorded content.

## Expectations of Students

* Students will complete all elements of the class – attending lectures, homework, and examinations – in a timely manner.
* Students are expected to act in a professional manner. A student’s grade may be reduced due to unprofessional or disruptive behavior. Examples include coming to class late, texting (or otherwise using your cell phone) during class and/or exams, etc.
* Homework assignments will be assigned regularly. Homework assignments are due at the stated due date for each assignment.
* Homework assignment grades can be viewed on Top Hat.
* Unexcused late submission of assignments will receive a grade of zero.
* Students are encouraged to discuss assignments and share ideas, but each student must independently write and submit their own solutions.
* Only in very exceptional circumstances will a make-up for an exam be considered: (i) you contact the instructor prior to the exam and (ii) you have a valid and documented reason to miss the exam (e.g., serious illness or family emergency). Note that sleeping in, lack of preparation, ennui, grogginess, etc. are not acceptable excuses. Alternatively, some other arrangement may be decided upon, such as the assignment of additional work or adjusting the weights used to compute the final course average.
* Please understand that students attend lectures to learn. When you talk during lecture, you interfere with their ability to hear and learn. Please do not chat with other students during lectures as it is disruptive to other students nearby and to me. It is a large lecture room and if many students whisper – it gets very loud in there and the lecture will temporarily pause.

## Attendance and Participation

Attendance is expected and will be checked daily via Top Hat. You should arrive to class on time. You are responsible for all material covered and all announcements made in class, whether attended or not. I reserve the right to impose a penalty if you accumulate too many unexcused absences. For instance, zero or rare attendance makes you eligible for a grade of FX.

Generally, the beginning of each class will be used to briefly review previous material and answer any questions, while the remainder will be used to discuss new material.

Please do not hesitate to ask questions or offer suggestions or ideas at any time.

Participating in class is not limited to verbally asking or answering questions, but also includes paying attention. In other words, you should not be doing other things during class (homework for this class, work for other classes, using your phone, sleeping, etc.). I do take notice of these things, and they may factor into borderline grade assignments at the end of the semester.

While your attendance and participation are essential components of this course, it is critical that you follow public health guidelines. As such, any student exhibiting COVID-19 symptoms should not come to campus to participate in coursework. If you need to miss class due to illness, isolation or quarantine, you must notify the instructor prior to the start of the class period by email as soon as possible and no later than 24-hours after missing class. At that time, you are also expected to make arrangements to complete missed work.

As class time is limited, we cannot possibly cover each topic in full detail. There are many resources available that provide additional details, including the textbook(s) listed above. The expectation is that you are consulting some additional reference to fill in any missing details and strengthen your understanding of each topic that is discussed in class.

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# 8. Communication

Any course-related communication will be sent to the email account associated with your UB Learns account (presumably this is your UB email account), so be sure to check this account regularly.

If sending an email to the instructor, please include the course number and name in the subject heading so it is easily identifiable as an email from a student about this course. Please sign your email with your UB person number. Emails should be written in full sentences and complete words as I may not be able to decipher shortcuts. I will make every effort to reply to emails within 24 business hours. If you do not hear back from me within 48 business hours, feel free to reach out again to make sure I received your message. In particular, you should not expect to receive a prompt response if you email me outside of normal business hours on the day an assignment is due, so plan accordingly.

# 9. Class Policies Regarding Cell Phones, Participation, Absences, Late Work, Make-Ups, Exam Conflicts, Extra Credit, Being a Grader/TA,

## Cell Phone Policy

Cell phones should not be used during class, except when given permission by the instructor for a class-related activity such as Top Hat.

## Class Participation

The activities, materials, readings, and lectures for the week are structured for you to master the course material. Participation and engagement are expected. In the case of exceptional circumstances that result in you missing class, note that it is your responsibility to catch up on the material and complete any required work by the due date.

## Late Assignments and Make-Up Policy

As noted earlier, late homework will not be accepted and there are no make-ups for missed homework assignments.

Only in very exceptional circumstances will a make-up for an exam be considered. Alternatively, some other arrangement may be decided upon, such as the assignment of additional work or adjusting the weights used to compute the final course average. In such situations, a valid excuse with appropriate documentation is required.

## Midterm Exams and Final Exam

The midterm and final exam dates, as listed above, are as follows:

|  |  |
| --- | --- |
| Midterm Exam 1 | Friday, March 8  4:00pm – 6:00pm ET in Knox 104 |
| Midterm Exam 2 | Friday, April 26  4:00pm – 6:00pm ET in Talbert 107 |
| Final Exam | Monday, May 13  11:45am – 2:45pm ET in O’Brian 112 |

## Policy on Final Exam Conflicts

The University defines an exam conflict as having two or more exams during the same exam period, three or more exams on the same day, or if an exam occurs at the same time as a student's commencement ceremony. Normally, final exam information is available at the time of registration. Students should not register for courses that result in an exam conflict. It is the student's responsibility to ensure that they do not have any exam conflicts. If you have exams on consecutive days or two exams on the same day, it is your responsibility to plan accordingly. The final exams are scheduled 3+ months ahead of time.

## Other Class Policies/Notes

1. There is no plan to “curve” the grades in this course. A “curve” will be applied to final grades only in the exceptional case where the labels “A” = “High Distinction”, “B” = “Superior”, “C” = “Average”, “D” = “Minimum Passing Grade”, and “F” = “Failure” are not reflective of class performance. Generally, the class average is C+/B- and nearly half the students earn grades in the A/B range, so a curve is unwarranted.
2. I do not provide answers/solutions to homework problems, as these are your responsibility to master. You will be able to see the answer to any problem submitted through Top Hat once the submission deadline has passed. For any problems not submitted through Top Hat, you are welcome to check with me, the TA, or a classmate as to whether or not your answer to a problem is correct.
3. I do not provide annotated notes from class. It is your responsibility to come to class and take notes as you see necessary. In the rare occasion that you are absent, consult with a classmate.
4. All students are graded according to the same standards. There are no “extra credit” assignments or “exam re-takes”, as it is unfair to offer such things to only select students. Doing poorly on one component of the course (e.g., one midterm exam) will not cause you to fail the course. It may prevent you from getting an “A” in the course, but that is justified. Doing poorly on several components of the course (e.g., all the exams) means you have inadequate understanding of the material and deserve a poor grade in the course.
5. Please do not ask me to raise your grade in the course because you need a certain minimum grade and did not earn it, as that's not the way the grading system at a University should work. If you need a certain minimum grade, plan accordingly, and devote the time it will take to master the material and achieve that grade.
6. In borderline cases, I may take into consideration improvement during the course of the semester. For instance, if a student is borderline D/C- but has shown improvement over Midterm 1 -> Midterm 2 -> Final Exam, I reserve the right to award a slightly higher grade than the calculated grade.
7. If, in the future, I am in need of a TA or grader for this course, I will reach out to individual students to identify possible candidates for the position.
8. **I will not respond to any emails for which the question can be answered or the request adjudicated by reading 1-7 above, or by reading this syllabus.**

# 10. University Policy on Incomplete Grades in Courses

A grade of incomplete (“I”) indicates that additional coursework is required to fulfill the requirements of a given course. Students may only be given an “I” grade if they have a passing average in coursework that has been completed and have well-defined parameters to complete the course requirements that could result in a grade better than the default grade. An “I” grade may not be assigned to a student who did not attend the course. Prior to the end of the semester, students must initiate the request for an “I” grade and receive the instructor’s approval. Assignment of an “I” grade is at the discretion of the instructor.

The instructor must specify a default letter at the time the “I” grade is submitted. A default grade is the letter grade the student will receive if no additional coursework is completed and/or a grade change form is not filed by the instructor. “I” grades must be completed within 12 months. Individual instructors may set shorter time limits for removing an incomplete than the 12-month time limit. Upon assigning an “I” grade, the instructor shall provide the student specification, in writing or by electronic mail, of the requirements to be fulfilled, and shall file a copy with the appropriate departmental office.

Students must not re-register for courses in which they have received an “I” grade.

Applicable dates regarding the 12-month provision:

* Courses taken in **Fall** will default in 12 months on **December 31**
* Courses taken in **Spring** will default in 12 months on **May 31**
* Courses taken in **Summer** will default in 12 months on **August 31**

The “I” must be changed to a grade before the degree conferral date if the student plans to graduate in that semester. At any time prior to the default date, students may elect to change the “I” grade to the default grade using the [Grade Retrieval Form](https://registrar.buffalo.edu/forms/grade-retrieval.php).

A default grade can be “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D,” or “F.” (If a student selected an S/U grading option, it will replace the default letter grade when the grade defaults.)

For more information, visit [Explanation of Grades](https://tinyurl.com/2bpcjbra).

# 11. Accessibility Resources

If you have any disability which requires reasonable accommodations to enable you to participate in this course, please contact the Office of Accessibility Resources on North Campus in 60 Capen Hall, 716-645-2608, or on South Campus at 1 Diefendorf Hall, (716) 645-2608, and also the instructor of this course during the first week of class. The office will provide you with information and review appropriate arrangements for reasonable accommodations, which can be found on the [Accessibility Resources site](https://www.buffalo.edu/studentlife/who-we-are/departments/accessibility.html).

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# 12. Netiquette

This course will utilize UB Learns to facilitate online communication between course participants. Please keep in mind the following “Rules of Netiquette” when communicating online.

1. **The rules of the classroom are the same regardless of location.** Remember that just because you are interacting online does not mean you stop having respect for your professors and fellow classmates. You are communicating with a real person, not a computer screen.
2. **Remember your audience.** When communicating online it is important to remember who you are communicating with. When sending a message to a professor, please refrain from using “text speak”. Also, stay away from typing in all capital letters as it will appear as if you are shouting.
3. **Avoid strong language.** Language can easily be misinterpreted in an online setting. Be sure to review your work before submitting, making sure the reader will not be able to misinterpret it as strong or offensive. Sarcasm does not translate well online. Your audience cannot see your facial expressions or body language. Try to be as straightforward and professional as possible.
4. **Read everything, twice.** Be sure to thoroughly read all relevant course materials before beginning to work on your assignments. If you have a question or need clarification, re-read the materials. You may have glanced over an important detail the first time. If you are still having difficulties after re-reading the relevant materials, then e-mail your professor.
5. **Review all materials before submitting.** When responding to discussion board posts (if applicable), be sure to read all previous postings before you post your own. This way you will not duplicate someone else’s comments. Also, it is a good idea to write and save your work in Microsoft Word first. In case of a technical issue, you have a backup copy.

# 13. University Policy on Academic Integrity

Academic integrity is a fundamental University value. Through the honest completion of academic work, students sustain the integrity of the University and of themselves while facilitating the University's imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas. For more information, please refer to the [Graduate Academic Integrity policy](https://www.buffalo.edu/grad/succeed/current-students/policy-library.html#academic-integrity).

Students who are suspected of academic dishonesty will be dealt with severely in accordance with the University Policy. For more information, students are encouraged to review the [Graduate School’s Academic Integrity Policy](http://www.buffalo.edu/grad/succeed/current-students/policy-library.html#academic-integrity).

When an instance of suspected or alleged academic dishonesty by a student arises, it shall be resolved according to the Academic Integrity Policy procedures. These procedures assume that many questions of academic dishonesty will be resolved through consultation between the student and the instructor (a process known as consultative resolution).

It is recommended that the instructor and student each consult with the Academic Integrity Office and/or the Office of Student Advocacy for guidance and assistance.

Office of Academic Integrity

255 Capen Hall

716-645-2111

[academicintegrity@buffalo.edu](mailto:academicintegrity@buffalo.edu)

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## Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

* **Aiding in academic dishonesty.** Taking action that allows another student to engage in an act of academic dishonesty including, but not limited to completing an examination or assignment for another student or stealing an examination or completed assignment for another student.
* **Cheating.** Includes, but is not limited to: (1) use of any assistance not authorized by the course instructor(s) in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the course instructor(s) in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) stealing tests or other academic material belonging to the course instructor(s).
* **Falsifying academic materials.** Fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
* **Misrepresenting documents.** Forgery, alteration, or misuse of any University or official document, record, or instrument of identification.
* **Plagiarizing.** Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one's own.
* **Purchasing academic assignments.** Purchasing an academic assignment intended for submission in fulfillment of any course or academic program requirement.
* **Selling academic assignments.** Selling or offering for sale any academic assignment to any person enrolled at the University at Buffalo. No person shall offer any inappropriate assistance in the preparation, research, or writing of any assignment, which the seller knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.
* **Submitting previously submitted work.** Submitting academically required material that has been previously submitted, in whole or in substantial part, without prior and expressed consent of the instructor.

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## Course Copyright

All materials prepared and/or assigned by me for this course are for the students’ educational benefit. Other than for permitted collaborative work, students may not photograph, record, reproduce, transmit, distribute, upload, sell, or exchange course materials, without my prior written permission. “Course materials” include, but are not limited to, all instructor-prepared and assigned materials, such as lectures, lecture notes, discussion prompts, study aids, tests and assignments, presentation materials such as *PowerPoint* slides, *Prezi* slides, or transparencies, and course packets or handouts. Public distribution of such materials may also constitute copyright infringement in violation of federal or state law. Violation of this policy may additionally subject a student to a finding of “academic dishonesty” under the Academic Integrity Policy and/or disciplinary charges under the Student Code of Conduct.

## Consequences for Academic Dishonesty

Academic dishonesty may result in a range of penalties, including a warning, a zero on the assignment, a reduction in course letter grade (e.g., an A- becomes a B-), failure of the course, suspension or dismissal from the college, and/or any combination of these or other serious consequences.

# 14. Additional Resources and Support

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## Student Success Gateway

This is your one stop for UB’s vast network of support resources that are available to all students. Access the [Student Success Gateway webpage](https://www.buffalo.edu/studentsuccess/resources.html) if you are looking for academic support or personal support.

## Student Handbook

All students are required to read the student handbook for their respective departments. An online version should be available on the “Information for Current Students” page of your department website.

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## University Services

Students enrolled in online education courses will have access to services traditionally provided in-person, e.g., libraries, labs, academic advising, career services, accessibility services, and other student services as appropriate.

All existing applicable UB policies, e.g., grading, course evaluation, and admission criteria apply to all activities bearing UB academic credit, including online education. Read further about UB policies on the [Graduate School’s Policy Library](https://www.buffalo.edu/grad/succeed/current-students/policy-library.html).

## Software

UB provides free licensing of major software packages for UB students including Microsoft Office. Visit the [UBIT Software resource webpage](https://www.buffalo.edu/ubit/service-guides/software.html) for information.

## My Virtual Computing Lab

Learn how to access the most popular UB-licensed software in the Public Labs directly from your personal computer. These programs are served “from the cloud” and are available on or off campus at any time. With My Virtual Computing Lab, you can access: Microsoft Office, Minitab, SPSS, and more. Find more information by visiting [My Virtual Computing Lab](http://www.buffalo.edu/ubit/service-guides/software/my-virtual-computing-lab.html).

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## Library

As a registered UB student you have full access to UB Libraries (<http://library.buffalo.edu>) and online resources available through the libraries. There are many full text article databases. There are resources available under “Ask a Librarian” to assist you in using the library.

Michelle Zafron, MLS, Associate Librarian, is the SPHHP Librarian. Located in 109 Abbott Hall, she is available to help by phone (716-829-5746) or email ([mlzafron@buffalo.edu](mailto:cvh2@buffalo.edu)).

## Health and Well-being

As a student you may experience a range of issues 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), phone: 716-645-2720  
202 Michael Hall (South Campus), phone: 716-829-5800  
**Health Services**  
Michael Hall (South Campus), phone: 716-829-3316  
  
**Health Promotion**  
114 Student Union (North Campus), phone: 716-645-2837  
  
**Sexual Violence**

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. If you have experienced gender-based violence (intimate partner violence, attempted or completed sexual assault, harassment, coercion, stalking, etc.), UB has resources to help. This includes academic accommodations, health and counseling services, housing accommodations, helping with legal protective orders, and assistance with reporting the incident to police or other UB officials if you so choose. Please contact UB’s Title IX Coordinator at 716-645-2266 for more information. For confidential assistance, you may also contact a

Crisis Services Campus Advocate at 716-796-4399.  
  
In cases of emergency or if you feel you are in danger please contact the University Police at 716-645-2222.  
  
Racial/Ethnic, Gender, Sexual orientation and other forms of discrimination

The Office of Equity, Diversity and Inclusion (EDI) will speak with students confidentially to discuss concerns about classroom or workplace situations if you have experienced discrimination or harassment at 716-645-2266 or the [EDI Obtaining Assistance resource page](https://www.buffalo.edu/equity/obtaining-assistance.html).

## Food & Basic Needs Security

Any student who faces challenges affording groceries or accessing sufficient food to eat every day may seek food support services through Blue Table at UB for free groceries to help off-set unanticipated

hardship. Access the [Food Support resource page](https://www.buffalo.edu/studentlife/help/emergency/food-support.html) for more information.

Students facing an unforeseen hardship (e.g., death in the family, victim of a crime or attack, loss of property, unanticipated educational expense), and believes this may affect their performance in the course is urged to contact their Student Advocate. Access the [Students’ Advocate site](https://www.buffalo.edu/studentlife/who-we-are/departments/conduct/students-advocate.html) to learn more.

Student emergency funds seek to award grants to eligible students who are experiencing an unforeseen hardship that could impact their ability to remain enrolled in school. These funds may be used for items such as off-campus rent, utilities, transportation and childcare. Visit the [Emergency Funds site](https://www.buffalo.edu/studentlife/help/emergency/emergency-funds.html) to learn more.

## Veteran Services

Get the support you need and the benefits you deserve. We are here to help student veterans (and their dependents) achieve success while at UB. Whether you need help with your benefits paperwork, a connection to local and national groups that support veterans, or just someone to talk to, Veteran Services is here for you. To learn more, visit the [Veteran Services FAQ](https://www.buffalo.edu/studentlife/who-we-are/departments/veteran/faqs-veterans.html).

If you are a veteran, active-duty, in the reserves or National Guard, or if you are an eligible dependent, you may qualify for financial aid, educational student benefits, in-state tuition and other benefits that can help you pay for classes and get your degree. Visit the [Receiving your VA Benefits page](https://www.buffalo.edu/studentlife/who-we-are/departments/veteran/benefits-for-veterans/additional-financial-benefits-and-aid-for-veterans.html) to learn more.

**Contact Veteran Services**

321 Student Union (North Campus), phone: 716-829-5586

**Please use** [this form](https://www.buffalo.edu/studentlife/who-we-are/departments/veteran/email-veteran-services.html) **for Veteran Services inquiries and comments.**

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## Course Access After the Semester

At the conclusion of the semester your UB Learns courses are automatically removed from your “My Courses” listing the day after grades are due to the University, unless your instructor requests extended access. If you need extended access to your course, contact your instructor. Course sites reaching the 12-month maximum threshold will be automatically removed from the system. UB Learns courses are listed with a code (e.g., 2241\_23410). To decode which are your “Current” courses: digits 2 and 3 = Year (24=2024), digit 4 = Month (1 = January, so spring course), Digits 5-9 = Registration Number.

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# 15. Technology Privacy & Accessibility Policies

**Brightspace (UB Learns)**

            Privacy: [Brightspace Privacy Statement](https://www.d2l.com/legal/privacy/)

            Accessibility: [Accessibility in Brightspace](https://www.d2l.com/accessibility/standards/)

**G Suite for Education**

            Privacy: [Google Workspace for Education Privacy Notice](https://workspace.google.com/terms/education_privacy.html)

            Accessibility: [Accessibility for every student](https://edu.google.com/why-google/accessibility/)

**Office 365**

Privacy: [Microsoft's commitment to privacy](https://www.microsoft.com/en-us/trust-center/privacy)

          Accessibility: [Microsoft's commitment to accessibility](https://www.microsoft.com/en-us/trust-center/compliance/accessibility)

Accessibility Resources: [Office Accessibility Resources](https://support.microsoft.com/en-us/office/office-accessibility-center-resources-for-people-with-disabilities-ecab0fcf-d143-4fe8-a2ff-6cd596bddc6d)

**Panopto**

Privacy: [Panopto Privacy Policy](https://www.panopto.com/privacy/)

            Accessibility: Learn about [Panopto's Accessibility Features](https://support.panopto.com/s/article/Learn-About-Accessibility-Features)

**Respondus Lockdown Browser & Monitor**

            Privacy: [Respondus Privacy Policy](https://web.respondus.com/privacy-policy/)

            Accessibility: [LockDown Browser and Respondus Monitor Accessibility](https://web.respondus.com/accessibility-lockdown/)

**Zoom**

      Privacy: [Zoom Privacy Statement](https://explore.zoom.us/en/privacy/)

   Acceptable Use: [Zoom's Community Standards](https://explore.zoom.us/en/community-standards/)

  Accessibility: [Zoom's Accessibility Statement](https://explore.zoom.us/en/accessibility/)

# 16. Important Dates

Wednesday, 1/31: drop/add deadline

Monday, 3/18 and Wednesday, 3/20: no class due to Spring Break

Tuesday, 4/16: resign deadline