

Spring 2023 SUNY Korea **STUDENT HANDBOOK**

For Stony Brook Undergraduate Students



Stony Brook
University

February 2023, the 15th edition



STUDENT CONDUCT CODE

Statement of Community - *Affirming Our Campus Community*

As members of SUNY Korea, we acknowledge that the primary purpose of this community is education, academic achievement, social development, and personal growth.

In committing ourselves to study and work at SUNY Korea, we agree to promote equality, civility, caring, responsibility, accountability, and respect. We also recognize the importance of understanding and appreciating our differences and similarities.

As members of a respectful community, we will not encroach on the rights of others, either as individuals or as groups. We recognize that freedom of expression and opinion entails an obligation to listen to and understand the beliefs and opinions of others, and to treat others fairly.

We strive to be a responsible community. We are accountable individually for our personal behavior and development, and collectively for the welfare of the community itself.

We encourage all SUNY Korea community members to celebrate and express pride in our community's academic, athletic, and social accomplishments, and to involve themselves in the local and global communities.

In affirming this statement, we commit ourselves to becoming dedicated, active, and full members of SUNY Korea in each and every role we assume.

Spring 2023 SUNY KOREA – STONY BROOK STUDENT HANDBOOK

Every reasonable effort has been made to ensure the accuracy of the information in this publication, as of February 2023. However, the University reserves the right to alter, without notice, any information related to the provision of courses of study as it deems necessary, including the content, mode, time or offering of courses, as well as enrollment or withdrawal procedures of courses and fees applicable.

Current information can be checked at www.sunykorea.ac.kr or www.stonybrook.edu or by personal inquiry.

The *SUNY Korea Student Handbook* was produced by SUNY Korea Academic Affairs & Student Affairs.

ADDITIONAL INFORMATION

For general information about undergraduate programs and campus life, please contact:

Academic Affairs / Student Affairs
The State University of New York, Korea
A201 / A208 Academic Bldg
119-2 Songdo Moonhwa-Ro, Yeonsu-Gu
Incheon, Korea 21985
Phone (032) 626-1198
Fax (032) 626-1199

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Acknowledgment Form

Spring 2023 SUNY Korea – Stony Brook Student Handbook

This will confirm that I, _____, have been informed of the current edition of the *SUNY Korea Student Handbook*. I understand that the *SUNY Korea Student Handbook* describes important information regarding academic policies and procedures and campus life at SUNY Korea. I understand that I should contact the relevant department or offices with any questions that I may have that are not answered in this Handbook.

Furthermore, I understand that the information, policies, and procedures outlined in the *SUNY Korea Student Handbook* are subject to change. I understand that any revised information may supersede, modify, or could even eliminate existing policies cited in the Handbook.

I understand that it is my responsibility to read the contents of this *SUNY Korea Student Handbook* and become familiar with the policies and procedures that it contains, as well as any revisions that are made to it in the future.

Student's Printed Name: _____

Student ID: _____

Major: _____

Contact Number: _____

Signature: _____

Date Signed: _____



Table of Contents

ACKNOWLEDGEMENT FORM	3
TABLE OF CONTENTS	5
PART 1 – AN INTRODUCTION TO SUNY KOREA	7 – 9
President’s Message	
Message from Academic Affairs & Student Affairs	
Vision and Missions of SUNY Korea	
About SUNY Korea	
About SUNY	
About Stony Brook University	
PART 2 – ACADEMIC CALENDAR	10 – 11
Spring 2023 – SUNY Korea-SBU for Undergraduate Students	
Spring 2023 – SUNY Korea-SBU for Graduate Students	
COMMITMENT FORM	14 – 16
PART 3 – ACADEMIC INFORMATION	18 – 33
Academic Advising	
Policies and Procedures	
Planning Your next semester schedule	
Academic Success	
Academic Integrity	
PART 4 – STUDENT RIGHTS AND RESPONSIBILITIES	35 – 56
Student Conduct Code	
Respect and Civility in Our Campus Community	
Communication	
Diversity	
Prevention and Outreach	
Campus Security and Safety	
Becoming Involved on Campus	
PART 5 – LIFE AT SUNY KOREA	57 – 67
Student ID Card	
Residential Life	
Library and Learning Resources	
On Campus Employment Opportunities	
Visa Information for International Students	
PART 6 – SCHOLARSHIP AND FINANCIAL AID	68 – 73
PART 7 – UNIVERSITY RESOURCES	75



PART 1 – An Introduction to SUNY Korea



WELCOME TO SUNY KOREA

History Makers. We Change the World.

PRESIDENT'S MESSAGE

New SUNY Korea students, welcome and congratulations!

With profound pleasure, I congratulate you for choosing to start the next chapter of your life here at SUNY Korea where creativity meets abundant opportunities. The leadership, faculty, and staff members of SUNY Korea wholeheartedly welcome you to our vibrant community.

SUNY Korea advances forward based on important institutional pillars including student success, academic excellence, research excellence, and diversity. The entire community is dedicated to supporting students for their academic and career success and thus closely communicates with students in every step of their journey in the University and beyond.

So, I want you to step out of your comfort zone to explore something new and challenging and share such invaluable experiences with your friends. I hope that such efforts will help you discover the things that you want to do for the rest of your life. There's no telling where your path will lead you.

Once again, congratulations, students, on embarking on this exciting journey. Please know that I am deeply proud that you are now a part of this resilient and inspirational institution.

We are History Makers. We Change the World!

Sincerely,

Arthur H. Lee
President of SUNY Korea

MESSAGE FROM

ACADEMIC AFFAIRS & STUDENT AFFAIRS

We are pleased to introduce the *Spring 2023 SUNY Korea – Stony Brook Student Handbook*. It specifies the general rules, policies and procedures for student life at SUNY Korea and within the campus community. It also defines the structure within which organized student life is carried out and how students may achieve the fullest realization of the University's resources and facilities. As an official document of SUNY Korea, the *Spring 2023 SUNY Korea – Stony Brook Student Handbook* represents a part of students' obligations to the University. The Student Handbook must be used as a companion document to other published regulations and guidelines issued by various offices and programs of the University.

Students are encouraged to read the student handbook to familiarize themselves with the policies, regulations and procedures found within. Ignorance of a policy or regulation will not be considered an excuse for failure to observe a policy or regulation. The University reserves the right to alter the regulations and policies stated within this handbook at any time.

Please do not hesitate to contact Academic & Student Affairs if you have any questions and we will be happy to help you. We look forward to welcoming you here at SUNY Korea and to ensuring that you have a good start to your new journey here.

Sincerely,

Academic Affairs and Student Affairs

VISION AND MISSION OF SUNY KOREA

Vision

To foster leaders who are able to resolve global challenges creatively and open doors to a new era full of possibilities.

Mission and Core Values



ABOUT SUNY KOREA



The Incheon Global Campus (IGC), located in the Incheon Free Economic Zone (IFEZ), was developed by the Korean government with an investment of USD 1 billion. Its establishment was intended to leverage the national education system and to nurture leaders in diverse fields by recruiting prestigious global universities to the campus.

The State University of New York (SUNY), Stony Brook University and the Fashion Institute of Technology were among the many global higher education institutions who agreed to join this global education hub project. They initially established SUNY Korea at the Incheon Global Campus through the combined effort and investment of the Korean and U.S. governments. SUNY Korea became the first American university to offer degree programs in Korea and has attracted significant public attention since its establishment in March 2012.

SUNY Korea is unique in many ways when compared to other global campuses around the world. First, SUNY Korea offers select degree programs that are identical to those at Stony Brook University (SBU) and Fashion Institute of Technology (FIT), two of the most recognized institutions both within and outside the SUNY system. From Stony Brook, these include

undergraduate and graduate degree programs in Technological Systems Management, Computer Science, Mechanical Engineering, and Applied Mathematics & Statistics; and an undergraduate program in Business Management and Electrical Engineering. From FIT, SUNY Korea offers undergraduate Associate Degree Programs in Fashion Business Management and Fashion Design. These programs are taught by SBU and FIT faculty respectively, and graduates receive diplomas identical to those awarded by Stony Brook University and FIT. SUNY Korea continues to expand its academic program offerings in diverse fields such as engineering, fashion, and science, incorporating the best programs from SUNY system campuses. This creates an exclusive opportunity for SUNY Korea students to experience the variety of SUNY's degree programs in a single location.

In addition, students can simultaneously enjoy both an American education and the dynamism of Korean culture. The University offers affordable on-campus housing, a wide variety of scholarships, opportunities to form global networks, and a well-balanced educational system to develop our students as competent and responsible leaders. We value moral integrity and strive to teach our students to serve others with compassion and vision.

We are proud to have students with stellar academic achievements, and we continually seek those with exceptional talents. Further, we provide equal learning opportunities by granting partial to full scholarships to top students from around the world. We aspire to be a hub for global education, research, and innovation by forming partnerships in both the private and public sectors and by continuing to build global networks with leaders and innovators across the globe.

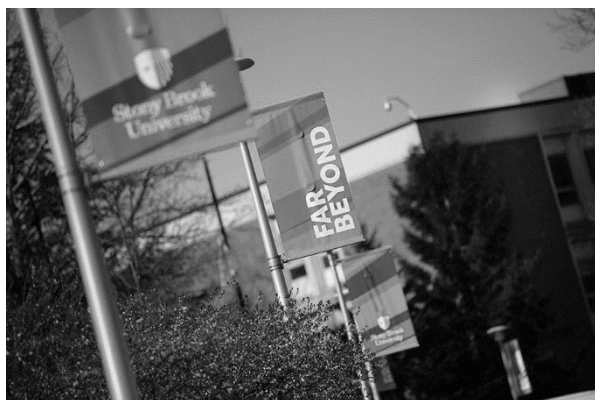
ABOUT SUNY



The State University of New York (SUNY) is the largest and most comprehensive state university system in the United States of America. SUNY was founded at Potsdam, New York in 1816 and was officially established in 1948 when New York became the 48th state to create a state university system. SUNY has grown to include 64 geographically dispersed campuses that have been established to provide high quality education and opportunity. The mission of the State University system is to provide the people of New York with educational services of the highest quality, with the broadest possible access, and in a complete range of academic, professional and vocational postsecondary programs. SUNY offers a wide diversity of educational options, including short-term vocational/technical

courses, certificates, associate and baccalaureate degree programs, graduate degrees and post-doctoral studies. Through over 7,000 degree and certificate programs, SUNY provides access to almost every field of academic or professional study within the system. The State University of New York is committed to providing quality education at an affordable price to New Yorkers and students from across the country and around the world. SUNY students represent a global community from every state in the U.S., four U.S. territories, and 160 nations.

ABOUT STONY BROOK UNIVERSITY



Stony Brook University (SBU) is a campus of the SUNY system, located on Long Island, New York. The University campus lies about 60 miles east of Manhattan and 60 miles west of Montauk Point. SBU was established in 1957 as a college for the preparation of secondary mathematics and science teachers. Since then, SBU has grown tremendously and is now recognized as one of the nation's important centers of learning and scholarship.

SBU has been ranked among the top 100 public national universities by U.S. News & World Report and is included on their list of notable programs for undergraduate research and creative projects. SBU is a member of the prestigious Association of American Universities (AAU), the invitation-only organization of the best research universities in North America. There are 68 undergraduate majors and 82 minors and more than 100 master's programs, 40 doctoral programs and 30 graduate certificate programs. Stony Brook is one of 10 universities given a National Science Foundation recognition award for integrating research and education. The internationally recognized research facilities of Brookhaven National Laboratory and Cold Spring Harbor Laboratory are near its campus and are managed by SBU.

PART 2-I – Spring 2023 SBU Academic Calendar

Undergraduate Students

(01/13/2023 *Subject to Change)

Tuition Liability Deadlines

For detailed information on tuition, fees, and/or other financial information, please inquire with the Finance Team.

Date of Drop & Withdrawal	Tuition % Incurred	Tuition % Refunded	Last Day of Tuition % applies
On or Before 03/05/23	0%	100%	*Sunday, 03/05/23
03/06/23 – 03/12/23	30%	70%	Sunday, 03/12/23
03/13/23 – 03/19/23	50%	50%	Sunday, 03/19/23
03/20/23 – 03/26/23	70%	30%	Sunday, 03/26/23
On or after 03/27/23	100%	0%	

**Last day to drop/withdraw without tuition liability. Offices are closed on weekends. Students may request the term withdrawal by submitting an email to Academic Affairs at academicaffairs@sunykorea.ac.kr. Term Withdrawals are processed based on the date received.*

Registration Deadlines

For detailed information on enrollment processes, withdrawing or taking a leave of absence, [registration definitions](#), and/or forms, undergraduate students may visit their corresponding advising office (A201), or the [Undergraduate Bulletin](#).

Fri, Feb. 17	• Rematriculation: Last day students can re-matriculate (\$50 fee) for the Spring 2023 semesters
Fri, Feb. 24	• Convocation: 11:00 am
Sun, Feb. 26	• Semester Cancellation: Last day students can drop all classes via SOLAR.
Mon, Feb. 27	• Semester Start: First day of classes • Late Registration: \$50 fee if not enrolled in at least one class before semester start.
Wed. Mar. 1	• Independence Movement Day: No classes in session
Mon, Mar. 13 4:00 pm	• Late Registration Ends: Last day to process enrollment changes (adds, swaps, credit changes) via SOLAR. Last day to drop or submit <u>LOA/Term Withdrawal</u> without a "W" (withdraw) recorded on transcript. Graduate Students Petition to the Graduate School to process a drop/withdrawal after this date • Ugrd. Students enrolling in Grad courses: Last day to petition to the Graduate School.
Fri, Apr. 28 4:00 pm	• Section/Credit Change Form: Last day to submit a Section/Credit Change Form. Changes must be processed by 4:00 PM. After this date petition is required and "W" (withdrawal) will be recorded on the transcript • GPNC: Last day students can select Grade/Pass/No Credit (GPNC). Changes must be processed by 4:00 PM. Non-petitionable. • Course Withdrawal: Last day students can process a withdrawal from an individual course(s) via SOLAR. "W" (withdrawal) will be recorded on transcript. Changes must be processed by 4:00 pm • Graduation Application: Last day for Spring and Summer degree candidates to apply for graduation via SOLAR
Fri, May 5	• Children's Day: No classes in session
Mon, Jun. 5	• Correction Day: Classes follow Wednesday's schedule (No Monday classes in session)
Tue, Jun. 6	• Memorial Day: No classes in session
Wed, Jun. 7	• Correction Day: Classes follow Friday's schedule (No Wednesday classes in session) • LOA/Term Withdrawal: Last day to take a leave of absence or withdraw from the University. Students must submit the Semester Withdrawal Form • Classes End: Last day of classes
Thu. Jun. 8	• Reading Day: No classes in session
Fri, Jun. 9 - Thu, Jun. 15	• Finals
Thu, Jun. 15	• Semester End: Official end of term
Fri, Jun. 16	• Commencement: 11:00 am

PART 2-II – Spring 2023 SBU Academic Calendar

Graduate Students

(01/13/2023 *Subject to Change)

Tuition Liability Deadlines

For detailed information on tuition, fees, and/or other financial information, please inquire with the Finance Team.

Date of Drop & Withdrawal	Tuition % Incurred	Tuition % Refunded	Last Day of Tuition % applies
On or Before 03/05/23	0%	100%	*Sunday, 03/05/23
03/06/23 – 03/12/23	30%	70%	Sunday, 03/12/23
03/13/23 – 03/19/23	50%	50%	Sunday, 03/19/23
03/20/23 – 03/26/23	70%	30%	Sunday, 03/26/23
On or after 03/27/23	100%	0%	

*Last day to drop/withdraw without tuition liability. Offices are closed on weekends. Students may request the term withdrawal by submitting an email to Academic Affairs at academicaffairs@sunykorea.ac.kr. Term Withdrawals are processed based on the date received.

Registration Deadlines

For detailed information on enrollment processes, withdrawing or taking a leave of absence, [registration definitions](#), and/or forms, undergraduate students may visit their corresponding advising office (A201), or the [Graduate Bulletin](#).

Fri, Feb. 24	• Convocation: 11:00 am
Sat, Feb. 25	• Semester Start: First day of Saturday classes
Sun, Feb. 26	• Semester Cancellation: Last day students can drop all classes via SOLAR.
Mon, Feb. 27	• Semester Start: First day of Monday classes • Late Registration: \$50 fee if not enrolled in at least one class before semester start.
Wed. Mar. 1	• Independence Movement Day: No classes in session
Mon, Mar. 13 4:00 pm	• Late Registration Ends: Last day to process enrollment changes (adds, swaps, credit changes) via SOLAR. Last day to drop or submit LOA/Term Withdrawal without a "W" (withdraw) recorded on transcript. Graduate Students Petition to the Graduate School to process a drop/withdrawal after this date • Ugrd. Students enrolling in Grad courses: Last day to petition to the Graduate School.
Tue, Mar. 14 – Mon, Mar. 20	• Swaps by Petition Only: Graduate students must petition to the Graduate School.
Wed, Mar. 15	• Incomplete: Last day for incomplete resolution for Fall 2022 and Winter 2023.
Fri, Apr. 21	• Graduation Application: Last day for Spring and Summer degree candidates to apply for graduation via SOLAR
Fri, May 5	• Children's Day: No classes in session
Sat, May 27	• Buddha's Birthday: No classes in session
Mon, Jun. 5	• Correction Day: Classes follow Wednesday's schedule (No Monday classes in session)
Tue, Jun. 6	• Memorial Day: No classes in session
	• Correction Day: Classes follow Friday's schedule (No Wednesday classes in session)
Wed, Jun. 7	• Semester Withdrawal: Last day for graduate students to submit a withdrawal form to the Graduate School. Petition is required after this date. • Classes End: Last day of classes
Thu. Jun. 8	• Reading Day: No classes in session
Fri, Jun. 9 – Thu, Jun. 15	• Finals
Thu, Jun. 15	• Semester End: Official end of term
Fri, Jun. 16	• Commencement: 11:00 am

Spring 2023 Deadlines for Graduate Students

Date	Spring 2023 Deadlines
Fri, Jan. 27, 2023	Last day for the Graduate School to receive admission materials for Spring 2023 admits.
Fri, March 3, 2023	Last day for the Graduate School to receive Spring Advancement to Candidacy (G5 status) forms from Departments. These forms must be submitted no later than 2 pm on March 4th.
Mon, March 13, 2023	End of Late Registration via SOLAR. Last day to request an underload. No later than 4 pm.
Mon, March 20, 2023	Last day to complete full-time registration OR file a Leave of Absence in order to maintain continuous matriculation. No later than 4 pm.
Fri, April 21, 2023	Last day for Masters and Advanced Graduate Certificate students to apply for graduation via SOLAR. All other students should contact their respective college/school. All applicants to apply by this deadline will appear in commencement publication.
Four weeks before defense	Defense Committee Requests due to the Graduate School from Departments.
Thu, June 15, 2023	Last day for Graduate Students to file theses/dissertations with the Graduate School Office. Note: Extensions to this deadline are not granted.
Thu, June 29, 2023	Last day for Departments to submit completion statements for candidates who have completed all requirements for the degree.
Wed, Nov. 1, 2023	Last day for incomplete resolution for Spring 2023 and Summer 2023.

Undergraduate & Graduate Student Responsibility

Students are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in official publications. This includes, by way of example only, this Academic Calendar, the Undergraduate/Graduate Bulletin, the University Conduct Code, and class schedules.

SUNY Korea Commitment Form

Name: _____

Student ID: _____

Please read the statements below and follow the instructions for submission of your commitment.

POLICES AND REGULATIONS

I. Student Responsibility

- A. Students are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in official publications. This includes, by way of example only, the Undergraduate Bulletin, the University Student Conduct Code, the Student Handbook, and class schedules.
- It is the obligation of each SUNY Korea student to act as an exemplary role model and be demonstrative of good behavior as well as academic excellence. The university reserves the right to suspend or forcefully expel a student deemed in violation of these expectations. Students are expected to avoid any disruptive, threatening, or violent behavior both on and off campus. For specific details on what is considered disruptive behavior, please refer to "B. Disruptive, Threatening, or Violent Behavior" below.
 - All students, especially international students, are responsible for covering the costs of medical health insurance while enrolled as a student at SUNY Korea. This obligation **MUST** be fulfilled by students who study abroad at SUNY Korea. Please be aware that the University bears no responsibility for any medical incidents which may occur to students while enrolled at SUNY Korea.
- B. Disruptive, Threatening, or Violent Behavior
- The University does not tolerate any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts any teaching, research, administrative, disciplinary, public service activity, or any other workplace activity held on campus property.
- Disruptive behavior is inappropriate behavior that interferes with the functioning and flow of the workplace. It hinders or prevents faculty and staff members from carrying out their professional responsibilities. If left unaddressed, disruptive behavior typically continues to escalate, resulting in negative consequences for the individual as well as others. Examples include yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.
 - Threatening behavior includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property as well as implicit threats.
 - Violent Behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property), or specific threats to inflict physical harm (e.g., a threat to shoot a named individual).

II. Residential College

- A. Live On-campus Policy
- On-campus residence is required for SUNY Korea undergraduate students who have not completed two academic semesters. Therefore, it is mandatory for these students to follow the SUNY Korea Residential College Live on Campus Requirement and the policy of SUNY Korea.

III. Visit to Stony Brook

- A. Academics
- Students must satisfy the pre-academic requirements at SUNY Korea by the Spring semester preceding their visit to SBU home campus:
 - For detailed pre-academic requirements, please refer to page 19.
 - Students must complete remaining Stony Brook Curriculum (SBC) requirements at SBU. Students must obtain the required minimum passing letter grade in the SBC courses, and meet the appropriate grade requirements in the major.
 - Students must maintain a full-time matriculation status and are not permitted to take a leave of absence while studying at Stony Brook University. Students who are called for military duty while in the United States must contact Academic Affairs & Student Affairs at SUNY Korea immediately and report their status to request for its postponement.
 - According to the agreement made between Stony Brook University and the Ministry of Education in Korea, students from SUNY Korea campus are not allowed to transfer to a different major program offered at Stony Brook.

B. Visiting Year and Duration of Stay

- Students must go to SBU for two semesters during their undergraduate study. The following regulation applies to all students in SUNY Korea.
 - In order to study at SBU, students must pass the ACADEMIC condition prescribed by each department and be advised by the department coordinator. Contact the coordinator or Chair if you have any questions regarding the ACADEMIC condition.
 - Students are not permitted to enroll in courses offered in SUNY Korea during their one year of residency at SBU.
- EXCEPTION: Students with unusual circumstances may petition to postpone their visit to SBU. The petition must be approved by SUNY Korea with consultation of the relevant SBU office (by end of March). When students are out of sequence due to such a delay, the university cannot guarantee the offering of adequate courses for their extra semesters in Korea before their visit to SBU. Students under exception are strongly encouraged to consult with Academic Affairs & Student Affairs.
- Students, after appropriate approval, will receive an I-20 from SBU for the application of the U.S. F-1 visa. The F-1 visa will be valid for one year, without any extension. Thus, students are required to finish the prescribed SBC and major courses within two semesters in the United States without exception. After a year, students are required to return to SUNY Korea to continue their study towards their degree, unless they cannot complete the degree program at SBU within one year.
- If a student does not pass or finish the prescribed SBC courses or required courses in their majors, s/he may/must take courses in the Winter/Summer sessions, or equivalent. If they fail to pass those courses, the university cannot guarantee the offering of adequate courses for their extra semesters, when they return to SUNY Korea.

C. Policy for Transfer Students

- Transfer students shall follow the same policy to visit SBU home campus, effective from Fall 2020.
- Transfer students may petition if there are extraordinary situations. The Dean of Academic Affairs will review the petition. The Dean has the authority to approve/disapprove it.

I, _____, have read the above statements regarding my visit to SBU and I hereby certify my commitment to follow the policies and regulations as a student matriculated in SUNY Korea pursuing my degree from the State University of New York at Stony Brook. With my signature below, I certify that I am fully aware of my responsibility for any penalty or consequences if I fail to abide by the policies and regulations.

Signature: _____

Date: _____

SUNY Korea Commitment Form

Name: _____

Student ID: _____

Please read the statements below and follow the instructions for submission of your commitment.

POLICES AND REGULATIONS

I. Student Responsibility

A. Student Responsibility

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- Disruptive behavior is inappropriate behavior that interferes with the functioning and flow of the workplace. It hinders or prevents faculty and staff members from carrying out their professional responsibilities. If left unaddressed, disruptive behavior typically continues to escalate, resulting in negative consequences for the individual as well as others. Examples include yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.
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II. Residential College

A. Live On-campus Policy

- B. On-campus residence is required for SUNY Korea undergraduate students who have not completed two academic semesters. Therefore, it is mandatory for these students to follow the SUNY Korea Residential College Live on Campus Requirement and the policy of SUNY Korea.

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 - Students are not permitted to enroll in courses offered in SUNY Korea during their one year of residency at SBU.
- EXCEPTION: Students with unusual circumstances may petition to postpone their visit to SBU. The petition must be approved by SUNY Korea with consultation of the relevant SBU office (by end of March). When students are out of sequence due to such a delay, the university cannot guarantee the offering of adequate courses for their extra semesters in Korea before their visit to SBU. Students under exception are strongly encouraged to consult with Academic Affairs & Student Affairs.
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D. Policy for Transfer Students

- Transfer students shall follow the same policy to visit SBU home campus, effective from Fall 2020.
- Transfer students may petition if there are extraordinary situations. The Dean of Academic Affairs will review the petition. The Dean has the authority to approve/disapprove it.

I, _____, have read the above statements regarding my visit to SBU and I hereby certify my commitment to follow the policies and regulations as a student matriculated in SUNY Korea pursuing my degree from the State University of New York at Stony Brook. With my signature below, I certify that I am fully aware of my responsibility for any penalty or consequences if I fail to abide by the policies and regulations.

Signature: _____

Date: _____

PART 3 – Academic Information

YOUR RESPONSIBILITIES AS A SUNY KOREA

STUDENT

As a SUNY Korea student, you are responsible for acquainting yourself with the codes and conduct you are required to follow. You may review SUNY Korea policies and expectations online at, <https://www.sunykorea.ac.kr/en/html/sub03/030502.html>

Students are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in official publications. This includes, by way of example only, this Undergraduate Bulletin, the University Student Conduct Code, the Student Handbook, and class schedules.

ACADEMIC INFORMATION

About the Stony Brook Undergraduate Bulletin

The information in this publication, which pertains to the Fall 2022 academic semester, is accurate as of April 2022. Circumstances may require that a given course be withdrawn or that alternate offerings be made. Names of instructors for courses and days and times of class sessions are given in the class schedule, available to students at registration, and on the Web at <http://www.stonybrook.edu/solarsystem>. All applicants are reminded that Stony Brook University is subject to the policies promulgated by the Board of Trustees of the State University of New York. Fees and charges are set forth in accordance with such policies and may well change in response to alterations in policy or actions of the legislature during the period covered by this publication.

The official Undergraduate Bulletin is published online and is updated and archived at the beginning of the registration cycle associated with each fall semester. Typically, the fall edition is published in March and the spring edition is published in October. The March edition of the online bulletin shall encompass academic activities related to Summer Session and Fall semester enrollment. The October edition of the online bulletin shall encompass academic activities related to Winter Session and Spring Semester enrollment. See also, policies on leave of absence and when majors change.

Any information in a printed copy of the Undergraduate Bulletin may be superseded by the appropriate online version. Deadlines to propose changes to the Bulletin are set according to the publication dates. In the event that a conflict exists between information in the online Bulletin and other university sources (e.g., other university websites), the information in the online Bulletin supersedes the information from other sources for courses and academic policies.

The University reserves the right to amend the Undergraduate Bulletin at any time and without notice to reflect modifications in policy, law, or regulations. Potential alterations might include, by way of example only, degree requirements, course offerings, fees, and calendar listings.

Federal and State regulations as well as external accreditation regulations supersede information in the Bulletin.

ACADEMIC ADVISING

Academic Advising at SUNY Korea

The Undergraduate College Advisor-Student Relationship

Undergraduate College Advisors are available to assist you in making good decisions about a wide range of topics relevant to your academic and personal success such as answering questions about academic policies and the appropriateness of general education courses. Advisors also offer tips and strategies for success and guidance for adjusting to college life. The relationship you build with your Undergraduate College Advisor is important and reciprocal in nature. Both you and your advisor have certain responsibilities that must be fulfilled.

If you have any inquiries regarding academic matters, please contact your academic advisor.

Academic Advising Hours and Office Location (Online):

- **Office Hours:**
Tuesday, Wednesday, and Thursday 14:00 – 17:00
- **Academic Advising Office:**
 - **Applied Mathematics & Statistics:**
Academic Bldg. B519
 - **Business Management:** Academic Bldg. B519
 - **Computer Science:** Academic Bldg. B419-2
 - **Electrical and Computer Engineering:**
Academic Bldg. B619
 - **Mechanical Engineering:** Academic Bldg. B619
 - **Technology & Society:** Academic Bldg. A309

Academic Advisors' Contact:

- **Applied Mathematics & Statistics:** Youn Ju Baek
[032] 626-1353, younju.baek@sunykorea.ac.kr
- **Business Management:** Heejae Heo
[032] 626-1357, heejae.heo@sunykorea.ac.kr
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[032] 626-1801, hyunsong.lee@sunykorea.ac.kr
- **Technology & Society:** Soyeong Kwon
[032] 626-1355, soyeong.kwon@sunykorea.ac.kr

POLICIES AND PROCEDURES

Please visit the webpage for the most up-to-date policies and procedures.

*Note that not all policies and procedures are listed in this handbook. For more information, please visit SUNY Korea website: <http://www.sunykorea.ac.kr/page/policiesregulations>.

SBU Visit

The student is required to satisfy all requirements by the Spring semester preceding their visit to the Stony Brook main campus. Please see below for detailed requirements.

I. Requirements for Students Visiting Stony Brook

A. Applied Mathematics and Statistics

- (1) Cum. GPA 2.0 or above
- (2) C or higher in WRT 101, AMS 261, AMS 301, AMS 310 at SUNY Korea
- (3) Sophomore or Junior or Senior year

B. Business Management

- (1) Cum. GPA 2.0 or above
- (2) C or higher in WRT 102, ECO 108, ACC 210, BUS 215, BUS 220, BUS 330, BUS 346, BUS 348 at SUNY Korea
- (3) Sophomore or Junior or Senior year

C. Computer Science

1. For those matriculated in Fall 2021 and beyond:

- (1) Cum. GPA 2.0 or above
- (2) Should attend SBU the Fall immediately after passing the following courses with a grade of C or higher at SUNY Korea: WRT101, CSE114, CSE214, CSE215 [Students who have successfully completed courses beyond CSE 214/215 at SUNY Korea must work with their SUNY Korea Faculty Advisor and SBU Undergraduate Program Coordinator when enrolling in courses at SBU.]
- (3) While at SBU, students are required to complete four of the following courses: CSE 216, CSE 220, CSE303, CSE310, CSE 316, CSE320, and CSE373

2. For those matriculated before Fall 2021:

- (1) Cum. GPA 2.0 or above
- (2) C or higher in WRT 101, CSE 114, CSE 214, CSE 215 at SUNY Korea
- (3) Sophomore or Junior or Senior year

D. Electrical and Computer Engineering

1. For those entered as First year Freshmen

- (1) Cum. GPA 2.0 or above
- (2) C or higher in WRT 102, PHY 131, PHY 132, AMS 151, AMS 161, AMS 361 at SUNY Korea
- (3) Must complete following courses at SUNY Korea before visiting SBU: ESE 271, ESE 272, ESE 273, ESE 280, ESE 305, ESE 306
- (4) While at SBU, students must complete 2 Specialization courses, ESE 300, ESE 301, ESE 319, ESE 323, ESE 324, ESE 331
- (5) Junior year (U3)

2. For those entered as Transfer student

- (1) Need to fulfill items (1)-(3) above before visiting SBU home campus regardless the academic standing (U3 or above)

E. Mechanical Engineering

- (1) Cum. GPA 2.0 or above
- (2) C or higher in WRT 101, PHY 131/133, AMS 151 and D or higher in PHY 132/134, AMS 161 at SUNY Korea
- (3) Sophomore year

F. Technology and Society

- (2) Cum. GPA 2.0 or above
- (3) C or higher in WRT 101 at SUNY Korea
- (4) Sophomore or Junior or Senior year

II. Students must register for at least 12 credits to maintain full-time status.

SUNY Korea Attendance Policy

- (1) All SUNY Korea students are required to attend every class.
- (2) Unexcused absences will seriously affect a student's final grade in the course.
 - i) If a student has 20% of absences as unexcused, the student's final course grade will be an 'F'.
 - ii) If the class is a 150-minute class, and is held once a week, the 4th unexcused absence of a student will lead to an F grade of the course.
 - iii) If the class is a 75-minute class, and is held twice a week, the 7th unexcused absence of a student will lead to an F grade of the course.
 - iv) If the class is a 50-minute class, and is held three times a week, the 10th unexcused absence of a student will lead to an F grade of the course.
- (3) In the Intensive English Center (IEC), if a student reaches 40 hours of absences during a session, the student will be dismissed from that session. Dismissal means that the student cannot attend any further classes for the remainder of the session.
- (4) Students should report the reason of absence to the instructor in advance, or immediately after the absence.
- (5) For an excused absence, the student must provide documentation of the reason for the absence to the instructor.
- (6) The instructor of the course reserves the right to excuse absences.
- (7) The course instructor may excuse the absence if the submitted documentation fulfills the conditions below.
 - i) Extreme emergencies (e.g. death in the family)

- ii) Severe medical reasons with doctor's note (Not a slight illness)
 - iii) Very important events (e.g. national conference, official school event)
- [8] At the end of the semester, the course instructor should submit a copy of the attendance sheet to the Academic Affairs Office.

Policy on Online Courses for SUNY Korea Students

Preamble

The Korean Ministry of Education encourages SUNY Korea to offer traditional face-to-face courses and discourages the offering of excessive online courses. As a result, the SUNY Korea Academic Affairs manages the offering of online courses to meet this mandate. Online courses are divided into the following categories.

- **Category I** — These are the online courses which are organized and offered by SUNY Korea, such as BIO 201. Students can register and take these courses as part of their regular course load at SUNY Korea, and do not pay additional tuition if they are already full-time students.
- **Category II** — All other online courses which are not offered by SUNY Korea are considered additional courses outside of the regular SUNY Korea offering. Students who wish to enroll in such courses must submit a petition, and if approved, are responsible for the relevant tuition and expenses.

Policy and Petition for Approval

- [1] Category I online courses offered by SUNY Korea can be taken without limitations in terms of the amount of credits from online courses that can be applied toward the degree.
- [2] Category II online courses not offered by SUNY Korea cannot be taken without limitations in terms of the amount of credits that can be applied toward the degree. Such classes must not exceed a total of nine (9) credits for the entire degree program, and should they surpass that amount, will not be recognized as credentials for the degree, unless a petition was approved prior to taking such courses.
- [3] SUNY Korea students must receive the approval of the Dean of Academic & Student Affairs at SUNY Korea before taking any online course in Category II, regardless of where such online courses are offered (e.g., at SBU or at other institutions with English instruction). Students who take online courses must petition for approval (use the Google form for petition). When students submit their petitions, they must report a list, with credit hours, of all online courses they have taken. Petition, when the cumulative online credits exceed nine, typically will not be approved unless students cannot graduate without taking such online courses or are in an emergent situation related to their progress to degrees.

- [4] Petition to the Dean of Academic & Student Affairs at SUNY Korea with approval is also required when students take online courses with an overload.
 - a. Overload is defined as taking more than 19 credits in a regular semester, or more than 9 credits in summer or 4 credits in winter sessions. Please see SBU's definition at: http://sb.cc.stonybrook.edu/bulletin/current/policiesandregulations/records_registration/course_load_withdrawal.php.

Using the Academic Calendar

Every semester, the SUNY Korea Registrar produces an Academic Calendar for the current term. This calendar contains many important dates and deadlines, such as the last day to add or drop a course and dates that classes are not in session. It is vital that you keep a copy of the calendar on hand to ensure that you never miss an important deadline.

The Academic Calendar is accessible on SUNY Korea's website. If you have any questions about the calendar, please consult with your Undergraduate College Advisor.

The Add/Drop Period

The add/drop period begins on the first day of classes and ends at the close of business (4PM) on the tenth business day of classes of the fall or spring semester, the fifth business day of classes of six-week summer sessions, or the third business day of classes of three-week winter sessions. Many courses require students to have permission to register after the course has closed or after the start of classes. Permission requirements for individual courses are noted in the online Class Schedule.

Students may drop most courses through the SOLAR System. Some courses require permission to drop; these are noted in the online Class Schedule. In addition, some freshman-level courses in mathematics, chemistry, and physics have an extended add/drop period, usually after students have been notified of the results of the first exam, which allows students to drop to a less advanced level course.

After the end of the add/drop period, students may only add a course following procedures, established by the appropriate faculty Committee on Academic Standing and Appeals (CASA), for petitioning for an exception to the deadline, described in "Petitioning for Exceptions" later in this chapter. Students may drop a course after the end of the add/drop period, but full-time students (those registered for 12 or more credits) must maintain at least 12 registered credits during the fall and spring semesters. A grade of "W" (withdrawal) will be recorded on the transcript when a course is dropped after the end of the add/drop period. Students granted permission to make changes in registration after deadlines stated in the academic calendar will be assessed a petition fee.

Graded/Pass/No Credit Option (G/P/NC)

Within the specific limits noted below, a student may elect to have the final grade in any course recorded on the official academic record as the grade as assigned by the instructor, a P (Pass) or as NC (No Credit) if the reported letter grade is F. Neither P nor NC is calculated into the grade point average (G.P.A.). Students may elect this option through the ninth week of classes. Please check the Academic Calendar for the exact date. It is always wisest to discuss the G/P/NC grading option

with your Undergraduate College Advisor before making your final choice on SOLAR. More information can be found at <http://sb.cc.stonybrook.edu/bulletin/current/>.

Withdrawing from One or More Courses

Dropping a course after the end of the Add/Drop period is considered an official “withdrawal” from the course. Like the G/P/NC, this option must be chosen by the end of the 9th week of classes. Again, it is wisest to choose to withdraw from a course only after thoroughly discussing this option with your College Advisor. More information can be found at <http://sb.cc.stonybrook.edu/bulletin/current/>.

Is It Better to G/P/NC a Course or Withdraw from a Course?

Whether it is wiser to select the Graded/Pass/No Credit or Withdrawal option (or neither of the two) is dependent on many factors. The best decision you can make is to meet with your Undergraduate College Advisor prior to choosing either option to talk about which option may be best for you.

Stony Brook Degree Requirements: Academic Graduation Requirements

The Stony Brook Curriculum (SBC)

Stony Brook University, like many American universities, has a liberal arts curriculum. This means that you need to take a few courses as part of your general education requirements that expose you to a wide variety of subjects so that you develop into a well-rounded individual.

While you will specialize by selecting one or more major areas of study and perhaps also a minor, the goal of your Stony Brook education is for you to have a broad range of skills and experiences that will prepare you for whatever career or life path you choose to pursue.

We want you to be a leader in that field. At Stony Brook, we recognize that the best scientists are inspired by art and literature, and the best artists and business-people are informed by trends in science and technology.

The Stony Brook Curriculum is our version of general education. Over the course of your four years as a Stony Brook student no matter what you major in, you will need to fulfill a series of objectives that will help you develop the broad range of skills and experiences you need to be a successful individual. The come in 4 key categories: “Demonstrate Versatility”, “Explore Interconnectedness,” “Pursue Deeper Understanding,” and “Prepare for Life-Long Learning”. More information can be found at <http://sb.cc.stonybrook.edu/bulletin/current/>.

Upper-Division Credits

All undergraduate students at Stony Brook must earn at least 39 credits in upper-division courses (numbered 300 and higher) to graduate. Courses taken for a major, minor, or to fulfill an SBC objective can also apply toward the upper-division requirement. Some upper-division credits may be earned through courses transferred from other colleges based upon individual evaluation by Academic and Transfer Advising Services.

Grade Point Average

You must earn a minimum cumulative grade point average (GPA) of 2.00 (“C” average) in your academic coursework at Stony Brook to be awarded a bachelor’s degree. Grades from transfer coursework taken at other colleges are not included in computing the Stony Brook GPA.

Major

Major requirements are detailed in the Approved Majors, Minors, and Programs section of the Undergraduate Bulletin. Most major courses must be taken for a letter grade, and often require a grade of C or higher. You must officially declare a major upon completing 45 credits toward your Stony Brook degree. If you decide on a major during your freshman year, your Undergraduate College Advisor can help you with the declaration process and will refer you when necessary to the appropriate advising office and/or academic department (completion of a minor is optional for most programs).

Course Retake Policy

Definitions:

Repeat: to take a course again that IS marked as “may be repeated.” Examples include topics courses, teaching seminars or internships.

Retake: to take a course again that is NOT marked as “may be repeated.”

Repeatable Courses

1. Certain courses note in their descriptions that they “may be repeated once” or “may be repeated as the topic changes.” Students may repeat such courses within those restrictions and receive credit each time.
2. Each grade for such repeated courses is computed in the student’s grade point average; a repeat grade does not replace the original grade.
3. Only courses stating in the description that they may be repeated may be taken more than once for credit.
4. If a student has scored a grade on a test or examination that awards equivalency for a specific Stony Brook course, the Stony Brook course may not be taken without permission as the university repeat rules apply. Students may not receive credit for an exam or test that awards a course equivalency in addition to receiving credit for the Stony Brook course.

Retaking Courses

1. First time takers of courses have priority in registration. Students who wish to retake a course (second attempt) may begin retake registration on or about August 15 for fall classes and on or about January 15 for spring classes, pending an open seat. The second attempts for winter and summer classes are permitted during the open enrollment date noted on the Registrar’s Office academic calendar.
2. Seats in high demand fall and spring classes, noted as High Demand/Controlled Access (HD/CA) courses, are reserved for first time takers and new students

through the end of the orientation registration period. Therefore, there is no guarantee of a seat in the case of a second or more attempts. Students who wish to retake HD/CA courses should consider doing so in the summer and winter sessions, if possible.

HD/CA courses:

- AMS 102, AMS 110, AMS 151, AMS 161, AMS 310
- ANP 300
- BIO 201, BIO 202, BIO 203, BIO 204, BIO 205, BIO 207, BIO 315, BIO 358
- CHE 129/CHE 131, CHE 132, CHE 133, CHE 152, CHE 321, CHE 322, CHE 331, CHE 332, CHE 326
- CSE 114
- ECO 108, ECO 303, ECO 305, ECO 320
- MAP 103
- MAT 122, MAT 123, MAT 125/MAT 131/MAT 141/AMS 151, MAT 126, MAT 127, MAT 132/MAT 142
- PHY 121/PHY 131, PHY 122/PHY 132, PHY 125, PHY 126, PHY 127, PHY 133, PHY 134
- POL 201
- PSY 201, PSY 310
- SOC 202

3. Students are considered to have taken a course if they remain in the course past the add/drop deadline, regardless of the grade received in the course (note that a grade of 'W' does count as a grade; http://sb.cc.stonybrook.edu/bulletin/current/policies/andregulations/records_registration/gradingsystem.php).
4. Credits for retaken courses will count once toward cumulative credits, but will count each time toward semester load. Each grade received in the course will be averaged into the cumulative grade point average. A retake grade does not replace the original grade.
5. Students who retake a course may not exercise the G/P/NC option for that course.
6. Students who wish to take a course more than twice must submit a petition to the appropriate committee on academic standing and appeals. In support of this petition form, students must include written approval from the undergraduate program director of the department offering the course.
7. Academic departments and general academic advising units may deny or deregister a student's second or more attempt of a class(es) under certain circumstances, including:
 - a. Not making sufficient major entry and/or major progress.
 - b. Earning below a 2.0 cumulative GPA.
 - c. Retaking two or more courses in the same semester.
 - d. Retaking a course after earning a C or better on the first attempt.
8. Students seeking to take courses at other institutions should review course equivalencies at www.stonybrook.edu/transfer. If a course is not

already included on this list, students should seek pre-approval from the relevant department at Stony Brook and file a Transfer Course Evaluation Form with Academic and Transfer Advising Services.

Mutually Exclusive Courses

Mutually exclusive courses are courses whose content is so similar that students who have taken one will be repeating the material if they take the other. Such courses are identified in their Undergraduate Bulletin descriptions with the notation "not for credit in addition to ABC ###." Students risk losing both credits and grade in the second of two courses that are designated mutually exclusive.

Cross-listed Courses

Cross-listed courses are courses offered under the auspices of two or more departments and are identified by the notation "This course is offered as both ABC ### and XYZ ###" in the Undergraduate Bulletin and the course catalog in the SOLAR System, and by the notation "Cross-listed with ABC ###" in the Class Schedule. Cross-listed courses may also be indicated with a slash, such as AFH/PHI 379 or HIS 334/WST 336. The title, course description, prerequisite(s), and credit hours for cross-listed courses are identical. A cross-listed course is taught by the same instructor and meets in the same location and at the same time as the course with which it is cross-listed. Students may register under either designator but may not repeat the course by enrolling a second time under the other designator.

Co-scheduled Courses

Co-scheduled courses are upper-division undergraduate courses that are taught at the same time and in the same location as graduate courses. The undergraduate and graduate versions of the course must have separate requirements as described in the syllabi for the courses and separate grading policies for undergraduate and graduate students.

PLANNING YOUR NEXT SEMESTER SCHEDULE

As you approach the end of your first semester at SUNY Korea, you are probably beginning to recognize how the experiences you have had, both inside and outside the classroom, are helping you to define your interests, abilities and goals. A semester schedule that reflects your academic goals and strengths can lay the groundwork for a successful semester. Before you even begin to choose your next semester classes, it is important that you take an honest look at the experiences you have had during the first semester. As a starting point, ask yourself the following questions:

- What are your favorite classes this semester? What is your least favorite class? Why?
- Did you do as well academically as you had hoped?
- Think about some of the challenges you faced this semester. How can you continue to prepare well for next semester?
- What did you accomplish this semester that made you the proudest of yourself?
- What else did you learn about yourself this semester? Where did you learn this?

Sometimes students wait until the last minute to register for classes, but as with any process, planning a good schedule takes time and effort. Failure to plan ahead will result in being unprepared when it comes time to register for classes, which means that you will be starting the semester on shaky ground. Academic planning is an ongoing process! You should meet with your College advisor early and often to discuss your academic goals, not only before registration, but also throughout the year. Each semester will bring new challenges and successes. Your College advisor and/or 101 Instructor can help you to understand how all of these experiences can impact your academic plans.

1. How Do I Know What University Requirements Have Been Fulfilled?

Degree Works will show which graduation requirements you have already fulfilled, including number of credits, SBC objectives, Upper-Division credits, and major requirements. It will also display your GPA, your declared major, and other information. It is recommended that you review your DPR in preparation for meeting with an Advisor.

Directions on how to visit Degree Works:

1. Go to Degree Works page through <https://it.stonybrook.edu/services/degree-works>
2. Log in with your NetID.
3. Check the graduation requirements you have fulfilled.

When Can I Register for Classes and How Many Credits Can I Take?

Enrollment Appointment

Your enrollment appointment will be your first opportunity to begin enrolling for classes. Enrollment appointments are a date and time, according to your class status, which is determined based on credits earned prior to your first semester and courses in progress. You do not physically show up for an appointment, rather enrollment is done through the web via the SOLAR System. As long as you have access to a computer and the Internet you can enroll in classes from any location. You can continue registering any time after your appointment, up to the end of the add/drop period (See Academic Calendar for deadline date).

Your enrollment appointment will be posted on your SOLAR. Login to your SOLAR System account, go to the "Enrollment Appointment" link and view your enrollment appointment. Be sure to select the correct term(s) when attempting to view your appointment, registration, academic information, etc.

Credit Load

Full-time matriculated students—that is, those students who seek to earn a degree from the University—normally register for 12 to 19 credit hours per semester. See Note #3.

Continuing students with a cumulative grade point average of 3.00 or higher (with no Incomplete or Q grades) will have their credit limit raised to 23 per the Academic Calendar.

Students with a cumulative grade point average between 2.50 and 2.99 may submit a petition for an overload to the appropriate Committee on Academic Standing and Appeals.

Students with a cumulative grade point average below 2.50 are not eligible to request an overload.

Please note: Students with an incomplete grade, Q grade, or in their first semester at Stony Brook are not eligible to request an academic overload, regardless of GPA.

More information can be found at <http://sb.cc.stonybrook.edu/bulletin/current/>.

1. Do I Have Any AP or College Credit Transferring to Stony Brook?

If you took Advanced Placement (AP) exams or college courses through another university, you must have an official copy of your AP score report or college transcript sent to Stony Brook University for evaluation. Academic and Transfer Advising Services will evaluate all previous work for credit towards the Stony Brook Curriculum and total credit hours. Transfer credit will be entered on your official Stony Brook transcript. Grades received for transferred courses are not shown nor are they included in the calculation of your cumulative grade point average (GPA) at Stony Brook.

Several weeks before the date of your enrollment appointment you should check your Degree Progress Report to make sure that your transfer credit has been posted to your Stony Brook transcript.

2. Do I Have Any Holds on My SOLAR System Account?

As a Stony Brook University student, you are responsible for checking your SOLAR System account on a regular basis. Whenever you see a hold on your account, be sure to read the corresponding information and follow the instructions carefully. Several weeks before the date of your enrollment appointment, you should double-check your SOLAR System account to make sure that you do not have any holds, as certain holds will prevent students from registering. For example, students who have been accepted into the College of Engineering and Applied Sciences may have a CEAS Advising hold placed on their account by their major department. Please note that students with this hold must see their major department before they will be able to register for classes. The contact information for each major department is listed in the Undergraduate Bulletin.

Below is a list of other examples:

- Health forms
- Meningitis forms
- Bursar accounts
- Library fines

How to Register for Classes Using the SOLAR System

When to Register

On your SOLAR System homepage, under Student Records and Registration select Enrollment. You will then select Enrollment Dates. This tells you the first day and time that you will be able to register for your classes from any computer.

Searching for Classes

Under Student Records and Registration, you will select Enrollment.

- Select Class Search.

- Make sure SUNY at Stony Brook is reported for “Institution.”
- For “Term,” click the drop-down list and select the desired term.
- For “Course Career,” use the drop-down menu to select Undergraduate.
- For Campus, select the appropriate campus and then select GO

How to Use the Class Search Page

- To find a specific class, select course subject and number.
- To find classes that fulfill specific SBC objectives, click on “select SBC objectives” and choose the appropriate choice from checklist.
- You may also utilize other options such as Day of the Week or Meeting Time to narrow your search.

Class Search Results

When reviewing the results of a class search, note the following:

- Comp: This column indicates the class type:
- LEC: Lecture—Large class of approximately 100–500 students.
- REC: Recitation—Smaller subset of the lecture, approximately 30–45 students.
- LAB: Laboratory

Many courses at Stony Brook are made up of more than one component. For example, most Chemistry courses have a large group lecture meeting several times a week as well as a small group recitation meeting once a week. Students must attend both lectures and recitations to comply with the requirements of the course.

- Please click on the section to see the location of that specific course.
- When you search for a class that has a lecture and recitation or a lecture and a lab (see above), the information will be displayed during the process of actually enrolling in a course. When you choose a recitation, it will automatically register you in the corresponding lecture.

Adding Classes

You must officially register for each course you wish to take through the SOLAR System.

- Under Student Records and Registration select Enrollment.
- Select Enrollment: Add Classes.
- In the “Class Nbr” field, type the desired class number for each class you wish to take, or search for classes using the search icon. If you wish to add more classes than the screen permits, click Add Another Class.
- Click Submit. If you encounter errors, click the Errors Found link for details.

Please note that it is **your responsibility** to ensure that your schedule is accurate. Anytime you attempt to add classes or make any type of schedule change, always verify that the

change has been successfully processed by printing out a hard copy of your schedule.

Automatic Waitlists

You will need to click on the check box that says “Wait list if class is full” under Class Preferences before submitting your transaction.

If a spot opens up for which you are eligible, a message verifying that you have been enrolled will be posted to your Messages account on the SOLAR System. If you no longer want to be on the waitlist, you must drop yourself from the waitlist just as you would drop a class.

Registering for Courses that Require Permission

Permission is required if the course is restricted to certain students or if the instructor/department is keeping a manual waitlist. You should contact the department to receive permission to register. Once permission is granted, you’ll receive notification via a SOLAR message that you can register for the course. Permissions have an expiration date (this will be noted in the message) so be sure to register before the permission expires.

Reserves

Some courses have the remark: “Some seats reserved for . . .,” noted in the Class Details view. Departments may reserve seats in courses for students in their majors or for seniors, among others. When you search for a course in the SOLAR System, although it may appear open, you may not be able to register because the only remaining open seats are reserved for other students.

Enforcement of Prerequisites

Policies on prerequisites differ by department; in some cases, you will not be permitted to register unless you have satisfied the prerequisite (the SOLAR System will check to ensure completion of the prerequisite). If you believe you have satisfied the prerequisite by a transferred course, you may have to provide proof of this to the department before you’ll be permitted to register.

Instructors have the option to deregister you if you do not have the proper prerequisites. If you want to take a course but have not completed the prerequisites, you should speak to the department offering the course.

ACADEMIC SUCCESS

It is never too early or late to develop the skills needed for Academic Success. In your experience at SUNY Korea, you may find the skills you developed in high school may or may not work. Some of you may have excelled in high school with little or no effort, while many of you may have put in hours of studying just to achieve B’s & C’s. No matter what your experience was in high school, all of you will be challenged when it comes to goal setting, study skills, note taking, and most importantly, time management.

Goal Setting

Why did you come to SUNY Korea? Millions of students go to college every year and their reasons for going are as diverse as their backgrounds. It is important for you to think about why you

came to college and start to set goals. By setting goals, you are programming yourself for success.

What are your own goals for your academic and personal life? Utilize your Teacher's Assistant (TA), other chapters in this book, or your peers to make sure you are including important aspects of college student life when answering these questions. Take some time to write out your goals and put them in a place where you will see them on a daily basis.

- What are your **academic** goals that you would like to meet by the **end of this week**?
- What are your **personal** goals that you would like to meet by the **end of this week**?
- What are your **academic** goals that you would like to meet by the **end of this semester**?
- What are your **personal** goals that you would like to meet by the **end of this semester**?
- What do you want your **GPA** to be by the **end of this year**?

Read your Course Syllabus

Your syllabus provides you with a lot of important information that you will need to know for your course. You should read each of them over very carefully, so you'll know exactly what to expect for the semester. Here are some important things to look for:

1. Your professor's information and how they prefer to be contacted if you have a question.
2. The expectations the professor has for the class. For example, some professors do not want students to bring laptops to class to take notes, some have strict policies regarding cell phones and MP3 players, and some have rules about eating in class. It is important to read these over carefully.
3. Days that the class will be meeting in a different location, so you do not end up being late those days by going to the wrong place.
4. The dates of exams and due dates for homework assignments. Many college professors do not remind you that tests and/or assignments are coming up since they expect you to be reading the syllabus.
5. Grading policies such as how much each test/quiz/assignment/project is worth, so you'll know exactly where to focus your attention. Additionally, look to see if there are any extra credit opportunities, what the policy is for attendance and class participation, if the lowest test grade is dropped, and what the penalties are for turning in assignments late.

Note-Taking

Note-taking skills are critical to being successful at SUNY Korea. Since the majority of your first-year classes will be lectures taking place in large lecture halls, good note-taking skills can be the difference between failing and passing a course. You will need to be prepared, ready to listen, aware of what methods work for you, and willing to review all of your notes to not only survive college, but to do well. Keep in mind

that you may need to try a variety of methods before finding out what works best for you.

Be Prepared

- Use a binder instead of spiral notebook.
- Try to have one binder per class.
- Bring multi-color pencils and highlighters to class.
- Read the assigned material before class.
- Start each lecture on a new page (always date and note topic). Leave blank spaces for notes recorded later.

Ready to Listen

- Have a clear mind.
- Eat before class.
- Get enough sleep.
- Pay attention (this may take some conscious effort). Sit as close to the instructor as possible.
- Put all distractions away (iPods, cell phones, etc.).
- Listen for details, facts, explanations, and definitions (these are usually test answers).

Use a Variety of Methods

- Use a highlighter.
- Using a laptop may allow you to type fast and not worry about deciphering later. Use shorthand or abbreviation.
- Draw diagrams or pictures that help you understand.

Use Abbreviations

Abbreviations can assist you in taking notes faster so that you can jot down more information during class lectures. Some examples are below. You may know several more, or you may even create your own!

- w/o = without
- b/c = because
- e.g. = example
- esp. = especially
- w/ = with
- vs. = versus
- etc. = etcetera
- ch = chapter

Review and Edit Notes

- Review your notes sooner rather than later (the longer you wait, the more you will forget).
- Fill in your shorthand or abbreviations.
- Circle or highlight things you don't understand so that you can clarify with your professor or classmates.
- Rewriting your notes may help you memorize them.

To improve your note-taking, reflect on the following questions and talk about your answers to your 101 instructor, T.A., advisor, or a student who has taken the same class.

- How do I take notes currently?
- Does how I take notes differ depending on what class I'm in? If so, how?
- What are some ways I have seen students take notes differently?
- How can I improve my note-taking to make it more effective for me?

Study Skills

Studying is very important in college. Your study hours may vary, but it is best to set a schedule. Once you set your class schedule, look for gaps throughout your day. It is during these gaps that you should avoid going back to your room to watch TV, hang out with friends, or take a nap. Instead, head to your favorite study spot. This will allow you more social time after your classes are finished for the day. In college, the amount of time you study usually directly correlates with what your grades become. Here are a few more differences when it comes to studying in college instead of high school.

STUDYING IN HIGH SCHOOL	STUDYING IN COLLEGE
You may study outside of class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.	You need to study at least 2 to 3 hours outside of class for each hour in class.
You often need to read or hear presentations only once to learn what you need to know.	You need to review class notes and test material regularly.
You are expected to read short assignments that are then discussed, and often re-taught, in class.	You are assigned substantial amounts of reading and writing which may not be directly addressed in class.
Guiding principle: You will usually be told in class what you needed to learn from assigned readings.	Guiding principle: It's up to you to read and understand the assigned material, as lectures and assignments proceed from the assumption that you've already done so.

Here Are Some Great Study Tips for SUNY Korea Classes:

When to Study:

- Plan 2–3 hours of study time for every hour you spend in class.
- Study your most challenging or least favorite subjects first.
- Avoid scheduling marathon study sessions (cramming is not effective). Be aware of your best time of day to focus.
- Be productive during time gaps between classes.

Handling the Rest of the World:

- Pay attention to your studies.
- Come to an agreement with roommates about times for visitors, times you'd prefer to study without distractions, times you'd like to sleep without disruption, etc.
- Avoid noise distractions.
- Notice how others misuse their time and don't make the same mistakes.

Where to Study:

- Decide on a regular study area where you can be productive.
- Don't get too comfortable (it is NOT effective to study in your room)! Use designated study spots or lounges on campus.
- Avoid sitting in front of a computer (Facebook can be too tempting).

Know Your Resources:

- Your peers, fellow students
- Your professor, instructor and/or TA
- Your College Advisor
- Residence Hall Director/Resident Advisor—they can help you find quiet places in the building to study or help to control noise on your floor if it's too loud to concentrate.

Building a Relationship with Professors and Instructors

Students usually talk to their professors when they have questions or need assistance with an assignment. Although talking to your college professors can sometimes be intimidating, it is important to remember that they are here to contribute to your college education. In order to learn as much as you can, you need to ask questions when you do not understand something. Additionally, it is beneficial to have a positive rapport with your professors/instructors when you need to request academic references.

When interacting with your professor, keep the following things in mind:

1. Sit in the front of the classroom or lecture hall. In addition to enhancing your learning by being more attentive, this will enable you to ask questions more easily in class. By being more engaged in class you will have more to talk about with your professor inside and outside of class.
2. Know a little about your professor. Does he/she have a specific passion for this topic of study, or is this an introductory course that he/she is teaching as a department requirement? Is he/she known for research, teaching, or service to the University community? Much of this information may be found on each department's website.
3. Professors are happy to meet with motivated students and are impressed by students who ask questions and strive to excel in that class. In fact, if you express a strong personal interest in studying this subject, you may even be considered for departmental research opportunities, scholarships, mentoring, and teaching assistant positions.
4. Do not let peers interfere with your personal and academic goals. You may have chosen to sit near friends or in the back of the classroom in high school, but in college it is important to prioritize very carefully. The reality is that many students realize too late how important it can be to have built a rapport with professors.

In the Communication Chapter, specific practices and etiquette rules for communicating with University faculty are addressed. This chapter includes important tips for how to interact in a respectful and appropriate manner in this formal setting.

Time Management

Your first year at college can be an exciting and overwhelming time. During your freshman year at SUNY Korea, you will be juggling classes, sleeping, eating, socializing, and family obligations. Effective time management involves establishing a ROUTINE. You most likely had a weekly and daily routine while in high school. At SUNY Korea you will have to establish your own balanced schedule and routine within the new freedoms of the college environment.

Self-Reflection

Before classes start, you should sit down and evaluate your time management skills from high school. Keep in mind, you no longer have someone (parent, teacher, sibling) looking over your shoulder and reminding you to do your homework and/or study. No one is going to reprimand you if you don't study, attend class, or complete homework assignments. However, this will be reflected in your grades. No one is here to remind you to go to sleep early or get up for class. There will be no one to make sure you eat something before you start your day. All of this is your responsibility. Be aware of your current self-discipline and time management skills; make any changes necessary to maintain your overall wellness and achieve academic success.

Avoid Procrastination and Time Wasters

Students often procrastinate unintentionally due to environmental distractions or time wasters that prevent them from staying on track. Distractions such as Facebook, cell phones, TV, and computer games are some examples of avoidable distractions that tend to lead to procrastination. You can plan time for both studying and socializing, with the priority being your studies.

Kicking the procrastination habit in college may prove to be very difficult due to the many ways in which college differs from high school. Deadlines for research papers might be half of a semester away, assignments might be open-ended and vaguely defined rather than structured and clearly outlined, and the midterms for your courses may all be held within the same week. Essentially, you will be responsible for structuring your own time, and might be juggling multiple commitments, such as a part-time job, sports, or clubs.

Make Time to be Present and Attentive in Class

Students often waste time in class by going on the internet, texting, talking, sleeping, and engaging in other unproductive activities. Because attendance is not always taken, students may be tempted to skip class altogether. These activities are not only disrespectful to the professor or instructor and decrease learning, but they waste money too. For current information regarding the total cost of tuition and fees at SUNY Korea, visit www.sunykorea.ac.kr and have a look at the sample cost of attendance to see how much is per year, credit, course and per class.

Planners Are Helpful – When You Use Them!

Use planners. Make a daily, weekly, and monthly list of every task and refer to these lists every day to keep yourself on track. To help you get started, please fill out the following schedule grid. Don't forget to include time for all classes, club meetings, sports, eating, sleeping, studying, and "just hanging around" time.

Planning Your Week Activity

Step 1 – Go to *Planning Your Week Activity*, which is available at bit.ly/planningactivity_SBU.

Step 2 – Complete the chart by filling in all your weekly commitments and responsibilities.

Step 3- Reflect on these questions based on your completed chart:

- Are there categories for which you can or should allot more or less time? Are there times in your week when you are not doing anything?
- How can you use that time more effectively?
- Are you allowing for 2-3 hours of study time per credit hour?

Step 4- Revise your chart based on the answers to the above questions.

Step 5- Print out your revised schedule and post it where you can easily see it each day.

Test-Taking

If you manage your time well and avoid procrastination, then you should be well-prepared when exam/midterm time approaches. Before this time comes, you should be reviewing your notes regularly, reading the assigned chapters, and asking your professor any questions as they arise. By doing these things, you will be more prepared on exam day. The more prepared you are, the better you will do on the exam. Keep the following things in mind:

Tips for Overcoming Test Anxiety

- Take a deep breath and stretch your arms and fingers.
- Close your eyes for a second and try to think of something positive.
- Try to stay calm and increase your confidence.

Before the Test:

- Be prepared! Make sure to study regularly before an exam. Do not cram right before.
- Find out what kind of test it will be: multiple choice, essay, combination, etc.
- Stay calm, focused, and confident.
- Make sure you are eating healthy and exercising regularly.
- If the professor offers a review session before the test, make sure to attend this. Your studying can be more focused after reviewing specific areas and discussing test questions. You will likely feel more prepared.
- Make sure to get a minimum of 6 hours of sleep. This will help improve brain function.

- Eat well before your exam so you can remain calm and focused during the test.
- Make sure to bring everything you need: glasses, pen or pencil, eraser, etc.
- Read all directions slowly and carefully.
- Skip questions that you are unsure of and go back to them later (NEVER leave a question blank, unless it will affect your grade. It's always better to make an educated guess than to not even try!).
- Answer easier questions first (this will help boost your confidence)!
- Try to stay relaxed. Dress comfortably.

During the Test:

- Skim the test briefly to get an overview.
- Watch the clock and pace yourself. You don't want to rush through it or run out of time.

Class Standing

A student's class standing is based on the number of credits earned before the beginning of each semester, as follows:

U1 Freshman	0-23 credits
U2 Sophomore	24-56 credits
U3 Junior	57-84 credits
U4 Senior	85 credits or more

Academic Standing at SUNY Korea

The University expects students to maintain a minimum cumulative grade point average (GPA) of 2.0 to remain in good academic standing. For purposes of enrollment certification and participation in athletic and other co-curricular activities, students who are registered at Stony Brook and whose academic standing is good, first semester warning, warning, probation, or conditional reinstatement are considered to be in good standing.

Academic standing is reviewed at the end of each fall and spring semester, and includes cumulative fall, winter, spring, and summer coursework taken at Stony Brook. Students placed on an academic standing level other than good will receive communication from the University at the end of each fall and spring semester. Students also receive an academic advising hold on SOLAR and are unable to make schedule changes until they contact an academic advisor.

Only remarks of suspension, conditional reinstatement, and dismissal appear on students' official Stony Brook transcripts.

Students on first semester warning, warning, and probation are limited to 16 credits each fall and spring semester. Students on conditional reinstatement are limited to 15 credits each fall and spring semester.

Good Academic Standing

Students who earn at least a 2.0 cumulative GPA and are not on academic warning are in good academic standing.

First Semester Warning

Students who earn less than a 2.0 cumulative GPA at the end of their first semester are placed on first semester warning. Students on first semester warning who earn less than a 2.0 cumulative GPA in their second semester, but at least a 2.0 second semester GPA will be placed on probation. Students on first semester warning who earn less than a 2.0 cumulative GPA in their second semester AND less than a 2.0 second semester GPA will be placed on suspension.

Warning

Continuing students in good academic standing who earn less than a 2.0 semester GPA for two or more consecutive semesters are placed on warning.

Probation

Students on first semester warning who earn less than a 2.0 cumulative GPA in their second semester, but at least a 2.0 second semester GPA are placed on probation. Students on probation who earn less than a 2.0 cumulative GPA in the following semester will be suspended.

Continuing students in good academic standing who earn less than a 2.0 cumulative GPA are placed on probation.

Suspension

Students on first semester warning who earn less than a 2.0 cumulative GPA in their second semester AND less than a 2.0 second semester GPA are placed on suspension. Students who earn a 1.0-1.99 second semester GPA may petition for immediate reinstatement. Students who earn less than a 1.0 second semester GPA are not eligible to petition for immediate reinstatement. Students on probation who earn less than a 2.0 cumulative GPA are suspended. Students who earn at least a 2.0 semester GPA may petition for immediate reinstatement. Students who earn less than a 2.0 semester GPA are not eligible to petition for immediate reinstatement.

Suspended students are not eligible to enroll in subsequent semesters at Stony Brook until they successfully petition for conditional reinstatement.

Conditional Reinstatement

Students who have been suspended and successfully petition for reinstatement are placed on conditional reinstatement. Reinstated students are required to sign a contract agreeing to conditions for reinstatement, including regular meetings with an academic advisor as well as expectations regarding minimum grade point average and credit completion. Contract details are determined on an individual basis, but most students are required to earn at least a 2.5 semester GPA and 12 credits.

Dismissal

Academic records for students on conditional reinstatement are reviewed at the end of each fall and spring semester. Students who fail to meet the conditions for reinstatement are dismissed from the University.

Grade Point Average and Credits Earned	Academic Standing Notation	Action Recommended or Required
2.0 or higher cumulative GPA and not on warning	Good Academic Standing	None
<i>New students:</i> <2.0 first semester GPA	First Semester Warning	Advising required
<i>Continuing students in good academic standing:</i> <2.0 semester GPA for two or more consecutive semesters	Warning	Advising required
<i>Students on first semester warning:</i> <2.0 cumulative GPA, but \geq 2.0 second semester GPA <i>Continuing students in good academic standing:</i> <2.0 cumulative GPA	Probation	Advising required
<i>Students on first semester warning:</i> <2.0 cumulative GPA, but 1.0-1.99 second semester GPA -> suspended but eligible to petition for immediate reinstatement <2.0 cumulative GPA and <1.0 second semester GPA -> suspended and NOT eligible to petition for immediate reinstatement <i>Students on probation:</i> <2.0 cumulative GPA, but \geq 2.0 semester -> suspended but eligible to petition for immediate reinstatement <2.0 cumulative GPA and <2.0 semester GPA -> suspended and NOT eligible to petition for immediate reinstatement	Suspension	Advising/Petition required
	Conditional Reinstatement	Contract required
Not meeting conditions of conditional reinstatement contract	Dismissal	

Academic Success Checklist

Week	What you should do.	Did it?
1	<ul style="list-style-type: none"> • Check Brightspace before your first class meetings. • Make sure your preferred email address in SOLAR is correct. • Read and print out syllabi, bring to class. • Attend class meetings, ask questions if anything is unclear. • Evaluate your schedule—are you unsure about any classes? • Buy your books. 	
2	<ul style="list-style-type: none"> • Speak to an advisor before you make changes to your schedule. • Stay aware of all important academic dates and deadlines. • Start off on the right foot—stay on top of your readings/assignments 	
3-5	<ul style="list-style-type: none"> • As you get acclimated to your courses, think about your study habits. • If you are struggling, try one of the following options: • Visit your professor, instructor, or TA during office hours. • Go to a tutoring center or the Writing Center 	
6-7	<ul style="list-style-type: none"> • Midterms may be happening now or soon—prepare yourself! • Do you know how you are doing in class? If not, contact your professor. • If you are doing poorly, take action and utilize resources right away. • Take a break; make sure you are taking some downtime for yourself. 	
8-9	<ul style="list-style-type: none"> • Reflect: Which classes are you doing well in and enjoying? Are these your major classes? If you are struggling in your major classes and not enjoying them, think about other options. • As you get your midterm grades, evaluate how well you did. Is your grade what you expected? If not, think about how you could improve for next time— think about modifying your study habits and/or see a tutor. 	
10	<ul style="list-style-type: none"> • Speak with your academic advisor and major advisor in preparation for next semester scheduling. • Begin thinking about which classes you want to take for next semester. 	
11-15	<ul style="list-style-type: none"> • Continue your improved study habits and visits to tutoring departments and/or office hours through the final stretch of the semester. • Register for classes for next semester, visit your advisor again if you need help or have any questions. • Gear up for finals week! 	

ACADEMIC INTEGRITY

It's Everyone's Responsibility

College and High School: There is a Big Difference

You may first notice it during your new student orientation; or during the first week of classes; or after your first big exam: college is completely different from high school. Not only are the social and co-curricular opportunities different, but academics at the college level are more comprehensive than those in high school.

Classes in college are often larger, longer, and meet only certain days of the week. It is necessary for you to stay on top of the reading and assignments for each class. Much of the material covered in your classes may not come from the required reading, but from the professional expertise and research interests of your professors. For this reason, it is important to attend every class meeting for all of your classes.

At the University, it is your responsibility to contact professors if you miss a class session or an assignment, if you are struggling with the material, or if you want to discuss a grade. Papers and projects are assigned well in advance of the due date. It is each student's obligation to be responsible for remembering when the work is due and to address any questions before handing it in. You are encouraged to meet with

your professors not only for these reasons, but also when you are doing well in your classes. Professors can offer valuable information and guidance outside the classroom.

The level of learning required in college is also very different. In high school, you may have been primarily tested on facts and details covered in class and the textbooks. Many high school students rely on studying techniques that center on memorization without a deeper understanding of the material. In college, you will be challenged to step beyond this superficial level of learning and begin to think analytically. Critical thinking is an important part of the college learning experience. You should be prepared to discuss your ideas and respond to topics covered in class. Active participation is expected in some classes and can be a factor in grading.

As you can see from the examples above, the main distinction between the high school and college experience is that you are held more directly responsible for your progress. While this may seem like a lot of work for you to do on your own, do not mistake this for a lack of interest or concern on the part of your professors and the University staff. You do have the right to a quality education and the faculty and staff are here to help ensure that you receive it. In many ways, your college experience will be what you make of it, and there are plenty of resources available at SUNY Korea to ensure success; you just need to take the initiative.

Academic Integrity

Now that we have established the responsibility you have for your own education, let us look at an important value at the foundation of a college education: academic integrity.

The concept of academic integrity implies that everyone adheres to a strict moral code regarding academic life on campus. This requires that you pursue your academic goals in an honest way that does not put you at an unfair advantage over your fellow students. You are expected to uphold the University's rules on academic integrity in everything you do: in every paper you write, every assignment you submit, and in every test that you take.

Sometimes students find themselves in situations in which they are tempted to disobey this code. They may have waited until the last minute to do a project, did not study for a test, forgot to do an assignment, or may just feel lazy. Please remember that none of these situations are an excuse to violate the code of academic integrity. You are ultimately the person held responsible for how you manage your academic life.

Of course, there are times when even students with good intentions try to bend academic integrity rules to work in their favor. This is a mistake that can end up costing much more than the student had bargained for.

For more information on SUNY Korea's Academic Judiciary policy statement, as well as resources that can assist you in detecting and preventing academic dishonesty, please visit the SUNY Korea or SBU official website.

Academic Dishonesty: It's More Than Just Plagiarism

One way that you can be sure to uphold and protect the code of academic integrity is by having a clear understanding of what constitutes academic dishonesty. Up until now, you probably always associated plagiarism with academic dishonesty. Plagiarism is one form of academic dishonesty and constitutes the majority of the academic dishonesty cases brought to the University's attention. However, the scope of academic dishonesty is much broader and includes many areas. Below, you will find an outline of the various categories of academic dishonesty. Categories have been defined for you and examples given. Please note that although there are many examples given, this list is not inclusive of every possible form of dishonesty. It should give you a greater understanding, however, of Stony Brook's policy on academic dishonesty. Most importantly, remember that ignorance is not an excuse when it comes to academic dishonesty. It is your responsibility to know the policies regarding this important topic. Please familiarize yourself with them by visiting stonybrook.edu and clicking on "Policies and Procedures."

Cheating – Intentionally using or attempting to use unauthorized assistance, materials, information, or study aids in any academic exercise. Examples include:

- Using unauthorized notes, study aids, or information on an examination.
- Altering a graded work after it has been returned—then submitting the work for re-grading.
- Allowing another person to do one's work and submitting that work under one's own name.

- Submitting identical or similar papers for credit in more than one course without prior permission from the instructors.
- Copying answers from someone else.
- Having someone else take an exam for you or asking him or her for answers to a test.
- Stealing or having in one's possession without permission, any tests, notes, materials or property belonging to or generating from faculty, staff or students.
- Having another person do a lab assignment for you.
- Having loose papers on or around your desk area that can be mistaken for cheat sheets.
- Switching exams placed on desks by professor.

Electronic devices must be turned completely off during an exam. Even if a student does not answer a ringing tone, they are still violating University Policy.

Plagiarism – Intentionally or knowingly representing the words or ideas of another as your own in any academic exercise. Examples include:

- Submitting material that in part or whole is not entirely your own work without attributing those same portions to their correct source.
- Copying from any source without quotation marks and the appropriate documentation.
- Copying from any source, altering a word here or there to avoid exact quotation.
- Re-wording an idea found in a source, but then omitting the documentation.
- Having someone else write the paper for you.
- Copying a paper, or portion of a paper, that someone else has written.
- Cloning someone else's idea(s) without attribution.
- Submitting the wrong paper by accident.

Fabrication – Intentional and unauthorized falsification or invention of any information or citation in any academic exercise. Examples include:

- Presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
- Citing nonexistent or irrelevant articles.
- Providing false information in connection with any inquiry regarding academic integrity.
- Fudging data to be in accord with what you think the results should be.

Facilitating Academic Dishonesty – Intentionally or knowingly helping or attempting to help another person(s) commit an act of academic dishonesty. Examples include:

- Working together with others on a take-home exam.
- Providing false information in connection with any inquiry regarding academic integrity.
- Taking a test for another person.
- Doing an assignment for another student.
- Willfully offering to a student, answers or information related to tests and examinations.
- Falsifying attendance records for someone not actually in the class.

Obtaining an Unfair Advantage – Attempting to gain unauthorized advantage over fellow students in any academic exercise. Examples include:

- Gaining or providing unauthorized access to examination materials
- Interfering with another student's efforts in any academic exercise.
- Lying about the need for an extension for an exam or paper.
- Continuing to write even when time is up during an exam.
- Stealing, destroying, defacing, or keeping library materials for your own use or with the purpose of depriving others of their use.

Falsification of Records and Official Documents – Misrepresenting, falsifying, or tampering with or attempting to tamper with any portion of an academic transcript, record, etc., for yourself or for another. This is possible grounds for expulsion even if this is your first offense. Examples include:

- Tampering with computer records.
- Forging a faculty/staff signature on any University document.

Unauthorized Access – Unauthorized access to computerized academic or administrative records or systems. Examples include:

- Viewing/altering computer records; modifying computers.
- Modifying computer programs or systems.
- Releasing or dispensing information gained via unauthorized access.
- Interfering with the use/availability of computer systems or information.

Electronic Devices – All cell phones, calculators or any kind of electronic devices should be turned completely off during an exam and put in a closed purse or backpack.

For more information about academic dishonesty, consult the Undergraduate Bulletin (stonybrook.edu/bulletin) or contact SUNY Korea Academic Affairs (Academic Building A 201).

How You Can Protect Yourself

There are many steps you can take to protect yourself from being accused of academic dishonesty. Some of them seem obvious, but many of them are things students do not often consider. Take a look at the list below and become familiar with these suggestions.

- Prepare thoroughly for your exams, assignments and projects. This usually requires that you do much of the work ahead of time and avoid doing work at the last minute.
- Check the syllabus of each of your courses for a section that explains academic dishonesty. There may be requirements specific to each course.
- While group collaboration is encouraged or suggested, when it comes time to submitting the work, your written assignment must be your ideas in your own words, separate from the groups'.

- Make sure to keep your old exams, papers, homework, etc. in a safe place where friends/roommates cannot gain access to them. Also, make sure any assignments that you keep on your computer are in a password-protected folder so that people who have access to your computer are unable to see these files.
- Some classes may require a paper that is very similar to one you previously completed, either for another class in college or in high school. Before submitting the same paper, make sure to check with your instructor that this is okay. While some professors may accept this, most will not. You must check first!
- Use a recognized handbook for instruction on citing source materials in a paper. Consult with individual faculty members or academic departments when in doubt. For example, if you are writing a paper for a Psychology course, either ask your professor how he or she wants you to cite sources in your paper or ask the Psychology department what their preferred way of citing is.
- Use the services offered at The Writing Center for assistance in preparing papers.
- Many cases of plagiarism involve students improperly using internet resources. If you quote an internet source, you must cite the URL for that source in your bibliography. Copying (or closely paraphrasing) text or figures from a website without citing it and placing it in quotation marks is plagiarism. It is no different from doing the same thing with a printed source. Professing ignorance of this rule will not be accepted as a legitimate basis for appealing an accusation of academic dishonesty.
- Utilize the resources available through the Stony Brook University Library website to properly cite your sources.
- Take the initiative to prevent other students from copying exams or assignments, for example, by shielding answers during exams and not lending assignments to other students unless specifically granted permission to do so by the Instructor.
- Avoid looking in the direction of other students' papers during an exam.
- Refuse to assist students who cheat.
- During an exam, do not sit near students with whom you have studied or near roommates or friends.
- Discourage dishonesty among other students.
- Turn off your cell phone before entering a class.
- Make sure your desk and surrounding areas are clear of any books or notes.
- Absolutely no talking during exams.
- Do not give your assignments to your friends electronically or by hardcopy.

- Submit all drafts as if it were your final draft; cite all sources and use quotation marks.
- Always ask for help when you need it.
- Follow instructions carefully for all assignments.

By following the suggestions in this list, you should be well on your way to avoiding academic dishonesty. **Please always remember, when in doubt, ask!**

(Adapted from Melora A. Sundt based on materials for E. Nuss— “Academic Integrity: Comparing Faculty and Student Attitudes.” *Improving College and University Teaching*. 3:32, 1984.)



PART 4 – Student Rights and Responsibilities

STUDENT CONDUCT CODE

University Student Conduct Code

The following statements of policies and procedures are collectively known as the University Student Conduct Code ("Code").

Fundamental to the achievement of community among the members of the University is the recognition by all such members that each shares a responsibility to observe University regulations. This obligation, which is an extension of the citizen's responsibility to observe the law of the land, is an essential corollary to participation in the academic rights afforded to members of the University.

Conduct appropriate to a student at SUNY Korea promotes the individual's own academic pursuits and contributes to meeting the community's educational objectives. An individual's conduct becomes a concern of the University if it adversely affects the academic interests of other members of the University community or the University's pursuit of its educational priorities. It is thus not the purpose of the University regulations to duplicate the public statutes. The University cannot and does not condone violations of law and clearly recognizes that the laws of the land operate in full force on its campus. It also reserves its own special authority for the regulation of conduct that affects its particular interests as an academic community. Violations of national and local law that occur within the jurisdiction of SUNY Korea may be subject to the University's disciplinary process.

If a violation of law occurs on campus it is also a violation of University regulations and the University may institute proceedings against the Respondent(s). Such action by the University is independent of and may proceed in parallel with civil or criminal action.

As a general rule, violations of this Code and the sanctions that may be imposed will not be routinely reported to parents. However, in the case of serious violations of the national and local laws of Korea, including alcohol and drug violations, or when instances of medical/psychological emergencies come to the University's attention, the University may notify parents in cases where it is believed the student might benefit.

The University finds the following categories of violations of this CODE extremely serious:

1. **Any unauthorized use of a master or control key.**
2. **Attempts to set or intentionally setting fires that may result in damage or injury.**
3. **Brandishing, threatening or injuring with a weapon (including but not limited to, knives, switchblades, swords, firearms, pellet or bb guns, air pistols/rifles, chukka sticks, throwing stars, batons, nightsticks, spears and spear guns, fireworks or explosives, chemicals, and bows and arrows).**
4. **Discrimination on the basis of sex/gender, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse and/or penetration, non-consensual**

physical violent contact during a consensual sexual contact, domestic violence, dating violence, and particular instances of stalking.

5. **Discriminatory or bias-related acts of assault or abuse.**
6. **Endangering mental or physical health (hazing) as defined in III.A.1.g. and III.A.9.b.**
7. **False fire alarms, acts that undermine safety/security equipment or systems, or other acts that compromise the security of the campus community.**
8. **Physical assaults resulting in injury requiring medical attention.**
9. **Sales or possession of a saleable quantity of illegal drugs as defined by law.**
10. **Theft of property that exceeds \$1,000 in value and/or intentional damage to property resulting in repair or replacement costs in excess of \$1,000.**
11. **Unauthorized use of computing and network facilities.**
12. **Violations of the campus alcohol and/or other drugs policy that result in injury, damage to property, or undermine the safety and security of the campus.**

For these categories of violations, the sanction will ordinarily be SUSPENSION from the University. In such cases, the Exceptional Procedure of INTERIM SUSPENSION may also be invoked. Additionally, the University will contact the police if categories 1-4 are violated.

Please find more information on the University Student Conduct Code at the SUNY Korea website:

<https://www.sunykorea.ac.kr/en/html/sub03/030502.html?mode=V&no=e0275fad0e4d5d43069cab01446c0c77&GotoPage=3>

RESPECT AND CIVILITY IN OUR CAMPUS COMMUNITY

Building a Community of Respect

There are over 1,000 graduate and undergraduate students on the SUNY Korea campus and over 25,000 students at Stony Brook New York. Each student has been selected for their academic excellence and their unique experiences. Each student comes from a different background and is pursuing different educational goals.

As a campus community, we have a responsibility to respect each student, faculty, and staff member as a human being and an individual so that each one of us can achieve our goals. It is in our personal and academic interests to learn from one another, and this can only be achieved by listening and communicating with each other in respectful ways.

How do we demonstrate that respect? Civility is the language of respect. Civility refers to a set of organizing principles, rules, and societal norms that govern our behavior as members of a community. In a community in which each of us may have different goals, different ways to show respect, and differing societal norms, it is important to build some shared community guidelines. On the SUNY Korea campus, there are layers of

these guidelines, including the Code of Conduct, the IGC Housing Rules and Regulations, class ground rules, the Community Pledge, as well as unwritten expectations like “appropriate classroom behavior” and “civil discourse.”

The following discussion outlines some of these, and they are by no means fixed or comprehensive. These guidelines and expectations will change as we grow as a university and a community.

Using Civil Discourse

While communicating your ideas with others, the following are “best practices” to follow to create a civil discourse, or a discussion that is both respectful and productive. These are also great tips in constructing a college-level academic paper!

- **Construct an argument that includes both reasoning and evidence.** In other words, be clear about how you are making your assertion and support it with the best facts you can find. Stating both reasoning and evidence furthers the discussion and challenges us to come up with more solid reasoning and better evidence.
- **Separate the person from the problem.** Focus on the issues and avoid personal attacks. Thoughtful people can come to opposite conclusions.
- **Find common ground.** When working within a group, it may be difficult for all members to agree on one correct method of carrying out an intended goal. Stylistic differences and opposing viewpoints can potentially lead to conflict if not properly managed. The key here is to remain focused on that common goal and work to incorporate different ideas and voices in an effort to get to a “yes” answer from all parties involved.
- **Consider the difference between the intent and impact of what you say and do.** When you communicate with people, the “intent” of your words or actions may not be understood as you intended it to be. The “impact,” or the way in which what you said was understood, will influence the behavior of the other person. Have you ever experienced a misunderstanding with a friend or classmate over something that you felt you had clearly communicated? Did you ever have an unexpected impact on a person with whom you were communicating and had no idea why? You may have said something that you intended to mean one thing, yet to the person who heard it, it may have had a very different impact.
- **If speaking from your own experience, use “I” statements.** Experience is a great teacher, and you have a lot of knowledge from those experiences that can make very valuable contributions in class and out. But it is important to realize that others will have very different experiences that are equally valuable. By using “I” statements that acknowledge your experience, you create statements that avoid making others’ experiences seem less valid.
- **Keep an open mind.** As you persuade others of your point-of-view, allow yourself to carefully consider any

opposing ideas. You must recognize that as you are free to express your views in a civil manner, do not encroach upon the right of others to do the same.

- When you disagree, consider the non-verbal ways of showing respect:
 - **Do:** listen actively, nod, and make eye contact. Express your opinions without personalizing.
 - **Do not:** interrupt, shout, raise your voice, stare, glare, roll your eyes, point, or get in someone’s space.

Bias-Free Communication

One-way civil discourse can quickly become uncivil if using biased language. Bias typically involves predisposition on an issue or built-in stereotypes about a group of people that may make it difficult to be neutral when communicating with others. When bias exists in individual attitudes, it is often reflected in the language and in the way that individuals interact with each other. Many times, we do not intend to exclude or offend others by the words we choose. We may simply lack information about, and sensitivity to, certain words or phrases. Being aware and mindful of our language, both written and oral, can help create a supportive and inclusive climate. (Adapted from: Michigan State University, Guidelines for Communicating in a Diverse Community)

Guidelines for Achieving Bias-Free Communication

- Be aware of words, images and situations that suggest that all or most members of a group are the same. Stereotypes often lead to assumptions that are unsupportable and offensive.
- **Avoid qualifiers that reinforce stereotypes.** A qualifier is added information that suggests what is being said is an exception to what is expected.
- Identify people by identity characteristics only when relevant. Very few situations require such identification.
- Be aware of language that, to some people, has questionable racial or ethnic connotations. While a word or phrase may not be personally offensive to you, it may be to others.
- **Be aware of the possible negative implications of color symbolic words.** Choose language and usage that do not offend people or reinforce bias. In some instances, black and yellow have become associated with the undesirable or negative.
- Avoid patronizing language and tokenism toward any racial or ethnic group.
- **Substitute substantive information for ethnic clichés.** Don’t let ethnic clichés substitute for in-depth information.
- Review media to see if all groups are fairly represented.

(Taken from the Anti-Defamation League, 2007. Originally adapted with permission from *Without Bias: A Guidebook for Nondiscriminatory Communication*, Second Edition with permission from John Wiley & Sons, Inc. © 1982.)

Civility in our Campus Community

So far, we have addressed general practices and principles of civility and civil discourse. There are also layers of expectations for community behavior specific to the SUNY Korea campus.

SUNY Korea's Community Pledge is a voluntary pledge to create a campus community that promotes diversity and supports every member of the community. The SUNY Korea community has come together to affirm that no one should suffer abuse because they are different in any way. The spirit of the pledge is to create a community of respect for everyone on our diverse campus, no matter their race, religion, gender, sexual orientation, level of ability, or any other difference.

As a member of the SUNY Korea community, you are expected to promote equality, civility, caring, responsibility, accountability, and respect. You are expected to recognize the importance of understanding and appreciating our differences and similarities.

SUNY Korea Community Pledge

As a student of SUNY Korea, I pledge the following:

- That I will not encroach on the rights of others, either as individuals or as groups.
- That I accept the obligation to listen and understand the beliefs and opinions of others, and to treat others fairly.
- That I am accountable for my own behavior. I accept that I am, in part, responsible for the welfare of the community itself.
- That I will stand up for the dignity of every member of this community.
- That I will celebrate and express pride in our community's diversity in all its forms: race, gender identity, differing abilities, religion, sexual orientation or any of the dimensions which make each person uniquely human.

Rules and Regulations on Campus

The Student Conduct Code

State University of New York, Korea ("SUNY Korea" or "the University") encourages the development of independence, maturity, and ethical sensitivity among students. To achieve its purpose, SUNY Korea expects students to conduct themselves in a manner consistent with their respective positions within the academic community and to comply with the directions of employees who are acting in the performance of their duties. In particular, students are expected to refrain from conduct that threatens or endangers the health, safety, and welfare of their community.

All members of the SUNY Korea community have an obligation to support and obey University regulations, campus housing rules and regulations and national and local laws. Those who do not comply will be subject to disciplinary action by the University and, where applicable, may face action by governmental and/or local authorities.

The essential purpose of the University's governing of student conduct is to protect and promote its effective and orderly

function as an educational institution. These codes of student conduct were prepared to inform the SUNY Korea community of the policies regarding student conduct, primarily those prohibiting misconduct on University property, but may also address off-campus behavior that, in the University's sole judgment, impairs, obstructs, or interferes with the mission, processes, or functions of the University. The codes are also intended to give general guidance to the University as it handles specific cases arising under regulations authorized and approved by the President and Senior Officers. This code provides a means for the exercise of student rights and responsibilities within the University's student conduct system. The code seeks to preserve the individual rights of students while ensuring that the interests of the entire University community are also maintained.

The University Student Conduct Code governs the behaviors of any student who has chosen to be a part of the SUNY Korea community. The Code provides an overview of the rules and regulations that are in place. It is designed to protect the rights of the community while respecting the rights of each individual. You should be able to carry on your daily business safely, peacefully, and productively while you are here, and these rules and regulations have been designed to accomplish that goal. For all students, the Student Conduct Code supports compliance with local and national laws related to drugs, alcohol, weapons, discrimination, sexual assault or abuse, and racial, sexual, or sexual-preference harassment.

Residential Community Standards

Living in Residence Halls offers resident students a unique opportunity to interact with people from different parts of the country and world. As a resident, you will be living with or near people who are of varying ages and who have varying cultural norms. It is important to the Student Services Team and Residential College Team that residents of Student Housing celebrate these cultural differences while abiding by the following rules and regulations which have been implemented for the health and safety of all parties. Though your cultural norms may be different from those of your roommates and/or neighbors, there are still certain rules and regulations by which you must abide in order to live within University Student Housing.

One of the campus documents that governs behavior in IGC Student Housing is IGC Housing Rules and Regulations which is available on the IGC Housing website (<https://housing.igc.or.kr/about/regulations.do>).

This document outlines general residence hall rules and regulations, occupancy guidelines, financial obligations, safety and security guidelines, and Housing Behavioral Guidelines. Students agree to the Terms and Conditions when going through the check-in process for residences. You are responsible for knowing and understanding what is in the document.

Sharing the Community

In the Residence Halls

Living in a residence hall at SUNY Korea can be an exciting and valuable experience. Living on campus can be an integral part of students' education by fostering the development of the individual and enriching their academic experience. Guiding the efforts to enhance the development of the individual resident are the principles of preparing the individual to make a positive contribution to the campus and society. The Residential College Team challenges residents to examine their value systems and teaches and models characteristics of good citizenship including interdependence, acceptance of differences, and pride in and responsibility for one's community (Adapted from the Stony Brook Campus Residences Mission Statement).

Residence Hall Communities

The communities that develop in residence halls and even on individual floors start from the very beginning. Resident Advisors hold Residence Hall Floor Meetings at the beginning of the semester to discuss their community expectations and for residents to get to know each other. Throughout the year, the Resident Advisors continue to ensure that these expectations are being met, to serve as a resource for residents, and to provide educational and social programs for their community. The Residential College Team encourages residents to be active in their communities through participating in the Residential College Event, attending hall meetings and events, holding their peers accountable for their actions, and working with each other to create a welcoming and enjoyable community.

Roommate Agreements

Roommate Contract can assist you in having conversations with your roommates about living preferences. While it might seem silly, it is important to talk about who is going to be responsible for the cleaning, what items roommates will share, what your preferences are for studying, sleeping, and having guests, and how you are going to communicate about your differences.

In the Classroom

What are Ground Rules? Ground Rules are a list of rules of engagement that a class or group agrees upon, especially when discussing particularly sensitive topics. The idea of Ground Rules is to create an environment where everyone feels comfortable expressing their opinions, their thoughts and their feelings.

Both academic freedom and freedom of speech are foundational principles of academic institutions. Students and professors have the freedom to teach and learn whatever they think is a worthy topic. That freedom is a key to academic discovery of all types. If Galileo had not pursued his hypothesis that the earth revolves around the sun against immense societal and religious pressure to believe otherwise, we might still believe that Earth was the center of the universe. Lively debate is not only welcome across campus, but in the context of a small seminar class, students are expected to form their own opinions and share them with the class.

But while no one can take away the freedom to pursue any subject of inquiry, the means and methods have rules of engagement to make sure everyone is treated with respect. In

addition to the basic rules outlined in the Student Conduct Code, each class may have rules of engagement outlined in the syllabus. Instructors and students may also create a set of "ground rules" for class discussion.

Civility On-line

- **Remember the human being at the other end of the post.** Don't post anything you wouldn't say to someone's face.
- **Take responsibility for your own content.** Make sure you cite all content on your page that is not yours.
- **Take responsibility for other people's comments on your pages.** No matter whether you have started a blog or you just have a Facebook page, set the level of discourse high and take down comments that are inappropriate. Follow copyright rules and do not defame or threaten other people.
- **Stay positive. Be constructive.** Online forums often tend towards the negative, and it is easy to get sucked into engaging with negative discussion. Your negative responses are unlikely to move other contributors and will serve to make you look bad.
- **Remain professional.** Follow the guidelines in your posts for civil discourse discussed earlier in this chapter. Before you click "share" think about whether you would want a potential employer to see your post. Comments linger. Uncivil or inappropriate comments, photos, and videos can remain attached to your name even after you have deleted them. Some human resources departments find ways around Facebook restrictions and can reconstitute old posts that you think you have deleted.

Civility in Cyberspace (Cyber Ethics)

The explosion of social networking and the ubiquitous sharing and posting of so much information online has changed the way we communicate. We must ensure that users understand their responsibilities for conducting themselves online. An important component of that is Cyber Ethics. Cyber Ethics refers to the code of responsible behavior on the Internet.

We should all employ the basic tenets of Cyber Ethics to be good "cyber citizens." In the same way that each culture teaches its citizens the ethics of business, education, government, etc., those who use the Internet must be taught ethical practices in every aspect of its use. The power of the Internet means that anyone can communicate at any time, with anyone, anywhere. While this has undeniable benefits, there can also be negative consequences. Anonymous posting to blogs, websites and social media can encourage bad behavior by eliminating the need to stand behind the words used. A significant issue of increasing concern is cyber bullying. What were once comments confined to the school yard or hallways are now magnified by the power and anonymity of the Internet. Developments in electronic media offer new forums for bullies, and the actions can range in severity from cruel or embarrassing rumors to threats, harassment, or stalking. The effects can be far-reaching and long-lasting.

What Are the Rules of Ethical Cyber Activity?

The basic rule is “do not do something in cyberspace that you would consider wrong or illegal in everyday life.” When determining responsible behaviors, consider the following:

- Do not use rude or offensive language.
- Do not be a bully on the Internet. Do not call people names, lie about them, send embarrassing pictures of them, or do anything else to try to hurt them.
- Do not copy information from the Internet and claim it as yours.
- Adhere to copyright restrictions when downloading material, including software, games, movies, or music from the Internet.
- Do not break into someone else’s computer.
- Do not use someone else’s password.
- Do not attempt to infect or in any way try to make someone else’s computer unusable.

We were taught the rules of “right and wrong” growing up. We just need to apply the same rules to cyberspace!

COMMUNICATION

Communication is an essential life skill. Students often confuse communication skills with public speaking skills. While public speaking is a valuable skill, good communication requires a variety of other tools.

Communication skills include speaking, listening, reading, and writing. Successful college students will learn and be comfortable using multiple communication skills and methods with a variety of constituents, including faculty, administration, parents, employers, and their peers.

Communication Skills

Communication Methods

It is important to recognize that not all communication styles are appropriate in all situations. As a general rule:

Written communication – typewritten or printed on a computer, not handwritten – is appropriate for almost all academic assignments and papers.

Email is most appropriate for friends and family, but may also be appropriate with faculty and staff.

Face-to-Face communication includes making an appointment or walking into an office to see an individual. This method is usually the best for conflict resolution, asking questions to clarify or ease confusion, and debating differing viewpoints.

Social Media, such as text messaging and instant messaging, is best used for social or “non-official” business. Students should not expect faculty or administration to use social networks for critical information.

Active Listening

Communication begins with listening. Active listening is a way of attending, or paying attention, to the verbal and non-verbal aspects of a message to fully grasp the sender’s meaning

before responding. Active listening is also referred to as reflective listening because the person receiving the message paraphrases the message and repeats (or reflects) it back to the sender for their verification or clarification.

Active listening involves verbal and non-verbal feedback. The person receiving the message should ask questions to be sure they understand the message, but should also demonstrate through their body language (facing toward the speaker, keeping posture open) and facial expressions (making eye-contact, smiling, nodding) that they are engaged with and focused on the sender and the message in a non-judgmental way. Do a self-check on your active listening skills: if you are planning your response while the other person is still speaking, you are not listening actively!

Verbal Communication

Basic speaking skills are essential for success in college. Students must be able to express themselves clearly when asking questions or presenting their ideas and opinions and must be able to relate to others socially and academically. Verbal communication includes not only the words you say, but also how you say them. Your tone of voice, formality or informality, and the speed and directness of your speech all impact the effectiveness of your verbal communication.

Strong verbal skills are invaluable not only to your success as a student but also are integral to making the most of your education after you graduate. Successful internship and job candidates demonstrate verbal communication through the interview process.

Written Communication

Written communication consists of your written and/or typed work, including correspondence with University faculty and professionals, potential employers, internship supervisors, and peers, as well as your assignments (tests, term papers, homework, etc.).

Basic writing tips:

- Use appropriate grammar and sentence style, and always check for errors in structure and spelling.
- Clearly state your purpose questions, concepts, ideas, and opinions. Be sure to provide appropriate details.
- Do not use abbreviations or “texting spell.” The recipient of your written communication may not know what the abbreviation means, or they may form unintended opinions of you by the spellings you use.
- Here are a few examples of how written communication skills may impact effective communication between students and University professionals:
 - A student sends an email to a professor that says, “I don’t understand the assignment.” They don’t include their name, class, or student ID. The professor does not respond.
 - A student sends an advisor an email request for a letter of recommendation. The student includes their name and student ID number, but they do not provide

details on the opportunity they are applying for, or what qualities (personal, academic, etc.) they hope the advisor can describe. The advisor responds to the student with a request for additional information, but by the time the student answers back the deadline has passed, and the student has missed the opportunity.

Working in Teams

Students must navigate between different roles and different responsibilities: oral presentation, writing or organizing parts of an assignment, conveying details to other members, and communication.

As with the other aspects of communication we've explored, clarity in communication between team members is absolutely essential for a successful group project and experience. When participating in a team assignment, it is important for students to clarify the instructions, as well as the details on how members will be graded by their instructor or supervisor. Team members need to communicate with each other to define goals and to determine who will be responsible for various aspects of the assignment. Here are some examples of how work done in teams can be impacted by communication issues:

- An instructor gives a group assignment to their class and assigns students to specific teams. The students on team A decide among themselves that three of the four members will do individual sections of the project, and the fourth member will be responsible for organizing and submitting the assignment. At the end of the semester, one of the students meets with their academic advisor to discuss the grade of F they received for the class; the student relates that although he did his part, the person responsible for submitting the project did not do so, and as a result all team members failed the assignment.
- A student is placed on a team for a group assignment; she quickly falls into the role of leader, and the other members seem comfortable following her instructions. After the project is submitted, the team members are surprised to find out that their rating of other group members' participation on the team, including the willingness to collaborate and individual initiative performance, will factor into their final grades for the project.

Communication issues can contribute to conflicts within group work.

Communication with Various Constituents

Communication with University Administration

SUNY Korea uses many methods for communicating with students; however, almost all communication that the university sends to students is "paperless," meaning that it will be sent via e-mail, university announcement board, student portal or Brightspace. You are responsible for checking your accounts on a regular basis. If you live in the residence halls, you may also receive information on bulletin boards and from your RA/RHD. SUNY Korea requires students to use their university email addresses as their primary email address. If you choose to use a different email address, you must arrange

to have messages forwarded from your school address. Students who fail to check and respond to these items by the designated deadline can face severe consequences, including increased tuition bills, loss of financial aid, deregistration from classes, loss of health insurance coverage, or loss of campus housing. Below are some examples of problems students have had when they failed to respond to notices from University administration:

SOLAR: A view of the interface and common reminders for students.

- A student does not follow through with his/her To-Do items in SOLAR and loses a financial aid award.
- A student ignores SOLAR messages about the Time Option Payment Plan and incurs late fees. They are not allowed to register for classes next semester because they have a balance due.
- A student does not respond to an email from his/her Academic Advisor alerting them that they are only registered for 11 credits on the final day of the add/drop period. The deadline then passes, and the student is no longer considered to be a full-time student and can lose his or her financial aid, housing, and/or health insurance.
- A student who already has health insurance fails to waive their required Health Insurance and receives an additional charge on his/her tuition bill.

Here are some things you can do to make sure you develop strong communication with University administration:

- Read all SOLAR Messages, Holds and To-Do items. You should check SOLAR at least once per week.
- Thoroughly read all emails or letters that come from the University. Remember when you receive a mass email, there is likely information that is important to all students, such as academic deadlines or policies. It is recommended that you check your email once a day.
- Be aware of and respond by all dates and deadlines. Most deadlines on this campus are "non-petitionable," which means that if you miss the deadline, you cannot request an extension/exemption from the deadline.
- If any information that you receive is not clear, contact the office via phone, email or in person and politely request help or ask for clarification before the deadline.
- Always be professional in your communication with the University administration. Sign your full name and include your SBU ID number in any email correspondence and have this information ready if you call or walk into an office.

SUNY Korea has many different offices and staff who oversee different issues and you may have to visit multiple offices to resolve a problem or a question on campus. Staff members are here to help you and treat you with respect, although it is expected that you will also be respectful of them and the policies they are required to enforce. If you are not sure where

to go to resolve a problem, the Student Services Team is usually a good place to start.

Communication with Parents/Guardians

Communication dynamics between students and their parents, guardians, or other involved family members change significantly during the college experience. As a college student, you are ultimately responsible for your own college career, and the responsibility to communicate with others and advocate for yourself to achieve academic success lies with you – the student, not with parents or other individuals such as teachers or administrators.

This means that the university may give information to the student, and the student has the responsibility to pass that information on to the parent. Parents may provide information to students that should be passed on to the administration. Parents and university administrators rarely communicate directly with one another. The student is the center of the communication model and communication flows through the student.

There are rare circumstances where parent/administration communication may bypass the student; however, this only occurs in emergency situations or after student-centered communication has failed.

Although your parents may have helped you apply to college and pay your college expenses, your college education is your responsibility. Parents do not have access to SOLAR, Brightspace or your email unless you have given them access to your account. It is your responsibility to make sure they are aware of items and deadlines such as bills or health insurance information where relevant. Some students feel that giving their parents access to their accounts is “easier”; however, this philosophy has three potential problems:

- By giving parents access to records/email, they also have access to grades, messages from faculty, and notices about disciplinary actions with which you may be involved.
- Your parents may not regularly monitor your accounts – after all, they are not SUNY Korea students; you are.
- Giving your parents access to your accounts does NOT waive your responsibility as a SUNY Korea student; you are still ultimately responsible for your college experience. Taking responsibility now will prepare you for responsibilities later in life, such as graduate school applications and tuition, job searches and negotiations, apartment leases, and paying rent.

Most disciplinary records at the college level are not shared with parents. Depending on the severity of the incident and the risk to the student or others, parents may be notified at the discretion of university officials. Despite the fact that parents are not notified, SUNY Korea encourages open communication between students and parents. Many parents are “investing” in their student’s college education and deserve to know how this investment is helping their child to grow and develop. Parents often express shock and dismay that they are only informed of issues that their student is having after it is too late to help. Parents generally want to help and support their children.

Communicating with parents provides them the opportunity to offer support, yet also allows students to exercise independence and practice responsibility while alleviating some fear and stress that can often be associated with these new situations.

Students who fail to communicate regularly with parents may face circumstances that will likely need to be explained to them eventually, including:

- A student on academic first semester warning decides not to tell their parents. The following semester, the student is academically suspended and cannot return to SUNY Korea.
- A student gets written up multiple times in the residence halls for policy violations. After their final warning, they are required to move out of campus housing.
- A student gets treatment/medication for a medical condition but does not tell their parents. During an emergency over winter break, parents and medical staff are unaware that the student has this condition or that they are on medication.

Here are some things you can do to make sure that you develop strong communication skills with your parents during college:

- **Talk to your parents** and keep them informed of how things are going. Use a communication style that works for everyone. Try discussing expectations about frequency and method of communication and remember, two-way communication is the key.
- **Take responsibility** for both communicating with them and informing them of the academic and social issues you are dealing with. They won’t always know what questions to ask, so you will have to offer information about how things are going – both good and bad.
- **Ask for help** when you are faced with a problem or issue that you can’t resolve, but do not wait until it is too late for anyone to help you.

Remember that your education is your responsibility, but parents can help to support, encourage, and direct you throughout the experience. If you communicate early and often with your parents, they can work on solutions with you before problems get out of hand.

Communication with Faculty

One of the greatest differences from high school that students will experience in college is communication with University faculty. It is your responsibility to communicate with faculty both in and out of class. Large lecture classes may be intimidating at first, but faculty and teaching assistants are available to help you if you communicate with them appropriately and in a timely manner.

First and foremost, be sure to read your syllabus. If you are going to see your professor, make sure to visit them during the office hours they have provided. It is also a good idea to let your professor know ahead of time that you are planning to stop by and what it is specifically you need help with. This will allow them to prepare ahead of time when possible.

Make sure to address your professor by the appropriate title.

The syllabus will indicate if they have their Ph.D., M.D., Ed.D., Psy.D., etc. If they do have one of these degrees, you should address them as Doctor, but when in doubt, use the title Professor.

Be honest with your professor; they get frustrated when students are not being truthful. Professors may be more empathetic if you admit that you forgot the assignment at home and will be sure to send it to them as soon as possible.

If you have to miss class, make sure to discuss this with your professor ahead of time. If you are sick, be sure to email the professor and bring any necessary documentation such as a doctor's note to the next class session. Remember, you are responsible for making up any work you missed so be sure to follow up to get the assignment.

Important Notes about Sending Emails to Professors

- When sending an email to a professor be sure to keep it professional and to always include your full name, student ID number, as well as the course subject and number. Be sure to proofread and spell check.
- Keep it short and concise. If you are finding it difficult to explain your situation/concern, it might be better to approach your professor in person.
- Don't use all capital letters when trying to get a point across since it can sometimes be perceived as rude.
- Humor and jokes don't always translate well over email so remain serious in your writing.
- Consider what your e-mail address is. For example, *likestoparty@yahoo.com* might not give someone a very good impression of who you are.

Communication with Employers and the Community

The National Association of Colleges and Employers (NACE) conducted a survey of over 450 employers in 2002 and asked them the most important things they are looking for in prospective employees (Coplin, 2003). The most important skill cited by employers was Communication Skills (verbal and written). Among the top five were (1) communication skills, (2) honesty/integrity, (3) teamwork (works well with others), (4) interpersonal skills (relates well to others), and (5) strong work ethic (Coplin, 2003). Teamwork and interpersonal skills also strongly relate to one's communication skills.

Do you want to know how important GPA was to employers? It ranked #17 (Coplin, 2003). This is not to state that your GPA is not important; it certainly is, especially if you plan on attending graduate school after SUNY Korea. However, your communication skills may prove to be more valuable in the workplace, as well as during internships and volunteer work and in leadership roles you assume throughout your life.

- A student makes multiple typos or grammatical errors on a resume/cover letter and is not offered an interview for the position.
- A student does not make eye contact during a job interview and fails to get a job offer.

Communication with Other Students

College is a time for students to make new friends and acquaintances. Learning to communicate openly with new friends and classmates will help to facilitate a better understanding of differences and foster new relationships that are based on mutual understanding.

College is a new environment, and students are likely to encounter a much more diverse group of peers in college than they did in high school. Students come from different ethnic, religious, cultural, and geographic backgrounds, many of which have communication norms and styles with which students may not be familiar. Students should be sensitive to differences when communicating with peers.

For example:

- In high school, a student regularly used a derogatory saying (i.e. "that's gay" or "that's retarded") around his peers. Upon using the same saying in college, he is told by a new friend that they find the saying insulting, hurtful, and bigoted.
- In working with a classmate on a project, a student uses profanity via e-mail to voice her frustration with the assignment. The classmate forwards the email to the professor, stating that they find the student's behavior inappropriate and disrespectful.

People have different ways of approaching and responding to conflict, which was learned from examples around them while growing up. Communication is improved when both parties can speak and be heard. Ineffective or unhealthy communication can contribute to conflict. Criticism, defensiveness, and disrespect are aspects of unhealthy communication, and conflict becomes personal and destructive. Conflict is a natural part of life, and when dealt with constructively, it can contribute to growth. When communication is healthy and effective, it is positive and respectful, and conflict is resolved with compromise and humor. *Conflict resolution skills* are communication strategies that can help avoid or de-escalate conflict between students.

Students find that they need to change their communication style in college to be successful. For example, a student who was shy in high school might have to be more outgoing in their residence hall or in classes. A student who was very talkative in high school might have to start listening more in order to form good friendships.

Students can take positive steps to improve their communication with peers by remembering the following:

- Look for opportunities to **learn about diversity and differences on our campus**. You may learn about new ways to communicate, new cultures, and new traditions. Your understanding of these differences will help you communicate with diverse audiences on campus and beyond.
- **Be aware of your online presence**. Many students are far too liberal with the information and photos that they post on Facebook, Twitter, Tumblr, and other social media websites. Remember that you are judged by your online presence, as well as your in-person presence. Online communication lasts

forever and is open to the whole world to see (regardless of how strong you think your privacy settings are); make sure you are sending a positive message.

In summary, remember that your communication skills will make a **lasting impression** on the people you meet.

SUNY Korea Student Communication Procedure

This procedure applies to

- Official communication between the University (including affiliated organizations) and currently enrolled students, including one-to-one communication and broad (one-to-many) communication.
- Student-to-student communication via University-controlled media, such as email and Student Portal
- Communication from an external organization (not affiliated with the University) to currently enrolled students.

Procedure

Communication media

- 1.1. Email communication is the primary medium for one-to-one communication between the University and students. It may also be used for broadcast communications to students where the content is business critical. Only email inquiries in English will be answered and the University will request for the sender to re-send the email in English.
- 1.2. The University will send email communication only to students' University email accounts. Students using private email accounts to communicate with the University must comply with provisions set out in section 4.5. Students currently on leave of absence status may receive emails to their non-University email account. Where students are also staff, the University may send communication to the staff email account, depending on which is used more often.
- 1.3. The University will normally send printed (hard copy) mail/correspondence to students only where required by University policy or external legislation.
- 1.4. The University will use instant messaging (SMS) communication with students in the following circumstances:
 - In crisis situations where students' safety is deemed to be at risk
 - For emergency notification, such as natural disasters, fire alarms or other imminent violent threats.
- 1.5. The University may use other push communication media for broadcast communications involving content not directly related to learning and teaching in a given subject or course, including information about opportunities and events, as follows:
 - University emails
 - Student Portal Notices
 - Newsletters
 - University website announcement postings

- University-controlled social media recognizing that recipients may not all be current students.

- 1.6. The University may use pull communication media to reinforce business-critical communication also delivered via other media, and to deliver non-business-critical communication, as follows:
 - University website
 - Electronic noticeboards located on University premises.
 - Noticeboards and other locations on University premises where hard copy material is posted.
- 1.7. The University will only use print publications when no other media achieves the desired impact, and these publications will conform to University brand guidelines. Examples might include orientation materials or flyers for targeted distribution at a particular event. All print publications that refer to the University's curriculum must be approved by the head of the offices (delegated to university communications).
- 1.8. The following resources accessible via the University website are considered primary pull communication media for the content they cover and should not be duplicated in other media:
 - Student Handbook
 - University Course Schedule and Final Exam Schedule
 - Academic Calendar
- 1.9. The owners of the communication media set out in this procedure are as follows:

Item	Owner
Printed mail/correspondence	The business unit responsible for preparing the documentation
Email communication	The business unit responsible for sending the email
Instant messaging/SMS	The business unit responsible for sending the message
Student Portal Notices	The business unit responsible for sending the message
Newsletters and eNewsletters	External Relations Team
University-controlled social media	External Relations Team
University website	External Relations Team
Electronic noticeboards	Learning Environments, in consultation with the business unit occupying the relevant premises and the business unit posting the information.
Noticeboards and other locations for hard copy material	The business unit occupying the relevant premises
Student Handbook	Academic Affairs & Student Affairs
University Course Schedule and Final Exam Schedule	Academic Team
Academic Calendar	Academic Team

Authorizing use of communication media

- 2.1. The owner of the relevant communication media, as set out in section 1.9, is responsible for authorizing its use and the communication content, subject to the provisions of this procedure.

Communication Content

- 3.1. All communications sent by the University, or permitted to be sent by the University, via the media set out in section 1 are subject to regulation by the owner of the relevant media and must:
- Be factual
 - Avoid making political statements
 - Avoid emotive language
 - Demonstrate respect for others
 - Not contain illegal content
 - Comply with University policies and procedures
- 3.2. Business units will develop a clear communication needs analysis for any proposed broadcast communications to students, including:
- Confirming that a broadcast communication is required
 - Articulating a clear purpose for the communication
 - Identifying which department or office is responsible for the communication
 - Identifying the target audience for the communication by anticipated relevance or self-nominated interest
 - Developing a clear understanding of the target audience and their needs
 - Determining the appropriate communications media
 - Taking into account any resource constraints
 - Determining appropriate timeframes
 - Ensuring the communication is compliant with this procedure and any other relevant instruments.
- 3.3. A range of resources provide staff with guidance on preparing content for student communications, particularly broadcast communications, via different media.
- 3.4. The University will only permit content originating from external organizations to be communicated where the owner of the relevant media has confirmed that the content:
- Is strongly connected with, or relevant to, the targeted students' experience at the University,
 - Is of value to the targeted students, and
 - Complies with section 3.1 of this procedure.
- 3.5. The University will normally only permit content originating from external organizations to be communicated via the following media:
- Student Portal Notices
 - Newsletters
 - University-controlled social media
 - University website announcement postings
 - Noticeboards and other locations for posting hard copy material

Responsibilities of students

- 4.1. Communications sent by students via University communication media set out in section 1, including to other SUNY Korea students, staff members or external parties, must:
- Demonstrate respect for others
 - Not contain illegal content
 - Comply with University policies and procedures
- 4.2. Students must access their University email account and the Student Portal daily during academic semester and at least weekly during non-teaching periods such as the summer break and while they are enrolled, except in the case of approved exemptions under section 4.3.
- 4.3. Students who are unable to access their University email account and/or the Student Portal due to a disability or other exceptional circumstances may apply to the Academic Registrar for an exemption to the requirement. When an exemption is granted, Academic Affairs & Student Affairs will discuss alternative communication mechanisms with them.
- 4.4. Subject to sections 2 and 3, students and student groups may use the following University communication media to provide students with information about opportunities and events upon request of approval from Academic & Student Affairs:
- Newsletters
 - University-controlled social media
 - University website announcement postings
 - Noticeboards and other locations for posting hard copy material
- 4.5. Students wishing to contact the University using a non-University issued email account must provide at least four points of identity validation, which includes:
- Full name
 - Student ID number
 - Date of birth
 - Major/department.

Family Educational Rights and Privacy Act (FERPA)

Confidentiality Statement

SUNY Korea maintains various student records to document academic progress as well as to record interactions with University staff and officials. To protect the student's rights to privacy, and to conform to federal and state laws the University has an established policy for handling students' records. Notice of this policy and of students' rights under federal law is given annually to the campus community.

The University is authorized to provide access to student records to campus officials and employees who have legitimate educational interest in such access, without the student's written consent. These persons are those who have responsibilities in connection with campus academic, administrative, or service functions and who have a reason for using student records connected with their campus or other related academic/administrative responsibilities as opposed to a personal or private interest. Such determination will be made on a case-by-case basis.

Access to student records databases is available on a need-to-know basis to appropriate campus officials only after required authorization is received by the Registrar's Office.

With very limited exceptions, student information must not be transmitted by any University employee to anyone outside the University without the express written release by the student or pursuant to a lawfully issued subpoena/order.

The campus community must remain vigilant about any intentional or unintentional abuse of the existing privacy laws, including the misuse of any student identifier, including the student's Social Security Number, Identification Number and the student ID number. To report any concerns or violations, please contact Academic Affairs at Academic Building A201 or academicaffairs@sunykorea.ac.kr / Student Affairs at Academic Building A208 or student@sunykorea.ac.kr.

The Family Educational Rights and Privacy Act (FERPA)

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulates a wide range of privacy related activities including:

- Management of student records maintained by the University
- Regulations regarding who has access to student records
- For which purposes access to student records is granted

University officials will release educational information upon receipt of a signed, dated, written consent of the student which must specify the records that may be disclosed and identify the party to whom the disclosure may be made, including:

- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, Section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances.
- In connection with Financial Aid, to organizations who are conducting studies that are on behalf of educational agencies;
- To Federal or State educational authorities;
- To accrediting organizations;
- In compliance with a lawfully issued subpoena;
- In connection with a health or safety emergency.

Non-University individuals (including parents except as described above) may not have access to educational records other than Directory Information unless authorization from the student is obtained or a lawful subpoena/court order is issued to the University. Examples of records that are not released are grades; grade point average; the specific number of hours/credits enrolled, passed, or failed; Social Security Number; Korean Identification Number; Alien Registration Number; student ID number; the name of parents or next of kin; and/or residency status.

Students may complete a form authorizing the Registrar's Office to permit non-University individuals to view the student's academic record.

DIVERSITY

Why Diversity?

As a member of the entering class of SUNY Korea, you are likely to be among the majority of people today who believe that all people should be treated with respect and dignity regardless of their skin color, sexual orientation, religion, national origin, etc.

Education must play a significant role in giving all of the members of society an opportunity to evaluate what's been handed down as assumptions; to determine the truth, and consider the nature of the world that we now want to live in. As you continue your higher education, you will have the chance to stop and become aware of the many preconceptions that we've incorporated into our personal viewpoints without even realizing it. College gives us the opportunity to explore and discover the broader and richer reality of the world.

Regardless of which field(s) you go into after graduating, you are likely to find yourself working and interacting with people from various countries, cultures and backgrounds.

What is Diversity?

Diversity can be defined in different ways. It refers to, at its most basic level, the myriad of differences that exist among people and groups in our society and in the world.

Beyond that, when we discuss the concept of diversity at SUNY Korea, we are referring to the positive value of both exploring our differences and discovering our common humanity. To do so, we commit to creating an educational working atmosphere that honors and respects all individuals regardless of race, sex, gender identity, sexual orientation, disability, socioeconomic status, religious beliefs, national origin, culture, or age. We acknowledge that because of our history, exploring diversity requires openness, awareness, and willingness to learn about various groups' experiences, struggles and achievements. We seek to participate in society as fully valued members of the community.

Why is Diversity Important to SUNY Korea?

Since its founding, SUNY Korea has been a leader in bringing together a wonderfully diverse group of students. Recognizing the critical role that students play in enriching the learning experiences of their peers, the University seeks to ensure that the campus provides a realistic learning environment that reflects the "real world" that graduates will experience in their careers.

Students, staff, faculty, and administration strive to fulfill the University's Mission:

- to provide comprehensive undergraduate, graduate, and professional education of the highest quality;
- to carry out research and intellectual endeavors of the highest international standards that advance knowledge and have immediate or long-range practical significance;
- to provide leadership for economic growth, technology, and culture for neighboring communities and the wider geographic region;

- to fulfill these objectives while celebrating diversity and positioning the University in the global community.

College Prowler rates Stony Brook University as an “A” in the area of diversity. This rating reflects “the presence and acceptance of students of different ethnicities, native countries, economic backgrounds, religious beliefs, and sexual orientation. Grades are based on student ratings of the diversity of the student body as well as their personal circle of friends in the following areas: economic status, ethnic heritage, national origin, political affiliation, religious background, and sexual orientation. Student reviews of the acceptance of the campus community to different groups of minorities are also factored in. Statistics that represent how diverse the student body is in regard to race, national origin, and state of residency are also contributing factors.”

What Role Can You Play?

Get to know your peers! As a first-year college student in a new environment, you have an opportunity to get to know more about the lives and stories of your fellow students who may have very different backgrounds from you. These interactions will not only help you form lasting friendships but can help you understand more about how members who identify as part of different groups experience the world. This can serve as the first step in “unlearning” assumptions about people of different races, religions, sexual orientations, ability levels, and other characteristics. It can also help you recognize privileges you may never realize you have. Conversations with your roommates and classmates after class, late at night, at programs, and in the dining halls can be remarkably constructive as long as you challenge yourself to get to know people from different backgrounds. Consider joining clubs that will give you even broader experiences in areas you are interested in. This is your education. Share your experiences and background, and take this opportunity to learn, increase your awareness, ask questions, and seek to expand your horizons.

Disability Support Services

SUNY Korea is committed to ensuring equal access to its educational programs, housing, dining services and all on-campus activities for students with disabilities; accessibility is fundamental to our mission. SUNY Korea will provide students the opportunity to learn in a non-discriminatory environment commensurate to their chosen educational goals. Appropriate academic, housing and dining hall accommodations are determined after the student provides the requested documentation. Disabilities that may need accommodations can include learning, physical, sensory, psychological, medical, and certain temporary disabilities. In order to request accommodations, students must contact Student Services and complete the Accommodations Application and follow the Accommodations Procedure. An official diagnosis from a healthcare professional must be submitted to support the accommodations request. Accommodations will not take effect until the full procedure has been completed. This process could take several weeks, so students should complete the process 2-4 weeks before the semester begins. Accommodations are on an individual and case-by-case basis. A diagnosis of a disorder or submission of documentation does not automatically qualify an individual for accommodations. Students who wish to

continue receiving accommodations should contact Student Services about the Accommodations Renewal Procedure, which should be completed every semester.

For more information, please contact:

Student Services
A208 Academic Bldg. SUNY Korea
119-2 Songdo Moonhwa-Ro
Incheon, Korea 21985

Telephone: (032) 626-1198
E-mail: student@sunykorea.ac.kr
Office Hours: Monday to Friday from 10:00 a.m. to 5:30 p.m.

PREVENTION AND OUTREACH

Drug and Alcohol Abuse Prevention

SUNY Korea’s people are the most valuable resource of the University and their health and safety are matters of serious concern. The abuse of drugs and alcohol is potentially a grave danger to the college and its educational mission, and to the well-being of the University community as a whole. Because of our concern for the health and safety of our students and employees, our desire for an efficient and effective workforce, and our intent to comply with applicable national laws regarding substance abuse, the college has formulated the policies outlined below.

SUNY Korea has a strong commitment to maintain a community of wellness and create a safe environment for learning. Unlawful manufacture, possession, distribution, dispensation, sale, or use of controlled substances (illegal drugs) on the campus is prohibited and will not be tolerated. Alcoholic beverages cannot be brought into or consumed on the premises, except in connection with authorized college events. Under no circumstances are alcoholic beverages to be serviced to any students on campus or at campus-related functions.

Policy on Drugs and Alcohol

SUNY Korea under Incheon Global Campus (IGC) is a dry campus. The possession, sale, use or distribution of alcoholic beverages is prohibited. No alcohol may be served at any SUNY Korea function at which students may present. The possession, sale, use, or distribution of illegal drugs or narcotics is a violation of the national law. Illegal sale or distribution of prescription drugs, controlled substances, or other legal drugs is not permitted. SUNY Korea is serious about its commitment to help students who may be struggling with these issues.

Understanding Alcohol and Binge Drinking

Excessive drinking or binge drinking has long been recognized as a major problem on college campuses. The consequences of binge drinking include lower grades, property damage, relationship difficulties, legal trouble, and even death, just to name a few.

Drinking alcohol impairs judgment. Binge drinking is defined as large consumption of alcohol per sitting that leads to physical and cognitive impairment. Currently, binge drinking is having more than 5 drinks in one sitting for males and 4 or more drinks in one sitting for females. When students binge drink, they increase their risk of physical injury, fighting, unwanted sexual contact, blackouts, and fatal alcohol overdose.

Alcohol Overdose

Drinking too much alcohol in one sitting can cause depression of the central nervous system resulting in a shutdown of vital organs and possible brain damage or death.

Blackouts

Blackouts are when we are unable to remember events that have taken place while remaining conscious during that time.

Blackouts occur when students consume enough alcohol to interfere with brain functioning. The brain can no longer form memories.

Tolerance

Tolerance is the degree to which your body has adapted to a given blood alcohol level. Each time you drink your tolerance will increase. The higher your tolerance the more alcohol you will need to drink to feel the same effects. High alcohol or other drug tolerance puts you at risk for increased health problems related to your use and at risk for developing an addiction.

Understanding Your Personal Relationship with Alcohol

We all have our own personal experience with alcohol. Whether we use alcohol ourselves or not, alcohol is a prevalent fixture in our society. Understanding our own personal feelings, beliefs, and experiences with alcohol give us a better understanding of the choices we make.

Tobacco-Free Campus

SUNY Korea supports an environment where its students, employees, visitors, or other persons do not smoke or use tobacco products and are not exposed to those who do. Therefore, Incheon Global Campus (IGC) and SUNY Korea prohibit students, employees, visitors, contractors, or other persons from smoking and the use of tobacco products anywhere on campus. Smoking booths are available on campus.

Consistent with SUNY Korea's responsibility under the Korean Law for the Promotion of the Nation's Health, and SUNY Korea's goal of creating a healthy and comfortable environment for all members of its community, the IGC and SUNY Korea adopt this tobacco-free policy.

Resources

To get help to stop smoking, there are confidential resources available in Korea. Visit the local public health center (Yeonsu-Gu Health Center near the campus) provides quit-smoking clinics to support smoking cessation.

Depression

Stress and depression are common to the college experience. Long-term stress can contribute to depression. Some of the situations or feelings that might cause depressive symptoms can include:

- A relationship ending
- Death of a loved one
- Divorce or separation
- Academic difficulty

While it is difficult to determine a single cause for depression, it is often better to be aware of the signs, some of them may include:

- Persistent sad, anxious, or "empty" mood
- Feelings of hopelessness, pessimism, guilt, worthlessness, and helplessness
- Sleep and eating disturbances
- Decreased energy, difficulty concentrating, remembering, and making decisions

Depression is not a character flaw or weakness; it is a medical condition that can affect your mood, body, and thoughts. It is important to know it is okay to seek help. Everyone is different and can experience many levels of feeling sad to being depressed. When you are unsure whether you or someone else needs help for depression, act on the side of caution, and reach out for help.

Resources

Suicidal feelings are intense, but the impulse will pass, especially if you talk to a close friend, a relative, or a counselor to get relief from the pain. A person who considers suicide wants the pain to end.

If you think you, or someone you know, may be depressed or suicidal contact your Resident Advisor, Residential Hall Director, advisors at Student Services or counsellors at the SUNY Korea Counseling and Wellness Center. In an emergency contact 119.

Sleep

Sleep difficulties impact the academic performance of students. Insomnia is defined as difficulty falling asleep, staying asleep, or poor quality of sleep. As a college student sleep is the first thing to go when the pressure is on. Sleep is a very important self-management tool to succeed as a student.

All these pressures increase stress and stress can lead to insomnia and even more sleep loss. NSF also states there are medical conditions related to sleep deprivation, and that it may result in depression, obesity, and an accelerated aging process. Sleep is the only way to beat fatigue. It is important to recognize the signs (irritability, memory loss, illness, etc.) of being sleep-deprived and increase your sleep to diminish them. A regular bed and wake time within a sleep-conducive environment will support a good night's sleep.

Stress Management

Any change in your life can be stressful and starting college is no exception. Students report that stress is the biggest obstacle to academic success, so learning to manage it is important.

- Exercise is a great way to burn off the chemicals that cause the stress response.
- Getting enough sleep and eating well help your body handle it as well.
- Talking to roommates, friends, RAs, or counselors can help you find solutions to common problems.
- Your attitude plays a major role in how stressful college life will be for you.

Those who believe they must perform perfectly in all situations, experience a great deal of stress. Be sure that your academic and career decisions are based on your needs and desires and not the expectations of others.

Sexual Violence

Sexual violence is a term that addresses a whole spectrum of unwanted behaviors, from verbal harassment to sexual assault and rape. What all these actions have in common is that they are unwanted – that is, the victim has not consented to them. Men and women both experience sexual violence, although women are victimized at significantly higher rates.

Sex without Consent Is a Crime

Consent is defined as the agreement to engage in specific sexual contact; this may be given by verbal agreement or active and willing participation in the sexual activity. Silence, previous sexual relationships, current relationships, or the use of alcohol and/or drugs cannot be taken as an indication of consent. The use of force, the threat of force, the threat of immediate or future harm, or the use of physical intimidation to secure compliance with sexual activity implies a lack of consent. Although consent may be initially given, it may be revoked at any point, either verbally, through physical resistance, or by losing consciousness.

It is important to understand that no one deserves sexual assaulted or “asks” for it. It is not the survivor’s fault. If you or someone you care about experiences any form of violence, SUNY Korea is here to help.

Reach out to the Student Services & Title IX Office immediately and call the local police (112) without the area code from any phone. Also, you can reach out for confidential support and counseling services at the SUNY Korea Counseling and Wellness Center any time after the assault.

Related Sexual Misconduct Policy

The University considers the following violations of the CODE as extremely serious. If a violation occurs, the sanction will ordinarily be SUSPENSION from the University. In such cases, the exceptional procedure of EXECUTIVE SUSPENSION may also be invoked.

More information about the sexual misconduct policy of SUNY Korea can be found at this link:

<https://www.sunykorea.ac.kr/en/html/sub03/030502.html>

Office of Institutional Diversity and Equity

The Office of Institutional Diversity and Equity (OIDE) handles sexual misconduct reports that fall under Title IX of the Educational Amendments of 1972. You can contact the OIDE by emailing titleIX@sunykorea.ac.kr. The office is in Academic Building A519.

- Phone: (032) 626-1153

Medical Centers around the Campus

On-Campus Health Service, IGC Health Center

The on-campus infirmary, known as the IGC Health Center, is a conveniently located health care facility for SUNY Korea students. The IGC Health Center provides primary and outpatient clinical care for students and staff on campus. Services include medical care for injuries, medication treatment, health screenings, and health consultations. It strives to help students succeed by promoting healthy lifestyles and creating a healthy campus environment.

- Operating Hours: Monday to Friday, 10:00 a.m. to 5:00 p.m. (Lunch break: 12:00 p.m. – 1:00 p.m. / Closed on weekends and national holidays in Korea)
- Location: Rm. #3068, Multi-Complex Building (IGC Support Center)
- Phone: +82-32-626-0553 / (032) 626-0553

Acute Care Medical Center/Hospitals (24 Hour Emergency Room)

Name	Address	Contact	Website
Nasaret International Hospital	98 Meonugeum-Ro, Yeonsu-Gu, Incheon	(032) 899-9999	http://nasareteng.com/
Gacheon University Gil Medical Center	21 Namdong-Daero 774beon-Gil, Namdong-Gu, Incheon	(032) 460-3213	http://foreigner.gilhospital.com
Inha University Hospital	27 Inhang-Ro, Jung-Gu, Incheon	(032) 890-2080/2090 (09:00-16:00)	http://www.inha.com/english

**International service staff are available for English translations at these hospitals.*

Primary Care and Specialists in Songdo

Name	Specialized	Contact
Yonsei Choi Sun	Internal Medicine	(032) 859-7582
Koa ENT	Otorhinolaryngology / Ear, Nose & Throat	(032) 834-9009
Songdo Orthopedics	Orthopedics	(032) 859-7575
365 Dental Clinic	Dental	(032) 817-3650
Laon Neuropsychiatry	Neuropsychiatry	(032) 831-8906
Shin Dermatology	Dermatology	(032) 831-7582
PNC Ophthalmology	Ophthalmology	(032) 858-2201
Ehwa Wellbom Clinic	Pediatric, Dermatology	(032) 833-7119

Health Insurance

SUNY Korea requires all students to have health insurance covering basic health care in Korea in case of an emergency.

Korean students who do not already have Korean National Health Insurance are required to procure it or purchase private health insurance.

If you are an international student

Students must have health insurance coverage if they are enrolled as full-time students at SUNY Korea. Korean Alien Law requires all international students to have health insurance while they are enrolled at the University.

However, you cannot apply for a Korean private health insurance until you receive your Residence Card from the Immigration Office, which takes about a month. Therefore, you must have a valid health insurance coverage for the first 1 – 2 months of your stay in Korea. If you cannot prove your health

insurance coverage when you come to SUNY Korea, your admission offer may be rescinded.

As of March 1, 2021, the Korean Government has issued a new law by which international students residing in Korea with a valid D-2 student visa are subject to a mandatory subscription to the Korean National health insurance from March 1, 2021. If it's your first entry to Korea with a D-2 student visa, then you will be automatically subscribed to the insurance plan from your registration date. You can see more information regarding the guidelines in the PDF attachment available [here \[website link\]](#).

Q. I wish to subscribe to a health insurance plan through a local (Korean) private health insurance company.
- You cannot request for a waiver and you will still be required to subscribe to the Korean national health insurance plan.

Q. I am subscribed to a health insurance plan from home/overseas that covers my stay in Korea.
- If your international health insurance plan covers your hospital and medical fees in Korea, then you may request for a waiver of the Korean national health insurance plan. You need to show proof of the coverage and submit them at a National Health Insurance Services (NHIS) office. Keep note that you will still be automatically subscribed to the national insurance plan until you are confirmed for a waiver. Please contact NHIS via phone or visit their office for more information on the required documents and process.

All international students must send proof of the health insurance or traveler's insurance to the Student Services Team at student@sunykorea.ac.kr.

For more information, please contact:

Student Services
A208 Academic Bldg, SUNY Korea
119-2 Songdo Moonhwa-Ro
Incheon, Korea 21985
Telephone: (032) 626-1114
E-mail: student@sunykorea.ac.kr
Office Hours: Monday to Friday
from 10:00 a.m. to 5:30 p.m

Health Forms

New York State Public Health Law and Stony Brook University Policy require that ALL students return a completed Health Form and Immunization Form.

Checklist

- Eligibility: SUNY Korea students going to study at the Stony Brook, New York Campus in fall
- Submission Deadline: by August 1 for Fall / 3 weeks prior to Spring Orientation/Enrollment date
- Required Documents:
 - **Documentation of Immunizations** on the health form as per NYS law.
 - All students must read the medical information about meningococcal meningitis on our website, and complete and return the Meningitis Information Response Form. The information and form can be downloaded. Those who have a

SOLAR account and are 18 years of age or older may use SOLAR to submit the response form.

- After you complete the forms, you will need to digitally upload them to the Wolfie Health Portal at: <https://stonybrook.medicatconnect.com>.

*Forms are available at https://www.stonybrook.edu/commcms/studentaffairs/shs/forms_new

Immunizations

Stony Brook University Immunization Policy

All students attending courses on Stony Brook campus must submit a completed Immunization History Form, demonstrating compliance with New York State Health Laws. Stony Brook Student Health should receive these medical forms at least 3 weeks prior to your enrollment (upload via Student Health Portal). If a student does not comply with this requirement, a hold will be placed on their student (SOLAR) account and further enrollment will be prohibited. This hold will remain until the requirement has been met.

If a New York State resident student has not complied with this requirement by the 30th day of the semester, and the student is enrolled for 6 or more credits or hourly equivalent, the Registrar will be notified and the student will be de-registered.

If an Out of State resident student or International student has not complied with this requirement by the 45th day of the semester, and the student is enrolled for 6 or more credits or hourly equivalent, the Registrar will be notified and the student will be de-registered.

Students enrolled for less than 6 credits will not be de-registered; however, a block will be placed on their account prohibiting any further enrollment.

- Students born prior to 01/01/1957 are exempt from this requirement
- Students that will not attend ANY on campus courses are exempt from this requirement

Stony Brook University Policy also requires that a Health Form be completed and submitted at the start of the semester.

****NOTE:** *These immunization requirements exceed those established by the NYS Public Health Law 2165*

Public health requirements – Mumps, Measles, Rubella

New York State Health Law 2165 and Stony Brook University Policy requirements – Measles, Mumps and Rubella:

- **Measles Vaccines:** [2] doses of live vaccine administered at least 361 days after birth and at least 28 days apart; or protective antibody titer result; or physician documented history of the disease
- **Mumps Vaccine:** [1] dose of live vaccine administered at least 361 days after birth; or protective antibody titer result; or physician documented history of the disease
- **Rubella Vaccine:** [1] dose of live vaccine administered at least 361 days after birth; or protective antibody titer result (NOTE: previous

clinical diagnosis of Rubella is not acceptable proof of immunity)

These vaccines may have been administered as a combination of (1) MMR vaccine and (1) Measles vaccine.

Stony Brook University will accept the submission of a copy of official documentation of immunization history (childhood immunization history) in lieu of a completed Stony Brook Immunization Form

****NOTE:**

- Measles vaccines administered prior to 1/1/1968 must state live virus to be compliant
- Mumps and Rubella administered prior to 1/1/1969 must state live virus to be compliant

New York State Health Law 2167 – Meningitis

All students attending courses on Stony Brook campus must verify by their signature that they have received information about meningococcal disease and have made an informed decision about whether to receive immunization against meningococcal disease or not. All students must demonstrate compliance with this requirement by the 30th day of the semester. This includes New York State residents as well as Non-New York State residents and International Students. The Registrar will de-register any student enrolled for 6 or more credits or hourly equivalent that is not in compliance with this requirement by the 30th day of the semester.

Students may comply with this law by reading the required information regarding meningitis and completing the meningococcal vaccination response form. This can be done electronically through the student's SOLAR account as long as the student is 18 years of age or older.

For those students who are under 18 or wish to submit a paper form (pdf): The form may be printed, completed by parent or guardian if the student is under 18, or completed by the student if 18 or over. The form may then be sent to Student Health by mail, fax or hand delivered.

For more information, visit

<https://www.stonybrook.edu/commcms/studentaffairs/shs/links/meningitis.php>

or contact:

Student Services

A208 Academic Bldg. SUNY Korea

Telephone: (032) 626-1198

E-mail: student@sunykorea.ac.kr

Office Hours: Monday to Friday from 10:00 a.m. to 5:30 p.m.

Student Health Service at Stony Brook University

Student Health Center

1 Stadium Road

Stony Brook, NY 11794-3191

Telephone: (631) 632-6740

Email: student_health_services@stonybrook.edu

CAMPUS SECURITY AND SAFETY

At SUNY Korea, the safety and well-being of our students, employees, and visitors are of paramount importance. A safe and secure environment can only be achieved with the cooperation of all members of the University community. Academic Affairs & Student Affairs department and the Administration department provide a range of safety and protection services for the entire SUNY Korea community. Their function is primarily informational and advisory rather than regulatory. The departments' primary protective means is to restrict campus access and use only to the authorized students, employees, third parties, or their guests, for reasonable and safe purpose. In addition, SUNY Korea upholds the rights of students and employees to be aware of incidents that occur on or off-campus and the University's policies and procedures intended to promote efficient and effective response to incidents and crises.

Students shall comply with all environmental, health and safety requirements.

1. Students shall not engage in any activity or behavior that creates a threat to the safety and well-being of themselves, the environment, or others.
2. Students shall not set fires, attempt to set fires, or act in a manner that disregards fire safety rules and results in a fire.
3. No student shall set off false fire alarms, shoot off fire extinguishers; or damage, tamper with, dismantle, or disconnect fire safety systems or equipment on the campus.
4. Students must evacuate any University facility (residence hall, academic building, library, etc.) when the fire alarm is activated.

Emergency Communication

SUNY Korea has a communication plan for emergency responders using telephone and email to ensure communications and interoperability with each other and external agencies such as Incheon Global Campus Foundation. The IGC Housing Office conducts fire drills twice per semester for dormitory residents in coordination with Songdo 119 Safety Center.

Emergency Contacts

- **SUNY Korea RA:** 010-4768-1196 (KakaoTalk ID: SUNYKoreaRA)
- **Songdo 119 Safety Center:** 119 or (032) 832-7119
- **Songdo Police Department:** 112 or (032) 830-5223
- **Sexual Offense Service and Crisis Phone [24 hours]:** 1366
- **Sexual Assault Prevention, Support & Counseling:** 02-338-5801
- **IGC Disaster Management Control Room [24 hrs]:** (032) 626-0100/0101/0102 (from Korea)
- **SUNY Korea Student Services:** 032-626-1191/1192/1193/1194/1198
- **SUNY Korea General Affairs:** 032-626-1142

SUNY Korea Counseling and Wellness Center

Counseling and Wellness Center is a place where students get help for personal, emotional, psychological, and family problems. Some common concerns are listed below:

- Transitioning into and out of college
- Relationship difficulties
- Sleep problems
- Stress and anxiety
- Depression
- Identity issues and experiences such as those pertaining to gender, sexual orientation, disability, and religion
- Acculturation issues including migration and adjustment to new cultures

As a SUNY Korea student, you can access our individual counseling services by making an appointment. Because problems left untreated or unresolved can become much larger and affect your personal and academic well-being, we encourage students to seek help sooner, rather than later.

Our services are free to all registered students and are private and confidential. Students can have an average of 50-minute sessions with the counselors.

Who is eligible for counseling services?

All registered SUNY Korea students are eligible for counseling services.

How much does it cost for counseling?

There is no charge for all eligible students.

Are services confidential?

Yes, all services are completely confidential. No information is shared with any other person or office without your written consent. The exception to this is if we need to keep someone safe from harm (either yourself or someone else).

How do I get started with counseling services?

You can email counseling@sunykorea.ac.kr or call the Counseling Center 032-626-1700 for an appointment.

Do you take walk-ins?

Due to staffing restrictions, we cannot accommodate walk-ins. But, if you are experiencing an emergency or the situation is urgent, please contact the Resident Advisor on Duty (24-Hours-Hotline: 010-4768-1196). A University staff member will see you to assess the need to see a counselor immediately.

What if I can no longer attend a scheduled appointment?

We ask that you call or email your counselor ahead of time to cancel an appointment if you cannot make the scheduled time. We try to accommodate as many students as possible and no shows will affect the number of students we can see.

What if my friend is in crisis?

During office hours, call or email us to let us know that someone needs immediate help. We'll connect you with the counselor who will consult with you about your concerns and recommend an appropriate plan. If you're living on campus, you

may also contact the Resident Advisor on Duty (24-Hour-Hotline: 010-4768-1196) for emergency assistance.

If you're living off campus, the safest thing to do is to go to the nearest hospital emergency room or call 119.

Office Hours

(During the academic semesters)

Monday: 10 AM – 6 PM

Tuesday - Friday: 9 AM - 5 PM

**If necessary, 8 AM session is available upon request.*

- [032] 626-1164; 1167 / counseling@sunykorea.ac.kr
- Location: Academic Building A521 & A522

In an emergency, call one of these numbers:

- 119
- 010-4768-1196 (24-Hour-Hotline: RA on Duty)
- 010-6272-9567 (24-Hour-Hotline: Gil International Health Care Center)

Respect for Property

Respect for property means recognizing not only the ownership rights of persons and of the University, but also the dependence of all on the availability and preservation of necessary facilities and equipment.

Offenses against property

Students shall not take, possess, damage, litter or deface (with graffiti, graffiti instruments, or otherwise) any property not their own on the University campus or on any University property. This includes, but is not limited to, University furniture, computer equipment, access control systems or facilities. Tampering with building technology not limited to door controls, audiovisual equipment, and elevator controls is prohibited. Students shall not override room thermostat systems to drastically alter room temperature. Any costs to repair, replace, restore or clean University property to its original condition will be assessed to individuals and/or groups responsible for damaging or defacing such property in addition to any sanctions which may be imposed.

Unauthorized posting

Members of the campus community may, upon receiving University authorization, advertise on-campus events on designated bulletin boards and posting areas. Notices may not be placed on automobiles, windows, doors, wood, brick, concrete, asphalt or painted surfaces. The event sponsors must remove advertising within two business days following the event and are responsible for any damages incurred in the process.

Unauthorized posting (off campus commercial advertising)

Unauthorized posting or distribution of solicitations, advertisements or other material on campus is prohibited. Students may be the subject of disciplinary action for such violations even in cases in which such students are acting on behalf of a third party (i.e., an employer and/or off campus business).

Security of Buildings, Facilities, the Campus, and Motor Vehicle/Parking Regulations

Students may enter and use all campus buildings and areas for the purposes assigned to these facilities and places. Exceptions to this rule may be made in the interests of safety, personal use and privacy, protection of valuable materials and equipment or to regulate access according to the hours that are normal for their assigned functions. When buildings or spaces within them are officially closed or restricted, limited access applies to all students unless specifically accepted.

Unauthorized Keys or Access

No student shall transfer, duplicate, use or possess any I.D. Badge/Proximity Card, key card, or combination to a University building that he/she is not specifically authorized to use or possess.

Illegal Entrance or Unauthorized Presence

No student shall break into and enter, without authorization, any University building, room or facility; nor shall any student enter, or remain in any private room or office of any student, faculty member, administrative officer, or other person on University property without the express or implied permission of any person or persons authorized to use that office or live in that room; nor shall any unauthorized student enter or remain in any University building or facility at a time when that facility is officially closed; nor shall any student assist or make possible the illegal entrance or unauthorized presence of any person.

Restricted Areas

No student shall enter into or upon any restricted area; nor shall any student assist or make possible the unauthorized entry of any person into any restricted area. Restricted areas include but are not limited to tunnels, roofs, fountains and monuments, posted or enclosed construction sites and secured utility areas.

Guest Responsibility (Campus-Wide)

When a student has a guest on the campus, the student assumes responsibility for the conduct of that guest. Guests shall adhere to all campus policies including, but not limited to, the Rules of Public Order, the University Student Conduct Code, alcohol and drug policies, building/facility guest policies, and motor vehicle/parking regulations. Their host must escort the guests at all times.

Compromising Community Security

Propping open outside doors, unlocking lounge windows, using windows or balconies to enter and exit buildings, using unauthorized doors for entering or leaving the building, is prohibited.

Students must show a valid SUNY Korea ID when attempting to enter the campus after 12:00 a.m. If students are expecting guests to arrive after 12:00 a.m., they must notify campus security. They must provide the name of the expected guest and their destinations. The guest must have a photo ID to present to the officer at the main gate to gain entry to the campus. Entry may be denied to any guest not following these instructions.

Computer Lab Rules and Procedures

Lab Access

SUNY Korea students are eligible to use academic computing facilities and resources. Access will not be granted to others without approval by the staff.

Conduct in Lab

1. No eating or drinking. Drink and food containers, whether empty or sealed, will not be allowed in the lab. Please cooperate and place these items in a backpack or book bag rather than on tables or on the floor.
2. No Cellular phone usage. Cell Phones must be turned off or turned to vibrate or silent setting while you are using the lab. Calls should not be initiated or answered in the lab. Please step into the hallway when using a cell phone.
3. Door Closed. Computer lab doors are to remain closed and are not to be propped open except in an emergency.
4. Minimize noise. Please be respectful of computer lab students by minimizing noise or excessive talking in the computer lab. Noise caused by loud conversations, personal audio devices, programs that make sounds, etc. is not acceptable.
5. Keep clean. Students are responsible for keeping the lab clean. Put all trash in a trashcan and replace your chair under the desk when not in use.
6. Operation hours. Students may use the computer lab only during the operation hours designated in each semester.

Using the Lab

1. No games. Games are prohibited on all academic computing resources. (This restriction does not apply to games and simulations used in conjunction with academic courses or research. The person in charge must receive written notice from the instructor of record in advance of such use.) Any student running a game on the computer will be asked to close the game and leave the lab. Be considerate of others who need to do class assignments and adhere to these policies.
2. PC configurations are strictly controlled. Students are not allowed to install any software on the hard drive of lab computers or network or alter any existing software. Also, illegal downloads are strictly prohibited.
3. Illegal Activity. Uploading or downloading copyrighted material, violating the intellectual property rights of others, or illegally sharing trade secrets (please note that MP3 and other music files frequently fall into this category.) and illegally sharing computer software via Internet, the local network, personal disks or any other media are strictly prohibited.

4. Report malfunctions. Students should not attempt to repair any malfunctioning equipment or software but should report any such occurrences to academic computing personnel.
5. No hacking. Students shall not by any means attempt to infiltrate a computing system, network, or Admin account either on the SUNY Korea campus or elsewhere.
6. Do not save files onto computers. Students are not allowed to save documents or files on the computer lab PCs. In fact, if you save your work to a lab computer's hard drive or desktop, the data will be lost when the computer is restarted. Students must provide their own media (USB drive, for example) on which they may save and access their data.
7. Lost and Found belongings. Students are responsible for all personal belongings left unsecured in the computer lab. All unattended/abandoned items will be placed in the lost and found in Student Affairs (A208).

Students who violate these rules will be asked to leave and may be disadvantaged from future access to the university facilities including the computer lab.

BECOMING INVOLVED ON CAMPUS

SUNY Korea is committed to helping students to prepare for the real-world workforce challenges. While students earn their degrees in their respective areas, they acquire all the essential skills to become proficient in every possible way. Furthermore, the college experience is not only an opportunity for students to expand their intellectual abilities but also earn valuable social skills and experiences that will unequivocally benefit them in the future. The curriculum set up at SUNY Korea offers a wide range of classes that students can choose from. The classes are extremely diverse, offering unique opportunities to learn about different fields students have not yet experienced. Likewise, students' out-of-class experiences shape the college experience nearly as much as in-class experiences do, since they offer opportunities to gain new skills, develop existing skills, and meet new people. Students will learn to work with and motivate others, manage projects, set goals and accomplish objectives – traits all strong leaders possess.

Leadership is something that anyone can develop. Some students enter college with leadership experiences from their high school, or community. Others enter college without leadership experience, but with skills in other areas such as communication, logic, athletics, or the arts. SUNY Korea takes a proactive approach to leadership development on campus. We believe that all students should take the opportunity to assess themselves and get involved in those activities or organizations that interest them. Those who wish to become an effective leader will use this involvement as a stepping stone.

Vision Statement

SUNY Korea aims to provide a wide range of opportunities for students to develop their leadership skills. Leadership is creating a vision, establishing compelling goals, and gaining the commitment of others to help accomplish these goals. It is assessing needs and managing and monitoring tasks, including

delegating responsibilities, forming teams, negotiating, and resolving conflicts.

At SUNY Korea, students create their own organizations, serve in elected office, and organize activities and events. They apply what they learn in classes to test their leadership skills in an environment that encourages experimentation, problem-solving, and critical thinking. SUNY Korea students build professional relationships with faculty, staff, and fellow students in ways to achieve shared goals. Through feedback and reinforcement, they acquire insight about their leadership skills and knowledge, while learning what they do well and what areas need improvement. Students become continuous learners who value and respect the contributions of colleagues from diverse backgrounds and start a long-term process of leadership growth that will prepare them for a successful career no matter what their profession.

What Benefits May Students Expect from Getting Involved?

There are various important benefits associated with becoming involved in college activities. The most important and personal perhaps is connecting. Students will be able to forge many friendships that may last a lifetime. Students will meet and interrelate with fellow students, faculty, and staff from their own college as well as from other colleges. Students will also have the opportunity to interact and network with diverse professionals in their field of study and other supportive fields. Making these connections will help students feel connected. Forging friendships will alleviate the usual homesickness and loneliness. Additionally, students are exposed to diverse cultures, opinions, and opportunities that may be of value in their future.

Another benefit is that getting involved in campus activities will enrich the college experience of the students. The things that students learn while participating in extracurricular activities can have a significant impact on their college life and on their careers. In many cases, these experiences may be the reason that a company chooses one candidate for employment over another. It may also be the reason that a company goes after a well-rounded candidate instead of a candidate having to go after the job.

Having fun is one more benefit. The main objective for students is to learn by studying and attending classes; however, without respites students may become overwhelmed. So getting involved with extracurricular activities and having fun while doing them will help students relax and assuage any anxiety about their classes. Taking breaks from tasks makes individuals more effective and more efficient.

There are other benefits depending on the activity – for example, learning or honing skills. Students may learn to cooperate, communicate, or lead. These skills are necessary in order to be successful in high performing organizations. Students will have many opportunities to learn and sharpen their capacity for leadership when they run for office in any number of organizations or leading a community service group. Working in groups in college courses and in activities to reach a goal will give students the experience that will translate to teamwork in the workplace. Students also may learn how to handle themselves and others under unfamiliar situations, manage time effectively, and set priorities, as well as becoming

organized. There are many other benefits depending on the specific activity that will be left for students to discover.

How can students get involved?

First, students must look at their planners to make sure there is time to devote to possible activities. Students should avoid overextending themselves to prevent undue stress and/or disappointing others by committing to more than what they can safely assume. An average student may be able to successfully handle the demands of two organizations.

Second, students can go to the student affairs office of the college they attend to find out the different organizations and programs existing on campus. Students can become part of a sports team, members of a dance group, representatives in student government, members or officers of a social club or a discipline-oriented organization.

A different type of opportunity to participate and belong is volunteering in a computer laboratory, library, or school office. In doing so, students will meet other stakeholders and learn more about the school environment. For those who need to make a little extra money, a volunteer spot may lead to an offer of a paid job or the experience to obtain a job. By the same token, applying for a position like a peer advisor to help and guide other students during Open House, Orientation, or to become an ambassador to help and guide visitors to the school are ways of making a little money while helping others and acclimating to the school environment.

Attend club fairs and other events to learn as much as possible about the different organizations and activities to make sure these are a good fit. Choose things that appeal to you and that may be of use later in the real world. But keep in mind that if you join an organization and then find that you dislike it, that information is also important to have before you commit to it after graduation.

Getting involved in extracurricular activities, besides helping students interact with other people outside the classroom setting and obtaining skills and experience for their life after college, will also help make you a better student. It is true that there will be a real danger of stress if students take on more than they can realistically handle. However, if students do not overextend, the commitment that participating in these activities engenders will translate to the classroom. Many of these organizations require students to keep their GPA high to join and to remain as members; therefore, they can't afford to ignore their studies. Students will be forced to organize themselves to get course work done and focus more intently on getting assignments done. Additionally, taking a total break from studying helps students refresh and get back to studying with more energy.

[Editorial provided by Chantel Caraza-Garcia, M.S., Educational Specialist, Carlos Albizu University.]

Ways to Get Involved at SUNY Korea

Participate in Volunteering Activities or Community Service

Leaders with a sense of civic engagement find it important to give back to the community and help those in need. There are numerous philanthropic and non-profit organizations that you can become involved with to make a difference in this world. As

a leader, you can encourage others to give back by volunteering at a local soup kitchen, raising money for a charitable organization, or promoting positive actions such as recycling. How you model this kind of behavior could be the key to getting others involved as well. There are many opportunities to participate in community service activities on and off campus.

Community service or volunteering can really help broaden your horizons. You'll build your resume, gain valuable skills and feel a sense of pride in giving back to your community. At SUNY Korea, a wide range of student led volunteering activities is available for students who want to get involved in what they are interested in. The most popular volunteering opportunity among the students, for instance, is New Student Welcome Week. Not only Academic Affairs & Student Affairs but also Academic Department Offices recruit many volunteering students to help new students adjust to the unfamiliar atmosphere. Not only will this provide you with a sense of pride for giving back to the new students and your community, but also it will provide you a great opportunity to officially meet a cohort of newly joining friends at SUNY Korea.

Get Involved in Residential Life

Living on campus offers students the opportunity to become active participants in the campus community in many ways. SUNY Korea Residence Halls are more than just places to sleep or hang your clothes – they're places to learn about yourself and others, to meet a variety of people from all over the country and world, and to be exposed to different lifestyles, ideas, and points of view. You may be able to take part in the Undergraduate Student Council or even become a Resident Advisor (RA)!

The RA is a paraprofessional staff member who lives in university housing and serves as a role model, peer counselor, resource and referral person, advocate, policy enforcer, programmer, and leader for residents of the assigned floor/building. RAs hold residential hall meetings and assist in planning and opening hall events such as move-in parties or movie nights.

Make connections with others who are just a few steps away. What better way is there to get more involved in campus life than to start in the place where you live?

Attend Campus Social Events

The Student Services Team, Residential College Team & Career Development Center brings exciting events to the campus which are open to the entire student body. You'll be invited to various student activities and campus events such as the Spring Festival, Breakfast for Dinner, and Year-end Party, and others.

Campus Life Time

Between 12:00 and 2:00 p.m. every Wednesday during the academic year, no classes are scheduled, giving students a chance to come together for some of SUNY Korea's most exciting events. We call it Campus Life Time, a great time for all students in SUNY Korea. All universities on the Incheon Global Campus participate in Campus Life Time. Campus Life Time is a time for events and special initiatives plus a chance for informal face-to-face encounters during your hectic academic schedules.

Find an On-Campus Job (Work-Study, Part-time Jobs, Internships)

Who couldn't use a little extra money to help pay for tuition? Work-study and on-campus jobs are excellent ways to earn some money while meeting new people, making new connections, and learning more about various university services. Instead of heading off-campus for a job, why not work for your university? SUNY Korea offers work-study jobs every semester including summer and winter breaks and you'll likely find that your campus job supervisors are much more flexible of exam week schedules and other facts of student life than off-campus bosses. Aside from the Work-Study Program, there are many different offices in the university that offer internships or part-time jobs to students such as the IGC Housing Office, libraries, and the guest house. To find out what jobs are available, check the university announcement board regularly!

Join or Start a Student Club or Organization

SUNY Korea is committed to providing an animated social environment through various engaging events and activities. There is a wide range of clubs and organizations that students can be a part of. Currently existing clubs vary from sports clubs like basketball and football to dance, music, coding, religious clubs and so on.

There are many more expected to be formed in the upcoming semester and any student, from freshman year up, who wishes to start a new one, is encouraged to do so. The University will provide a specific and comprehensive set of instructions to any student interested in starting a new club. For more information on club recognition and constitution, refer to the Clubs and Organizations Manual, which is available on the SUNY Korea website.

You may also contact:

Student Services Team
A208 Academic Bldg.
Telephone: (032) 626-1198
E-mail: student@sunykorea.ac.kr
Office Hours: Monday to Friday
from 10:00 a.m. to 5:30 p.m.

Undergraduate Student Council (USC)
A601 Academic Bldg. SUNY Korea
E-mail: usc@sunykorea.ac.kr

Attend Special Lectures

Throughout the academic year, SUNY Korea hosts free, public lectures on a variety of topics. Guest speakers are invited to present their research and share their visions and ideas to expand the views of students, stimulate their intellectual curiosity, and inspire them toward innovative thinking.

Pay Attention

The best way to get involved on campus is to pay attention. Read flyers, and posters on bulletin boards. Read email announcements and check out university announcements on the website. By being aware of all the opportunities available to you at SUNY Korea, you'll find ways to fill your schedule in no time.

GLOBAL YEAR AT STONY BROOK UNIVERSITY

Stony Brook Curriculum

You must study at Stony Brook campus located in Long Island, New York for one year to fulfill the general education requirement called Stony Brook Curriculum ("SBC").

The Stony Brook Curriculum includes both breadth and depth of study and ensures that students will learn skills necessary for life-long learning. Use the course search to search for courses that complete SBC learning objectives.

Through the general education curriculum, students will:

DEMONSTRATE VERSATILITY by showing proficiency in each of ten fundamental learning objectives:

- Explore and Understand the Fine and Performing Arts (ARTS)
- Engage Global Issues (GLO)
- Address Problems using Critical Analysis and the Methods of the Humanities (HUM)
- Communicate in a Human Language Other than English (LANG) *
- Master Quantitative Problem Solving (QPS)
- Understand, Observe, and Analyze Human Behavior and the Structure of Society (SBS)
- Study the Natural World (SNW)
- Understand Technology (TECH)
- Understand the Political, Economic, Social, & Cultural History of the United States (USA)
- Write Effectively in English (WRT)

EXPLORE INTERCONNECTEDNESS by completing a course that examines significant relationships between Science or Technology and the Arts, Humanities, or Social Sciences (STAS).

PURSUE DEEPER UNDERSTANDING by completing advanced studies in three of four distinct areas of knowledge. A "+" sign in the abbreviations for these learning objectives signifies that most courses in this category will be relatively advanced courses at the 200- to 400-level. These learning objectives are:

- Experiential Learning (EXP+)
- Humanities and Fine Arts (HFA+)
- Social and Behavioral Sciences (SBS+)
- Science, Technology, Engineering, and Mathematics (STEM+)

PREPARE FOR LIFE-LONG LEARNING by taking (in most cases) courses which may also satisfy other SBC, major or other degree requirements.

- Practice and Respect Critical and Ethical Reasoning (CER)
- Respect Diversity and Foster Inclusiveness (DIV)*
- Evaluate and Synthesize Researched Information (ESI)
- Speak Effectively before an Audience (SPK)
- Write Effectively within One's Discipline (WRTD)

Students may reduce the number of credits they need to achieve these learning objectives through courses certified in more than one area, AP courses, challenge exams, on-campus placement tests, course waivers, and faculty-designed themed course clusters. However, at a minimum, students must complete at least 30 credits of General Education awarded by

an institution of higher education. Each of these requirements must be passed with a grade of C or better, a grade of S, or a grade of P where the underlying grade is C or better.

Preparing for My Stony Brook Visit

We hope you are excited to begin the next chapter of your studies at Stony Brook University Campus in New York! Below are a few reminders as you prepare for your journey to NY.

International Student Pre-arrival

Stony Brook University has a website that is designed to provide useful information to newly admitted, incoming, international undergraduate students. Please use this site to get information on VISA/Documentation, Travel, Living on Campus, Health, Advising (including orientation & registration information) as well as financial issues.

For information on visa and pre-arrival check list: <https://www.stonybrook.edu/commcms/visa/new-students/index.php>

For information on the International Student Orientation: <https://www.stonybrook.edu/commcms/orientation/international/>.

Financial Documentation

International students must document their ability to meet educational and living expenses for one-year of study so that Stony Brook University can issue a Certificate of Visa Eligibility (I-20). Before going to Stony Brook, you will be asked to submit the following documents:

- Affidavit of Support Form
- Bank Letter or Statement for Each Source of Funds (submitted in English)
- Letters of Employment Verifying Income (for each sponsor, submitted in English)
- Copy of Passport

Specific requirements for each of these items can be found in [AccessVIS](#). Submit all required documents early in the admissions process to avoid delays in visa processing.

Health Requirements and Health Report

Keeping you safe and healthy is a top priority at Stony Brook. Toward that end, you must complete and return the following three forms before the required date or you will be unable to register for your classes.

1. Complete the **Health Form** and **Immunization Form** and upload them through the Wolfie Health Portal at <http://stonybrook.medconnect.com>. If you are not 18 years old yet, then you must also have your parent or guardian fill out the Under 18 Consent for Emergency/Medical Treatment section.
2. All students must read the medical information about meningococcal meningitis, and complete and return the **Meningitis Response Form** at least three weeks before your orientation date. If you are 18 years of age or older, you may use SOLAR to submit the response form.
3. Those who have already submitted these forms to the SUNY Korea Student Services office, please contact Student Services at student@sunykorea.ac.kr.

Make photocopies of these forms and bring them with you to orientation as well.

Stony Brook University Student Health Services will place holds on your course registration if these requirements have not been met. This means that you will not be able to register for classes.

For a complete list of health forms, visit the Student Health Services website.

We recommend that you have a physician in your home country complete your health form. It is possible to have a physical exam and receive inoculations after coming to Stony Brook, but this type of care is very expensive and is not covered by your SUNY international student insurance plan. For more information, contact the SBU Student Health Center +1-631-632-6740 (from outside the United States). More Information is also available on their website: https://www.stonybrook.edu/commcms/studentaffairs/shs/for.ms_new.

PART 5 – Life at SUNY Korea

STUDENT ID CARD

IGC ID Card	The IGC ID Card is your key to a range of resources, facilities, and services on campus and is valid for the period of your enrollment at SUNY Korea
Bank ID Card	The Bank ID Card has the same function as the IGC ID Card, plus it can be used as a cash/debit card. Available from IBK Bank

**During the New Student Welcome Week, each student should apply for a Student ID Card. It must be presented to use library services and is required for admission to university events and when using facilities after normal operating hours.*

The Student ID Card:

- is the only official proof of identity for university purposes and may be required for entry to classrooms and exams
- gives you access to university buildings including libraries and student housing buildings
- allows you to use library borrowing services
- includes banking services with functions of withdrawal, deposit and account transactions at banks and ATMs (Bank ID Card only)
- includes the prepaid travel card service for buses, subways, and taxis (Bank ID Card only)

These features will already be active when you receive your card and you can use them right away.

Conditions of Use

The following conditions apply to your Student ID Card:

- The card is non-transferable and must not be used by anyone other than the cardholder.
- Your card will be deactivated when you take a leave of absence, graduate, or withdraw from the University.
- You should always carry your card and present it when requested by university staff.
- Sign your card immediately when you receive it.

Card Issuing (For New Students)

Step 1 – if you are a new student, apply for your card during enrollment; you will also need to bring your identification proof.

For Korean students, you should bring the following documents or submit them via email:

- A copy of your Korean citizen identification card
- A copy of your passport name page

For International students, you should bring a copy of your passport. *You should submit your Residence Card (previously known as Alien Registration Card) if you have one.

Step 2 – Contact Student Services for the application form.

Step 3 – Pick up the ID Card at A208 Student Services office when you receive a notice via University E-mail. Expect to wait approximately 1-2 weeks for the IGC ID Card and 5-6 weeks for the Bank ID Card when all documents are submitted successfully.

Lost and Stolen Cards

Lost and stolen cards may incur a replacement fee:

- IGC ID Card: 20,000 KRW
- Bank ID Card: Free of charge

If your card is lost or stolen, inform the university as soon as possible. We must cancel any building access you may have as quickly as we can. Your card is a campus card, identification card, and banking card at the same time. Always keep it safe and never give your Student ID Card to anyone else.

If you have banking functionality on your Student ID Card, call the IBK Bank (Lost and Stolen: 1588-4515) to report the issue and deactivate your card. For replacement, please visit the nearest IBK bank. It will be delivered to SUNY Korea Student Services in 4 weeks and you'll be informed to pick it up after the card is registered at the IGC IT Center.

For lost or stolen IGC ID Cards, please visit the IGC IT Center (itcenter.igc.or.kr) to request a replacement. It will take 1-2 business days to get it re-issued after you make the full payment for replacement. You may pick up the new IGC ID Card at the IGC IT Center located on the 1st floor of the Multi-Complex Building and pay the 20,000 KRW reissue fee then.

Damaged Cards

Damaged cards will incur a replacement fee:

- ID Card: 20,000 KRW
- Bank ID Card: Free of charge

The cards are designed to last until their expiry date, but accidental damage can cause parts of the card to stop working. Similarly, damage such as punching a hole in a card to attach a lanyard can also shorten the life of the card or stop it working altogether. We recommend treating your card carefully and keeping it in a safe place when not in use.

If your IGC ID Card is damaged or not working, please visit IGC IT Center (itcenter.igc.or.kr) to request for a replacement. It will take 2-3 business days to get it re-issued after you make the full payment for replacement. You may pick up the new IGC ID Card at the IGC IT Center located on the 1st floor of the Multi-Complex Building.

If your Bank ID card is damaged, please visit the nearest IBK bank (Technopark Station branch) with your damaged card to request a replacement. It will be delivered to SUNY Korea Student Services in 4 weeks and you'll be informed to pick it up after the card is registered at the IGC IT Center.

Updated Photo

Requests to produce a new Student ID Card to enable an updated photo may incur a replacement fee:

- ID Card: 20,000 KRW

- Bank ID Card: Free of charge

Approval may be needed before a replacement card can be issued for an updated photo. Please remember that the photo is for ID purposes only.

For the IGC ID Card, please register at the IGC IT Center (itcenter.igc.or.kr) directly.

For the Bank ID Card, please contact the Student Services Team at student@sunykorea.ac.kr with the image file (jpg or jpeg format) in the attachment.

Change of Name/Details

Requests to produce a new student card to enable updated information may incur a replacement fee:

- ID Card: 20,000 KRW
- Bank ID Card: Free of charge

Some changes of details are unavoidable (e.g. a new surname after marriage, official name change). If you would like different details on your card, please discuss this with the staff in Student Services before you request a replacement.

Expired, Faulty or Inaccurate Cards

Student ID Cards may be replaced at no charge if the card expires, is deemed faulty/defective, or if the data on the card (i.e. name, student ID number, academic standing) is incorrect at the time of issuing. Visit Student Services in A208 during work hours and bring your card with you to arrange a replacement.

Temporary Cards

At IGC Housing Office

If you need access to the dormitory, please visit the IGC Housing office located in Dormitory A Rm. #117. The housing staff will assist you with issuing a temporary card and scan your face for the speed gate access. You will have to pay a 20,000 KRW deposit fee. You may be limited in requesting for the temporary card if you have previously lost a temporary card before.

Please contact the IGC Housing Office at 032-626-4856 if you have any questions regarding the temporary card.

RESIDENTIAL LIFE

Residential College

Residential College and its program

“Cultivating Passion, Curiosity, Self-Discovery, and Global Citizenry Through Exploration.”

SUNY Korea’s Residential College, also known as “RC”, encourages students to not only achieve their academic goals, but also to become well-rounded change-makers. Students engage by participating in required on-campus community living and developing skills through RC Event and Residence Hall Program. The objective is to give students an opportunity to live in community, discover what makes them tick, and how to choose their own path. After being stretched to grow in new ways through the RC, students are naturally inclined to pursue their dreams with leadership and entrepreneurship.

Residential College Live On Campus Requirement

Guidelines

SUNY Korea is committed to providing all of its students with a comprehensive educational experience. There are numerous educational and social benefits for all students living in the residence halls that may not be realized by those living off campus. With this understanding, SUNY Korea recommends all students to live on campus.

Requirement

All undergraduate students enrolled as full-time students and Intensive English Center (IEC) students will be required to live in on-campus housing during the academic year until they have satisfied both of the following:

Stony Brook Programs

The undergraduate students must live on campus for the first two semesters at SUNY Korea.

Exemptions

Students may be exempt from the requirement to live in the residence halls if the student:

- is married and/or with legally dependent children,
- is deemed medically excusable,
- has a permanent address in the Yeonsu, Namdong, or Michuhol districts of Incheon, or
- is under compelling individual circumstances.

Students who request for this exemption must submit an exemption request form and provide supporting documents.

For additional information regarding requests for exemption, contact the Residential College Team by email at rc@sunykorea.ac.kr or by phone at 82-32-626-1198 (from outside Korea) or 032-626-1198 (from Korea).

Providing false or misleading information in connection with a request for exemption may result in cancellation of enrollment at SUNY Korea.

If a student is removed from on campus housing due to disciplinary action, the student can also be suspended from the University.

Who is the exemption process not intended for?

The exemption process is generally not intended for students who:

- Dislike their room, roommate, residence hall, or on-campus living in general.
- Have dietary concerns or are on special diets.
- Want to live with a sibling, other relative or family friend.
- Have parents who bought a house or condo and want the student to live in it.
- Already signed a lease for an off-campus house, apartment, condo, etc.
- Have problems or concerns that need to be addressed but have not sought staff assistance.

There are many avenues besides moving off-campus for students to address the above concerns including talking with the university housing professional staff, making a room

change, moving to a different type of room, changing roommates, working with the Student Affairs, etc. Students are expected to explore all possible avenues before requesting an exemption to the University housing requirement.

Procedures for Reviewing Request for Exemptions

1. Requests for the exemption to the Residential College Live On Campus requirement will be considered and may be granted in the cases stated above or for compelling individual circumstances.
2. All correspondence regarding exemption requests should be addressed to: Residential College Team via email at rc@sunykorea.ac.kr or phone call at 82-32-626-1198 (from outside Korea) or 032-626-1198 (from Korea).
3. The University will review written requests for exemption within a timely manner. Additional information may be required of some applicants. Applicants will be notified of decisions regarding requests for exemption in a timely manner.
4. Individual students may appeal, in writing, the denial of the request for exemption to an appeals committee. However, exception appeals are rarely granted. Please be aware that the appeal process is not to be taken lightly since many people are coming together to review each appeal. Carefully consider whether or not your situation is so extreme that it cannot be resolved in the university housing or that the consequences of remaining in the university housing would be severely negative for you.

Weekly Check-In

Students are responsible to meet with their floor Resident Advisor regularly each week during the semester. This creates a safe and connected community and ensures students are following the Live On Campus Requirement.

Missed Check-In Protocol

Students who fail to do Check-In with their Resident Advisor will be sent an email that notifies them of how many Check-Ins they have missed for the semester and what consequences they will face depending on the number of missed Check-Ins.

- First missed RA Check-In of the semester, the student will be contacted by the Resident Advisor through email.
- Second missed RA Check-In, the student will meet in person with Residence Hall Director regarding the two missed check-in.
- Third missed RA Check-In, the student will be removed from the housing for the rest of the semester.
- Those under the "Live on Campus Policy" must fulfill the requirement of living on campus in the next enrolled semester if they are removed from the housing before the currently enrolled semester ends.

Housing

SUNY Korea undergraduate students under Live On Campus requirements are required to live on campus in IGC-run facilities. Students are housed in fully furnished residence halls that have lounges, a laundromat, exercise facilities, and a cafeteria. IGC Housing provides a safe, comfortable, and healthy living environment that is shared with students from other universities of Incheon Global Campus.

Housing Facilities

Two student dormitories accommodate more than 2,000 students. Resident Advisors live in the dorms to assist resident students. Residence life offers many programs to help students transition to independent living.

All rooms are fully furnished, and complete with air-conditioning. Dorms provide several facilities for students' convenience such as a lounge with a large screen TV, a fitness center, study rooms, male and female laundry rooms, and a DVD room. The housing office is located on the 1st floor of Dormitory A.

Student Dormitory A	Student Dormitory A is an 11-story building with 348 double occupancy rooms for undergraduate and unmarried graduate students and 24 family rooms for married graduate students. It also has 6 wheelchair accessible rooms.
Student Dormitory B	Student Dormitory B can accommodate 1,300 students through its 1,280 single occupancy rooms, 8 guest rooms, and 12 wheelchair accessible rooms for both undergraduate and graduate students. Dorm B consists of two 28 floor buildings that are connected on the bottom floors.

Boarding Expenses

The boarding expenses are based on one semester (17 weeks) and are subject to change.

Classification	Housing Fees
Single Room	1,912,500 KRW
Double Room	1,275,000 KRW

Room rate depends on the room type, not the length of stay. Details about room rate and payment schedule for each room type are updated on the Incheon Global Campus Housing website.

Application Process

Visit the official website of IGC Housing (<https://housing.igc.or.kr>) and fill in the online application form. Applications will only be accepted during the submission period.

Door to Door Delivery, Post and Mail

- Address:
 - Housing A, Incheon Global Campus, 119-7 Songdo Moonhwa-Ro, Yeonsu-Gu, Incheon, Korea, 21985
 - Housing B, Incheon Global Campus, 119-8 Songdo Moonhwa-Ro, Yeonsu-Gu, Incheon, Korea, 21985
- Notice
 - Please write down the name, school and contact number properly.
 - IGC Housing Office bears no responsibility for lost mail. Do not send any valuables through the mail.

For any question, you may contact Incheon Global Campus Housing Office (Student Housing A #117) at housing@igc.or.kr or +82-32-626-4856 (from outside Korea) / (032) 626-4856 (from Korea).

IGC Housing Rules and Regulations

The housing regulations of Incheon Global Campus Housing (hereafter "Housing") are to ensure residents have a comfortable living experience. The regulations, therefore, pertain to terms and conditions residents should abide by for effective management, operation, and use of Housing and its facilities.

Please visit the following link to see more about IGC Housing regulations: <https://housing.igc.or.kr/about/regulations.do>.

Guest Visit

Residents may meet guests at specifically designated areas during the permitted hours between 09:00 - 22:00. Guests should show their ID cards to the Housing security guard and record their personal information in the guest book

*With the current situation of COVID-19, IGC Housing is limiting guests entering the housing building. Please consult with IGC Housing before inviting guests over.

Housing Behavioral Guidelines

Violations

IGC Housing enforces housing regulations to ensure that Housing is a safe place for all students, and any violations of these subject the student to violation procedures. Students are responsible for understanding what constitutes violations and the sanctions applied. Please visit the following websites for more information: <https://ousing.igc.or.kr/about/violations.do> and <https://housing.igc.or.kr/about/procedures.do>.

Dining

There are several dining options in SUNY Korea: the dormitory kitchen, IGC Cafeteria, Spoon, Nanum Café, and E-mart 24 convenience store.

Dormitory Kitchen

IGC Housing provides a public kitchen to the residents on assigned floors. Students can store their food in the public fridge or mini fridge in their room. There are two inductions and

a microwave available. Tables and chairs are also provided for students to cook and eat together in the kitchen.

IGC Cafeteria

The cafeteria is conveniently located at the center of campus. It offers an innovative and affordably priced menu. It is open to the public and serves a broad selection of foods that appeal to every taste in a fun environment.

In the school cafeteria, meals are divided into two categories: Korean and International Food. Depending on the option, students need to purchase meal tickets from the machine. Prices vary from 3,800 - 6,000 KRW. It is located between Student Dormitory Building A and B.

- For detailed information, please visit the IGC Housing website: <https://housing.igc.or.kr>

Nanum Café

The Nanum Café is located in the sunken garden of the Multi-Complex Building and is open weekdays from 8:00 a.m. to 9:00 p.m. and weekends from 9:00 a.m. to 9:00 p.m. during the academic semester. You can get a discount if you show your student ID card.

E-mart 24 (Convenience Store)

The E-mart 24 convenience store is located next to the Nanum Café. The store is open 24 hours and offers various items such as food, snacks, drinks, basic necessities, etc.

SPOON (Flour-Based Food Shop)

SPOON is also located in the basement floor of the Multi-Complex Building (next to the Billiard Hall) and sells a variety of Korean food. You can eat noodles, spaghetti, kimbab, spicy rice cake (tteokbokki), pork cutlets, rice dishes, etc. It is open from 9:00 a.m. to 9:00 p.m.

LIBRARY AND LEARNING RESOURCES

SUNY Korea Bill Hwang Library and its Policies

SUNY Korea Bill Hwang Library (hereafter referred to as the SUNY Korea Library, Bill Hwang Library or the Library) offers students access to the library system of SUNY Korea and other library services, including Bill Hwang Library, IGC library, SBU library, and FIT library.

The SUNY Korea library is located at A209 (the cup-shaped section on the right-hand side of the Academic Building).

<Floor & Zone Use Guide>

*Group Study Rooms are available with reservation.

FL	Service Details	Zone Information
2F	Librarian's Desk, Library Collection, Information Commons (PC, Mac, Printer)	Yellow Zone (Quiet talking, Phones on vibrate)
	Group Study Rooms*	
3F	Study Lounge	Red Zone (Silent Zone: Noise Free, phone free)

Copying & Printing Facilities

Print Quota Per Semester

Every student has 500 print quotas for printing and copying per semester with the library printer. Any remaining printing balances are not rolled over into the next semester. Exceeding the 500-copy limit is not possible.

Print Code

For printer use, you are required to input a 'Print Code': the 8-digit-number excluding the 1st digit from your student ID.

Ex.) Your SBU ID: 012345678

Your Print Code: 12345678

*Your print code won't be changed while you are enrolled at SUNY Korea.

Library Use Policies

The main purpose of the library rules is to safeguard the common interests of all users and to enable the library to carry out its functions as efficiently as possible. SUNY Korea's libraries primarily serve SUNY Korea's current faculty, students, staff, and researchers who hold valid SUNY Korea IDs. Admission to the University Library is conditional upon the observance of these Regulations, and of the Rules made by or with the authority of the Academic Team. Academic Team has the power to exclude from Library buildings or services any person whom it has reason to believe cannot be trusted with access to its books or services. All users of the Library are presumed to know its Regulations and Rules, copies of which are available in the Library.

Operating Hours

The following are the regular operating hours for SUNY Korea library. The circulation desk follows the library operating hours, but it may operate with limited service hours depending on the librarian staffing for the semester. During the break (Summer and Winter), the library opens according to its special operating hours.

<Regular Operating Hours>

	Mon.-Fri.	Weekends
During the Semester	2F (Main area)	closed
	8am-6pm	
	3F (Study lounge)	
During the break	8am-11pm	closed
	1pm-5pm	

*Closed: Holidays in Korea (refer to the bulletin board notice)

*Hours are subject to change due to University needs and the COVID-19 situation.

Use of Libraries and Library Material

- Library materials must not be taken out of the Library. Unauthorized removal of library materials is not permitted.
- All books and library materials are not available to be checked out. *For check out services, you may use the IGC Central Library*
- Textbooks require registration at the Librarian's desk for use in the library. All SBU/FIT textbooks are stored in the cabinets behind the circulation desk on the 2nd floor. Other reference materials (books, electronic resources, and other materials) are accessible inside the library without registration.
- Library users must not write in, mark, or otherwise deface or damage library material or equipment in any way.
- When using a computer, electronic mobile devices, or other equipment, library users must do so as quietly as possible to avoid causing disturbance to others and should not use applications or play media to produce sounds audible to other users, unless this is required to overcome a disclosed disability.
- All library users should be aware that privacy is not guaranteed when using the library computers, and must not share, save or print any personal information. It is highly recommended for users to delete all data they created, have perused, etc. after use.
- Library users must not use a computer or other equipment in a way that requires them to speak into the device unless this is required to overcome a disclosed disability.
- Library users must not engage in the harassment of any other reader or any member of library staff.
- Library users must not prejudice the safety or well-being of any other reader or member of the library staff by engaging in disorderly, threatening, or offensive behavior.

General Rules

- Smoking is not permitted in the Library.
- Consumption of food is not permitted in the Library. Water or beverages in sealed spill-proof containers are allowed.

- Silence must be strictly observed in the Library (except for Yellow Zone). Mobile phones must be set to 'silent' mode in the Library.
- The Library will not accept responsibility for the loss or misplacement of personal belongings.
- Leave un-shelved books on the book truck located at the end of the aisles so that librarians can re-shelve them.
- Only one seat is available for each individual. If not in case, Yellow sticker will be given for warning.
- All of library users are responsible for cleaning their seats after use.
- The Library staff on duty has the right to request a user to leave the premises if the user is found to be violating any of the Library rules.
- If the rules are not followed, the Study Lounge (3F) can be temporarily closed.

Group Study Room Policies

- Users can sign up for the Group Study Room via online reservation. The information for online reservation can be found on the bulletins and at the circulation desk. QR codes are also emailed out to students. Rooms may be reserved for a maximum of two hours per day. Group Study Rooms can be reserved up to 1 week in advance.
- Reservations are limited to currently enrolled SUNY Korea students, faculty and staff members.
- Group Study Rooms are intended for group users, defined as two or more (maximum eight people).
- Users without reservations must vacate room when requested by users with a valid reservation.
- Users are responsible for personal property. Do not leave items unattended. The library is not liable for loss/damage to personal property.
- Maintain a moderate noise level in the study room for other users (Yellow Zone rules). Be mindful that the rooms are not soundproof.
- Clean up after use and leave the room in good condition for the next users, including erasing the whiteboard and disposing of trash.
- Library staff may enter the rooms as needed for security, maintenance, or other reasons.

Policy for Unattended Personal Belongings

- Unattended personal belongings will be removed every morning and will be disposed of after one month of storage at the Librarian's desk.
- If you would like your personal belongings to be stored in the library, you may use the cabinets on the 3rd floor.
- The Library will not be responsible for any loss or misplacement of personal belongings.

Loss and Damage

The library cannot assume the loss of items accidentally damaged, destroyed or lost while in the possession of the user. Upon registering textbooks, students should check the pages of the registered books. If pages are found missing, or damaged, they should report them to the Librarian before leaving the Librarian's desk.

Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages, or spoiling them in any other way will be viewed very seriously. In the event of damage of any kind, the last reader will be liable to compensate for damage unless they show the Librarian that the book had been previously marked or damaged.

If library material is lost or damaged, an immediate report should be made to the Librarian to enable appropriate action to be taken: replace the book lost or damaged by purchasing it themselves or requesting the Library to replace it. All books replaced must be of the latest edition. If the book is one of a set or series, they may be called upon to replace the whole set or series. The library reserves the right to assess a reasonable additional charge for lost items of a special nature, e.g., first editions or rare books.

For more information, please contact:

SUNY Korea Bill Hwang Library
209, Academic Building A
119-2 Songdo Moonhwa-Ro
Incheon, Korea 21985
E-mail: library@sunykorea.ac.kr
Library website:
<https://www.sunykorea.ac.kr/en/html/sub04/0405.html>

IGC Central Library

Incheon Global Campus has built a state-of-the-art library information system. With radio-frequency identification digital library systems linked to the Korean Education, and Research Information Service (KERIS), the libraries offer integrated search services in a multi-language interface environment.

The IGC Library's operating hours are as follows. Note that the hours are subject to change.

<Operating Hours and Facilities (Academic Semester)>

Library Website: <https://lib.igc.or.kr/>

Opening Hours

Semester	Vacation
1F GloFore	24 hours
2F Focus Lounge 2F Talk Square 2F Lounge 3F Lounge	08:00~24:00
2F Materials Room 3F KoreanCollectionsRoom	Mon.~Thu. 08:00~20:00 Fri. 08:00~21:00 Weekend CLOSED

Loan Periods

Users	Loan Period	Maximum Number of Items
Undergraduate	15 days	10
Graduates	20 days	15
PhD Course	30 days	30
Professor	180 days	50
Time-Lecturer/ Researcher	90 days	10
Staff	30 days	5
Special members	30 days	10

**Late fee will be 500 KRW per 1 book, per day*

For more information, please contact:

IGC Library
1F IGC Support Center (Multi-Complex Bldg.)
119 Songdo Moonhwa-Ro
Incheon, Korea 21985
Telephone: (032) 626-0251/0252
E-mail: libmaster@igc.or.kr

Online Learning Resources

SUNY Korea students have online access to Stony Brook or FIT Library resources and services. Students will have 24/7 online access to the database of SBU Library with a valid NetID and to the database of the FIT Library with a valid FIT ID.

SBU Library Online Resources

Stony Brook Library provides:

- Access to over 480 subscription databases which hold electronic versions of articles from scholarly journals, newspapers, and magazines
- A team of dedicated liaisons who are experts in researching your topic

An interactive tutorial designed to help you work on research assignments is available online. The SBU Library Research Guide covers:

- Choosing a topic
- Identifying sources
- Using stars (university libraries catalog) to find articles
- Using the web
- Citing sources

For more information, please visit the SBU Library Research Guide at <http://www.library.stonybrook.edu/tutorials>.

Tutoring Center

The SUNY Korea Tutoring Center supports SUNY Korea students, both Stony Brook and FIT students, to ensure a comprehensive, high quality undergraduate education by providing services that complement classroom instruction and encourage student success. Through collaborative efforts with academic departments and student services, the Tutoring Center enhances, promotes, and develops tutorial and

academic success programs, and is committed to creating an inclusive, supportive, student-centered learning environment, which stimulates productive learning.

Peer Tutoring Services

Peer Tutoring Services are led by select SUNY Korea undergraduate students, who work with participating students on a regular weekly basis to enhance their success in a course. The program includes Math (MAT123, AMS 151, AMS 161 and AMS 210) and Physics (PHY 131, PHY 132) courses. Program details are available at the beginning of each semester at ams.sunykorea.ac.kr/tutoring or please contact tutoring@sunykorea.ac.kr.

What is Tutoring?

- A tutor possesses experience and knowledge in a subject area, exceptional study skills, and can use that experience and knowledge to guide others.
- A tutor helps students improve their learning and study strategies to promote independence and empowerment.
- While tutors provide students with timely and meaningful academic support, tutoring does not replace class attendance or regular interaction with faculty.

Benefit of Tutoring

For Tutors:

- Encourages a higher level of thinking
- Increases subject-specific knowledge
- Improves communication skills
- Boosts leadership skills

For Tutees:

- Motivates self-paced learning
- Reinforces material
- Exposes students to a diversity of ideas and points of view
- It's FREE!

Types of Tutoring Sessions

One-on-One Tutoring

In one-on-one tutoring, a tutor is matched with only one student. This enables the session to be tailored to the needs of the individual student.

Small-Group Tutoring

Group tutoring occurs when a tutor leads a single session with a group of students who need assistance with the same material. Tutoring groups ideally include two to five students enrolled in the same course. Students benefit from sharing thoughts and opinions with their peers under the guidance of their tutor.

Walk-in Tutoring

During walk-in tutoring, one or more tutors could be available at any given time to work with a number of students. This provides students with an opportunity to get assistance on an as-needed basis.

The Writing Center

Emails, texts, tweets, essays, letters, articles, books...we are immersed in writing in our daily lives, so doesn't it make sense to learn how to write well? Visit the Writing Center to learn how to do just that!

The Writing Center is located on the 7th floor of the Academic Building in Room A713. Our tutors will assist you with an array of writing issues from overcoming writer's block and developing your argument to harnessing strategies for more effective revision (and everything in between). Our goal is to help you become the best writer that you can be.

Some Tips for an Effective Tutoring Session

- Bring your assignment details. We need to know what your professor expects from you in order to guide you in the right direction.
- Be proactive. You should be prepared to play a major role in your session – after all, who knows your writing better than you?
- Be engaged. We want to help you develop as a writer by engaging you in a discussion about your writing. We are not there to write or edit your paper for you. Instead, we will empower you to do those things for yourself!

A typical tutoring session lasts about 30 minutes, so do not expect to leave the Writing Center with a finished paper. Because writing is a process that involves multiple stages, tutors will not be able to work on all aspects of your paper during one tutorial. Instead, tutors will equip you with skills that you can employ in your writing process beyond the work you do in the Writing Center. We look forward to working with you!

For more information, contact:

Writing Center
Academic Building A713
Telephone: (032) 626-1400
E-mail: wc@sunykorea.ac.kr

Intensive English Center

The Intensive English Center (IEC) at SUNY Korea has been offering a program of courses and activities, identical to its sister program at Stony Brook University in New York, providing educational and cultural opportunities while promoting English proficiency for academic purposes.

Our main priority is to support our students' language and cultural needs in acquiring the knowledge and language skills necessary to prepare them for intercultural communication. With exposure to the intensive English courses offered in the SUNY Korea IEC, students can become not only fluent in the English language but also mentally prepared for the challenges of being international students.

For more information, contact:

Intensive English Center
Academic Building A719
Telephone: (032) 626-1403
E-mail: iec@sunykorea.ac.kr

ON CAMPUS EMPLOYMENT OPPORTUNITIES

Jobs Available on Campus

Overview of Student Employment

The student employment programs at SUNY Korea serve several purposes. Various positions are available as part of SUNY Korea's Work-Study Program. Such positions provide financial support for SUNY Korea students who choose to work while attending school and furnish students with vital work experience. Students receive help with financing their education and develop important skills that will be useful in securing meaningful employment after graduation. In addition, the University benefits from the intelligence, talent, and hard work of students who support its daily operations.

To assist both students and employing departments, Academic Affairs & Student Affairs strives to centralize information about employment opportunities, maintain standard practices and procedures for student employment, and increase the number and variety of available on-campus positions.

A student's primary role and responsibility, however, is pursuing an academic career and involvement in the Work-Study Program must not impede on that primary goal.

Finding Employment at SUNY Korea

Students may view available on campus work-study positions via the SUNY Korea homepage at www.sunykorea.ac.kr. Please note that it is primarily the student's responsibility to initiate the search by contacting Academic & Student Affairs in a timely manner.

Period of Eligible Employment

Employment lasts for one semester and it is not automatically renewed unless mutually agreed upon by the supervisor and the student(s). A letter of resignation is not required at the end of the semester.

- Fall semester only
- Spring semester only
- Summer session only
- Winter session only

Types of Work-Study Jobs available

Employment must not: (1) impair existing service contracts; (2) displace employees; (3) fill jobs that are vacant because the employer's regular employees are on strike; or (4) involve the construction, operation, or maintenance of any part of a facility used or to be used for religious worship or sectarian instruction.

There is a wide variety of positions available on campus. The following are some examples:

- Administrative Assistant
- Department Receptionist
- Library Assistant
- Resident Advisor
- Peer Tutor
- Unpaid Intern

Eligibility Criteria

Students wishing to work under the Work-Study Program during the academic year must be enrolled AND matriculated in a degree program during each semester for which they seek employment.

Students who wish to work under the Work-Study Program for the summer or winter must be enrolled in summer or winter session or enrolled in the previous spring or fall semester AND matriculated in a degree program during each semester for which they seek employment.

Students expecting to graduate before the employment begins are not eligible for any position.

They must also be free of any type of probation (academic, dormitory, etc.) and have a cumulative GPA of 3.0 or higher.

Depending on the job specifications, exemptions may apply to non-matriculated students in their second semester or after. In such cases, the student must submit a recommendation letter from the Director of the Intensive English Center with the application.

Student Performance Evaluation

Student performance will be evaluated by the supervisor of the hiring department at the end of the hiring period. The supervisor must share and discuss the evaluation result with the student employee and the student employee must review the result and authorize the release of information on the evaluation to potential future employers.

Student Affairs will keep the evaluation result for future reference (i.e. recommendation letters, pay raises, etc.). If a student is evaluated and received a total percentage under 70%, the student will be suspended from applying in the following semester.

Hours and Wage

Maximum working hours:

- All students are not allowed to work more than 60 hours per month.
- International students are limited to work no more than 20 hours per week.

Hourly wage:

- The minimum hourly wage for student employee is 10,000 KRW as of 2023 (subject to change).
- The maximum hourly wage is 12,400 KRW.

Exceptions:

- An exception may apply to employment during the summer or winter session and project-based employment.
- The department administration office receptionist can work a maximum of 20 hours per week and 80 hours per month.

Dual Appointments

Students may hold more than one position; however, they must not surpass 20 hours per week for whatever type of position they hold. International students cannot go over 20 hours per week.

Depending on the job specifications, exemptions may apply to employment during the summer or winter session, project-based employment, and other employments under the approval of Academic Affairs & Student Affairs.

Timesheets and Paychecks

Students will log in and out daily as they work. They will use the Work-Study Program Monthly Timesheet to complete this task. Supervisors approve or deny timesheet entries. It is recommended that supervisors approve entries in the monthly timesheet daily and weekly.

A monthly timesheet without the signature of a Supervisor, with wrong calculations of working hours and/or exceeding limited working hours will not be accepted. Late submission of the monthly timesheet will result in the student not being paid until the following month.

Paychecks are available on the 15th of each month. Any discrepancies in a student's paycheck should be reported immediately to the Finance & Accounting Team and resolved as soon as possible.

Student Employee Rights and Responsibilities

Each student employee has the right to the following:

- Information about the award amount and pay rate
- Specific job description including the supervisor's expectations and standards
- A clearly defined work schedule and the average number of hours of work to expect per week
- Adequate training to perform assigned tasks
- A safe and sanitary working environment
- Regular supervision and review of work performed
- A clear explanation of the procedure for being paid
- Instructions on how to report an unexpected absence from a scheduled work shift

Each student employee has the responsibility for the following:

- Understanding the specific job responsibilities including the supervisor's expectations
- Performing assigned tasks in an efficient and timely manner
- Arranging a mutually agreeable work schedule with the supervisor, and working the assigned hours
- Notifying the supervisor immediately if a scheduled work period must be missed
- Accurately documenting work hours

Non-Discrimination Statement

SUNY Korea prohibits discrimination on the basis of race, sex, sexual orientation, gender identity and expression, religion, age, color, creed, national or ethnic origin, disability, marital status, familial status, genetic predisposition, criminal conviction, domestic violence victim status, veteran status and/or military status and all other protected classes and groups under national and local laws in the administration of its policies,

programs, activities, or other SUNY Korea administered programs or employment.

Certificate of Employment

If proof of employment history on campus is required, a student may request a Certificate of Employment from the University. The certificate costs 2,000 KRW in cash and takes 2-5 business days to process. According to the Student Services Administrative Service Charge Policy, the revenues from administrative service charges are used for student scholarship funds.

The Certificate of Employment issued under the Dean of Student Affairs includes the following information:

- Student's information including Student ID, major, entry year and semester
- Employment history including hiring semester, hiring department, and hiring period

Employment before February 27, 2017

- You can request for your Document online via the SUNY Korea website at Form > Document Issuance Service (<http://girocms.com/suny/suny.asp>).

Employment on or after February 27, 2017

- A student may contact the employing department for the document request.

Additional Information

For any questions regarding the Work-Study Program, please contact:

Student Affairs
A208 Student Services
Email to student@sunykorea.ac.kr.

Office hours are as follows:

- 10:00 a.m. to 5:30 p.m. Monday through Friday
- Closed on weekends and public holidays

If you have any questions regarding payroll; please contact:

Administration
A417 Finance & Accounting Team
Email to Finance & Accounting Team at finance@sunykorea.ac.kr.
Office hours are as follows:

- 9:00 a.m. to 6:00 p.m. Monday through Friday
- Closed on weekends and public holidays

Career Services

The Career Development Center supports the strategic goals of the University by developing students who are ready to launch and progress their careers on a global platform. Under the slogan 'Keys to the world', it provides programs and services that help students to make informed career choices supported by comprehensive career resources. The Career Development Center has resources to help students explore careers, make connections between majors and careers, apply for jobs and internships, and make a smooth transition from college to work.

The Career Development Center employs a "3C strategy" of Counseling, Coaching, and Consulting. We advertise jobs both on and off campus on the SUNY Korea website under the University Announcement Board. Work experience and internship opportunities are also advertised on the site.

Career Services at SUNY Korea help to:

- EDUCATE students about the career development process and industry options in order to help them make informed career decisions
- PREPARE students for experiential learning (i.e. internships, co-op and community service), employment and further education
- CONNECT hiring organizations and companies with our diverse student talent

Career Education Programs

- IGC Career Fair
- Career Talk to You Series
- Resume & Cover Letter Coaching
- Career Design School
- Career Buildup School

Internship Opportunity

- Semester Internship (Spring & Fall)
- Summer Internship
- Winter Internship

Career Related Services

- Individualized Counseling
- Mock Interviews
- Personality Evaluation Test
- Alumni Panel Interview
- Career Weekly Newsletter
- Resource Library
- Networking/ Referral to Companies and Organizations

Credit Bearing Course

- CAR151 for freshmen and sophomores
- CAR251 for juniors and seniors

Career Networking Program

- Career Mentor
- Coaching Mentor
- Alumni Network

To book a session with CDC staff, scan the QR code below:



For additional information, contact:

Career Development Center
A205 Academic Bldg. SUNY Korea
Telephone: (032) 626-1195/1197
E-mail: careercenter@sunykorea.ac.kr
Instagram: @sunykoreacdc
Office Hours: Monday to Friday from 10:00 a.m. to 5:00 p.m.

VISA INFORMATION FOR INTERNATIONAL STUDENTS

Residence Card Application

You need to apply for a Residence Card at the Immigration Office within 90 days from the day of your arrival in Korea. However, as this card is a requirement when foreigners are applying for most services in Korea, students should get it as soon as possible. It will be issued in about three weeks after you submit your application.

Required documents:

- Valid passport
- Enrollment Verification (Korean)
**Request online through SUNY Korea's website > Forms: <http://girocms.com/suny/suny.asp>*
- Application Form
**Download from: <https://www.hikorea.go.kr/Main.pt> > Application Forms > Integrated Application Form*
- 1 color ID photo (3.5 x 4.5 cm) taken within the past 6 months
- Copy of your Korean VISA and your passport
- Service charge: Approx. 34,000 KRW (Cash if visiting the Immigration Office)
- Proof of Residence (available through IGC Housing Office if reside in dorm)

You need to apply directly to the Immigration Office or Branch Office under relevant jurisdictions. The Student Services Team will support new incoming international students in foreign registration during the New Student Welcome Week.

Residence Card Extension

For an extension of your Residence Card, you can apply from 60 days before the expiration date, so you need to prepare all the documents (e.g. Proof of Residence) so that the University can verify your status during the academic semesters (before vacation starts.) You must also submit the following documents to the immigration office in person or via online:

- Valid passport and copy of your passport name page
- Residence Card
- Residence Card Extension Application Form
**Download from: https://www.hikorea.go.kr/pt/main_en.pt > Application Forms > Integrated Application Form*
- Enrollment Verification (Korean) **Request online*
- Scholarship Maintenance Form (Korean, if applicable)
- Proof of bank account and necessary funds (20,000 USD) (including tuition fee statement and proof of

living expenses) **Exceptions for students from OECD countries with GPA above letter grade C*

- Proof of the source of funding when providing the bank statement (ex. If you're receiving funds from your family, you should submit the receipt of overseas transfer or remittance slip)
- Official transcript from the New York Campus (Request via SOLAR / Takes approx. 4-6 weeks: early request is required) **Can get electronic copy via SOLAR*
- Proof of current residency (confirmation for dormitory residence, mails, lease contract, or bills for public utility charge) **Available at IGC Housing*
- Service charge: Approx. 60,000 KRW (Cash)
- Extension due to graduation delay: a letter from a faculty (Department Chair) to explain the reason for your graduation delay and a graduation plan.

For more information, please visit Hi Korea website (www.hikorea.go.kr). You may also find information at the immigration office by calling 1345 from any phone (English service available).

Both Residence Card application and Residence Card Extension can be done via online. Visiting the immigration office requires a reservation and you need to receive a confirmation receipt via HiKorea prior to the visit to an immigration office. Visiting without a reservation will lead to an inconvenient experience of having to wait a long time and your application may not be processed.

Mandatory International Student Advising Session

International students are required to have an advising session at least once a semester with their academic coordinator to maintain their visa status.

Guidelines for the mandatory international student advising session are as follows:

1. Schedule an advising session with your department coordinator
2. Print and fill out the International Student General Inquiry Form (**Download from: <https://www.sunykorea.ac.kr/en/html/sub03/030505.html?mode=V&no=6dee41539bfe5235a835c27d8d78c925&GotoPage=1>*) and bring it with you to the advising session
3. Get the form signed by the department coordinator
4. Submit the form to the Student Services Office (A208)

Part 6 – Scholarship and Financial Aid

*For the most up to date information regarding scholarship and financial aid, please visit the school website: <https://www.sunykorea.ac.kr/en/html/sub03/0301.html>

Qualification for Scholarship Review Candidates

A student becomes a candidate for scholarship review by the Scholarship Committee when he or she submits the SUNY Korea scholarship or financial aid application and the required documents by the stated deadlines.

New students with provisional admission may also apply for scholarship or financial aid. The scholarship or financial aid will be applied from the semester they are matriculated into the major academic program after successful completion of the IEC program.

Current scholarship/financial aid recipients seeking additional funding for a specific reason may reapply for a scholarship or financial aid by completing the application form and including a statement as to the reason for the request for additional funding.

Continuing students must have a most recent term grade point average of at least 3.5 (or 3.2 for financial aid) and no records of academic dishonesty and/or Student Conduct Code violation in order to become an eligible candidate for SUNY Korea scholarships or financial aid.

Scholarship Application Deadlines

The SUNY Korea Scholarship Committee determines and selects students who are eligible for scholarships/financial aid. The committee selects qualified candidates for scholarships/financial aid based on applications and written documents, and also considers in the final selection whether the student possesses exemplary characteristics that could distinguish him or her as a role model for the SUNY Korea community.

SUNY Korea Scholarship/Financial Aid Application deadlines are as follows:

5. For new students: Admission Application Deadline
6. For continuing students: Within 2 weeks after the official end of the previous semester.

New Student Scholarship

Scholarship/Financial Aid Review Procedures

Depending on the status of each candidate and his or her application submission date, the SUNY Korea Scholarship Committee reviews applications according to the following procedures.

For New Students:

A) Who complete and submit their scholarship/financial aid applications by the deadline:

- 1) The Admissions Office will collect applications until the deadline.
- 2) The New Student Scholarship Committee will review applications for scholarship or financial aid.
- 3) The results will be announced after final approval.

Continuing Students:

A) Who complete and submit their scholarship/financial aid application by the deadline:

- 1) The Academic Affairs Office will collect applications until the deadline. Students can submit the application form by either filling out the form through the link shared in the email sent by Academic Affairs or sending the application form in a soft copy to Academicaffairs@sunykorea.ac.kr.
- 2) The candidates will first be reviewed through a screening process:
The most recent term GPA of 3.5 or higher (for scholarship);
The most recent term GPA of 3.2 or higher (for financial aid)
- 3) The Continuing Student Scholarship Committee will review applications for scholarship or financial aid.
- 4) The results will be announced after final approval.

B) Who complete and submit their scholarship/financial aid applications after the deadline:

The applications will not be reviewed.

※ Updated as of February 2022

※ All information is subject to change without notice.

Title	Requirement	Benefits	Renewal
Presidential Scholarship	<ul style="list-style-type: none"> - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	<ul style="list-style-type: none"> - Full tuition - Room(double only) [Upon review] 	Maximum Renewal - 1 semester
			Renewal Criteria - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.0/4.0 (3.2/4.0 in the first semester) - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior

Title	Requirement	Benefits	Renewal
Provost Scholarship	<ul style="list-style-type: none"> - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	- \$7,500/ semester	Maximum Renewal - 1 semester Renewal Criteria - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.0/4.0 (3.2/4.0 in the first semester) - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior
Shared Prosperity Scholarship	<ul style="list-style-type: none"> - Citizenship from a developing country - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities - Must share a double room with a Korean student (for cross-cultural experience) - Individual interview required 	<ul style="list-style-type: none"> - Full tuition - Room and Board* [Upon review] 	Maximum Renewal - 1~7 semesters Renewal Criteria - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.0/4.0 (3.2/4.0 in the first semester) - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior
Global Development Award	<ul style="list-style-type: none"> - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities - Requires official recommendation from embassy or government - Individual interview required 	<ul style="list-style-type: none"> - Full tuition - Room and Board* [Upon review] 	Maximum Renewal - 1~7 semesters Renewal Criteria - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.0/4.0 (3.2/4.0 in the first semester) - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior
Merit Scholarship	<ul style="list-style-type: none"> - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	- \$2,500~ \$10,000/ semester	Maximum Renewal - 1 semester Renewal Criteria - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.0/4.0 (3.2/4.0 in the first semester) - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior
Encouragement Award	<ul style="list-style-type: none"> - Competitively outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	- \$1,000 ~ \$5,000/ semester	No renewal option
Sibling Scholarship**	<ul style="list-style-type: none"> - Having one or more siblings (e.g. brother or sister) currently studying at SUNY Korea or SUNY Korea Alumnus. - Applied to the latterly admitted student(s) - Submission of Proof of Family Relation 	- \$1,000 ~ \$5,000/ semester	Maximum Renewal - 7 semesters Renewal Criteria - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.0/4.0 (3.2/4.0 in the first semester) - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior

Title	Requirement	Benefits	Renewal
Financial Aid	<ul style="list-style-type: none"> - Completion of Financial Aid Application - International: Submission of 1) proof of family relation; 2) proof of low-income status (proof of yearly income of both parents); 3) proof of refugee record (if applicable) - Domestic: Submission of 1) proof of family relation 2) Certificate of Income and Certificate of National Health Insurance Fee of both parents; 3) Certificate of National Basic Livelihood Recipients (Optional) 	<ul style="list-style-type: none"> - \$1,000 ~ \$10,000/ semester - Room and Board* [Upon review] 	<p>Maximum Renewal</p> <ul style="list-style-type: none"> - 1 semester <p>Renewal Criteria</p> <ul style="list-style-type: none"> - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.0/4.0 (3.2/4.0 in the first semester) - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior

** Obligation of Room and Board Benefits*

Room and Board benefits include a double room and two meal tickets a day in each Fall and Spring semester.

The Room and Board recipients are required to serve 10 hours per week for 14 weeks in the form of Work-Study program for their first enrolled 4 semesters. When recipients receive less than the minimum evaluation score (70 points out of 100 points), the room and board benefits will be suspended and the student should serve 10 hours Work-Study for one additional semester. The room and board benefit may be reinstated if the evaluation score is above 70 in the next semester.

Continuing Student Scholarship

*** If one of the siblings permanently withdraws or is expelled by the university, the Sibling Scholarship will be discontinued.*

Title	Renewal Criteria	Benefits	Renewal
Academic Excellence Scholarship	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.5/4.0) - No I's, U's, NR's, W's, NC's, F's, or Q's - Term Credits Earned: (Refer to Appendix 2) 15 credits - Term Credits Earned Toward GPA : 12 credits - No report on academic dishonesty or misbehavior 	<ul style="list-style-type: none"> - SUNY Korea: \$10,775/ semester - SBU NY Campus: Full tuition/ semester 	No renewal option
Academic Prestige Scholarship	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.5/4.0) - No I's, U's, NR's, W's, NC's, F's, or Q's - Term Credits Earned: (Refer to Appendix 2) 15 credits - Term Credits Earned Toward GPA : 12 credits - No report on academic dishonesty or misbehavior 	<ul style="list-style-type: none"> - SUNY Korea: \$5,388/ semester - SBU NY Campus: Half tuition/ semester 	No renewal option
Dean's Scholarship	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.5/4.0) - No I's - Full-time enrollment & credits completed toward GPA: 12 credits or more - No report on academic dishonesty or misbehavior 	- \$3,000/ semester	No renewal option
Academic Achievement Scholarship	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.5/4.0) - No I's - Full-time enrollment & credits completed toward GPA: 12 credits or more - No report on academic dishonesty or misbehavior 	- \$2,000/ semester	No renewal option

Encouragement Award	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.5/4.0) - Full-time enrollment & credits completed toward GPA: 12 credits or more - No report on academic dishonesty or misbehavior 	- \$1,000/ semester	No renewal option
Financial Aid	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.2/4.0) - Completion of Financial Aid Application - International: Submission of 1) proof of family relation; 2) proof of low-income status (proof of yearly income of both parents); 3) proof of refugee record (if applicable) - Domestic: Submission of 1) proof of family relation; 2) Certificate of Income and Certificate of National Health Insurance Fee of both parents; 3) Certificate of National Basic Livelihood Recipients (Optional) 	<ul style="list-style-type: none"> - \$1,000 ~ \$10,000/ semester - Room and Board* [Upon review] 	No renewal option

* Obligation of Room and Board Benefits

For all room and board benefits, recipients are required to serve 10 hours per week for 14 weeks in the form of Work-Study program for their first enrolled 4 semesters. When recipients receive less than the minimum evaluation score (70 points out of 100 points), the room and board benefits will be suspended and the student should serve 10 hours Work-Study for one additional semester. The room and board benefit may be reinstated if the evaluation score is above 70 in the next semester.

Responsibility of Scholarship Recipients

In addition to the above renewal criteria, all recipients of scholarship or financial aid are required to submit regular Self-Evaluation Reports to the Academic Affairs Office [Academicaffairs@sunykorea.ac.kr]; failure to do so will result in a penalty. (Please see the details of this report in the following section, "Self-Evaluation Report".)

Self-Evaluation Report

All recipients of scholarship or financial aid are required to submit the Self-Evaluation Report to the Academic Affairs Office within 14 days after the official end of each semester. The Self-Evaluation Report Form will be sent out during each semester. Students can submit the application form by either filling out the form through the link shared in the email sent by Academic Affairs or sending the report in a soft copy to Academic Affairs Office.

Global Experience Report

All recipients of Presidential Scholarship, Provost Scholarship, Shared Prosperity Scholarship, and Global Development Scholarship who have visited the home campus of SBU in the United States are required to submit a Global Experience Report to the Academic Affairs Office. This report is due by the end of the 1st visiting semester. The Global Experience Report should be 5 to 6 pages in length (12-point, double spaced) and should describe their experience in the U.S. and the lessons they learned from their global experience.

Vision Statement Report - How to Contribute to the World (Graduating Semester ONLY)

All recipients of Presidential Scholarship, Provost Scholarship, Shared Prosperity Scholarship, and Global Development Scholarship enrolled in their graduating semester are required to submit a Vision Statement Report to the Academic Affairs

Office by the end of the graduating semester. The Vision Statement Report should be 5 to 6 pages in length (12-point, double spaced) and should describe their vision for after graduation and how their major can help to serve that vision, as well as how their vision can contribute to bettering the world.

The SUNY Korea Continuing Student Scholarship Committee will evaluate renewal of scholarship/ financial aid based on reviews of recipients' reports and reference checks with relevant departments or personnel. Students who miss the submission deadline or who do not receive approval for renewal will be informed of the termination of their scholarship/financial aid in a timely manner and/or academic hold will be placed on student's account.

Scholarship Petition

For students who fail to meet the renewal criteria mentioned above, the letter of official scholarship discontinuation will be sent in compliance with the SUNY Korea Undergraduate Scholarship/ Financial Aid Guide. Students may (if applicable) petition the Continuing Student Scholarship Committee for reconsideration. Such petitions will be reviewed by the Continuing Student Scholarship Committee on a case-by-case basis and the final result will be informed to the student in a timely manner. Please see the minimum GPA requirements for petition in the chart below.

Petition	Semester GPA	Cumulative GPA	Petition Review
1st Petition	At least 2.8	At least 2.8	Will be reviewed by SUNY Korea Scholarship Committee and may be accepted unless the student has any significant breach of contract (Scholarship Offer Letter).
2nd Petition	At least 3.0	At least 3.0	Will be reviewed by SUNY Korea Scholarship Committee and may be accepted unless the student

Petition	Semester GPA	Cumulative GPA	Petition Review
			has any significant breach of contract (Scholarship Offer Letter). The benefit granted may decrease significantly.
3rd Petition and thereafter*	Petition is not allowed		

*Students may petition for the third time due to special circumstances.

After the petition is reviewed, the Continuing Student Scholarship Committee shall have discretion in the decision to grant/deprive/reduce any scholarship benefit.

Scholarship Leave and Reinstatement

SUNY Korea scholarship recipients may take an approved leave of absence for up to two consecutive semesters (four consecutive semesters in case of military leave.) Scholarship recipients must submit the Leave of Absence Request Form to the Academic Affairs Office. Unauthorized leave of absence will result in termination of the scholarship. Scholarship recipients must petition the Academic Affairs Office when they submit the Undergraduate Rematriculation Form to avoid scholarship termination. Students with reported military leave are also required to petition the Academic Affairs Office when they submit the Undergraduate Rematriculation Form to avoid scholarship termination.

A scholarship recipient who enrolls less than full-time (if full-time enrollment is required for scholarship renewal), withdraws, or is suspended or dismissed from the University will lose his/her scholarship eligibility. A student who assumes such status due to medical or any other serious reason may appeal in writing to the SUNY Korea Continuing Student Scholarship Committee to have his or her scholarship reinstated. The appeal must be submitted with supporting documentation, such as a letter from a doctor. In such cases leave cannot exceed two consecutive semesters (four consecutive semesters in case of military leave) in order to retain the possibility of scholarship reinstatement. Students are responsible for ensuring that condition is met.

The maximum renewal period for any scholarship being reinstated is counted from the term it was first provided. In the case of a recipient who has decided to take a semester leave after the first day that a new semester has begun, as the transaction for tuition and/or all the supporting fees has already been processed, that term will also be counted towards the maximum renewal period.

Scholarship Overlap Guideline

Scholarship overlap may occur due to the scholarship criteria for the Academic Excellence/Prestige Scholarship. In the case where a student who has already been supported by a certain scholarship is nominated as a recipient of the Academic Excellence/Prestige Scholarship, the scholarship which provides the larger amount will be applied towards tuition for

the following semester. The term in which these scholarships are applied will still be counted towards the recipient's original scholarship maximum renewal period.

[Appendix 1] Scholarship/Financial Aid Terms and Conditions

Students are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as defined in official publications. This includes, by way of example only, the Undergraduate Bulletin, the University Student Conduct Code, the Student Handbook, and class schedules.

Acceptance of an individual scholarship/financial aid award is an agreement to the terms and conditions of that award as well as all policies governing SUNY Korea-SBU scholarship/financial aid. Each student's financial award package (scholarships, fund aid, gifts and need-based assistance) is subject to audit with the final determination to be made by the SUNY Korea Scholarship Committee in compliance with rules and regulations. A student's funds may not exceed direct costs (tuition, fees, room and board). If the student also receives non-SUNY Korea funds (including all forms of external assistance), the total of all funds cannot exceed the total direct and indirect costs of education. Indirect costs include allowances for personal expenses and transportation. The value/amount of scholarship/financial aid is determined by the SUNY Korea Scholarship Committee in consideration of a student's academic excellence, extracurricular activities, individual talents and external factors such as financial circumstances, and may vary.

- Full-time enrollment in SUNY Korea is required for all SUNY Korea scholarship/financial aid recipients.
- It is the duty of each recipient to act as an exemplary role model and be demonstrative of good character as well as academic excellence; therefore, the university reserves the right to cancel scholarship/ financial aid should the university determine the student has failed to meet these criteria.
- Recipients are expected to and are responsible for abiding university expectations and regulations and for actively participating in the Residential College (RC) Program. Students are required to get a letter grade of B+ or higher in each semester to maintain their scholarship/financial aid.
- Recipients must give permission for their information to be shared with scholarship/financial aid donors if the latter request it.
- SUNY Korea reserves the right to adjust individual scholarship/financial aid awards after letters have been sent to ensure effective use of university funds.
- If a recipient discontinues his or her study at SUNY Korea, the scholarship/financial aid will be terminated.
- For any incidents that may affect the scholarship/financial aid like intermission or leave of absence, recipients must report such a possibility to the Academic Affairs Office before any such incidents occur.
- Even after scholarship/financial aid has been given it remains subject to cancellation for such reasons as academic misbehavior or violations. In such cases, the student is obligated to refund the amount of scholarship/ financial aid received to the university.

- Awards are renewable contingent upon the student: maintaining the minimum grade point average detailed in the offer, completing the donor appreciation letter, participating in the advancement of the university community, maintaining campus residency status, and meeting all other renewal criteria as specified for each scholarship/financial aid.
- Any amendments which may occur in terms and conditions or in any university policies and laws will be applied and must be abided by all scholarship/financial aid recipients. Recipients are responsible for keeping abreast of any amendments made in terms and conditions..

[Appendix 2] Statements on Scholarships for Academic Excellence

1. Each semester the university selects students for scholarships based on excellent academic performance. In general, the university selects students ranked highest in their departments (at the same academic level i.e. U1, U2, U3 and U4). [The number of recipients in each group is subject to

change without notice based on the availability of funds.]

2. The Continuing Student Scholarship Committee will review students who have earned minimum 15 credits toward their GPA..
3. Only students in each group with a term GPA of 3.5 or higher with no I's, U's, NR's, W's, NC's, F's, or Q's on their transcript are eligible for consideration for the Academic Excellence/Prestige Scholarship.
4. In the case where a student who has already been supported by a certain scholarship is nominated as a recipient of this scholarship, the scholarship which provides the larger amount will be applied toward their tuition for the following semester.
5. This scholarship only covers tuition; program fees are not included.
6. Candidate(s) of each scholarship in each group are determined in compliance with the following criteria:

Title	Minimum Criteria	Benefits	Max. Capacity per Term
Academic Excellence	<ul style="list-style-type: none"> - Outstanding Academic GPA (min. 3.5/4.0) no I's, U's, NR's, W's, NC's, F's or Q's - Term credits earned: 15 credits - Term credits earned toward GPA: 12 credits- Other personal and non-academic qualities 	<ul style="list-style-type: none"> - SUNY Korea: \$10,775/ semester - SBU NY Campus: Full tuition/ semester 	1 per class from each major
Academic Prestige	<ul style="list-style-type: none"> - Outstanding Academic GPA (min. 3.5/4.0) no I's, U's, NR's, W's, NC's, F's or Q's - Term credits earned: 15 credits - Term credits earned toward GPA: 12 credits - Other personal and non-academic qualities 	<ul style="list-style-type: none"> - SUNY Korea: \$5,388/ semester - SBU NY Campus: Half tuition/ semester 	1 per class from each major

✂ The amount of benefits and the number of recipients are subject to change without notice depending on the availability of funds and evaluation of the Scholarship Committee.

✂ Only one student will be nominated as the recipient of one of the above scholarship benefits from a class of less than 25 students who are reviewable with actual grade point average.

The Tie-breaker

In the event of a tie for the highest semester GPA, the tiebreaker process for determining the recipient of the Academic Excellence Scholarship will proceed in order (a to h) as follows:

- a) The higher semester GPA
- b) The total number of earned credits
- c) The higher cumulative GPA
- d) The higher average GPA of major courses
- e) The total earned credits of major courses
- f) The higher average GPA of General Education courses (Mainly English and/or Mathematics)
- g) The levels of courses taken
- h) The completion status of required courses



PART 7 – University Resources

UNIVERSITY ADDRESS

SUNY Korea
119-2 Songdo Moonhwa-Ro, Yeonsu-Gu,
Incheon, Korea 21985
Telephone: [032] 626-1114
Fax: [032] 626-1199
Website: www.sunykorea.ac.kr

Stony Brook University
Stony Brook, NY 11764
United States
Telephone: 631-632-6000
Website: www.stonybrook.edu

UNIVERSITY OFFICES

Academic Affairs & Academic Departments

SBU Academic Team Academic Bldg A201 | academic.sbu@sunykorea.ac.kr
Department of Applied Mathematics and Statistics.....Academic Bldg B519 | younju.baek@sunykorea.ac.kr | [032] 626-1353
Department of Business Management.....Academic Bldg B519 | heejae.heo@sunykorea.ac.kr | [032] 626-1357
Department of Computer ScienceAcademic Bldg B419 | @sunykorea.ac.kr | [032] 626-1354
Department of Electrical and Computer Engineering...Academic Bldg B619 | chunting.huang@sunykorea.ac.kr | [032] 626-1352
Department of Mechanical Engineering.....Academic Bldg B619 | hyunsong.lee@sunykorea.ac.kr | [032] 626-1801
Department of Technology & SocietyAcademic Bldg A309 | soyeong.kwon@sunykorea.ac.kr | [032] 626-1355

Student Affairs

Student Services Team Academic Bldg A208 | student@sunykorea.ac.kr | [032] 626-1198
Career Development Center..... Academic Bldg A205 | careercenter@sunykorea.ac.kr | [032] 626-1195/1197
Residential College rc@sunykorea.ac.kr
Resident Advisor Emergency Phone..... 010-4768-1196 | KakaoTalk ID: SUNYKoreaRA

Other Offices

SBU Admissions Team Academic Bldg A212 | admission@sunykorea.ac.kr | [032] 626-1114
Finance & Accounting Team..... Academic Bldg A417 | finance@sunykorea.ac.kr | [032] 626-1113
The Writing CenterAcademic Bldg A713 | wcl@sunykorea.ac.kr | [032]-626-1403
Intensive English Center..... Academic Bldg A719 | iec@sunykorea.ac.kr | [032] 626-1403
SUNY Korea Library Academic Bldg A209 | library@sunykorea.ac.kr | [032] 626-1127
SUNY Korea Counseling and Wellness Center counseling@sunykorea.ac.kr | [032] 626-1164/1167
Office of Institutional Diversity and Equity (OIDE - Title IX) titleix@sunykorea.ac.kr | [032] 626-1153

USEFUL WEBSITES

SUNY Korea www.sunykorea.ac.kr
University Announcement..... <https://www.sunykorea.ac.kr/en/html/sub05/0503.html>
Academic Calendar <https://www.sunykorea.ac.kr/en/html/sub03/030501.html>
Policies & Regulations..... <https://www.sunykorea.ac.kr/en/html/sub03/030502.html>
SUNY Korea Facebook <https://www.facebook.com/sunykorea>
SUNY Korea Instagram..... <https://www.instagram.com/sunykorea>
SUNY Korea Blog <https://blog.naver.com/sunykorea>
SUNY Korea YouTube <https://www.youtube.com/channel/UC6Q989RePjVQQblo8TK2nww>
Stony Brook University..... www.stonybrook.edu
Undergraduate Bulletin <https://www.stonybrook.edu/sb/bulletin/current>
College of Engineering and Applied Science..... www.stonybrook.edu/ceas
College of Business..... www.stonybrook.edu/commcms/business
SBU Student Resources..... <https://www.stonybrook.edu/for-students>
Student Health Service..... <https://www.stonybrook.edu/commcms/studentaffairs/shs>
Incheon Global Campus..... www.igc.or.kr | [032] 626-0114
IGC Housing Office..... Student Housing A #117 | <https://housing.igc.or.kr> | [032] 626-4856
IGC Central Library 1F IGC Multi-Complex Bldg | <https://lib.igc.or.kr> | [032] 626-0251
IGC IT Center Multi-Complex Bldg #1015 | <https://itcenter.igc.or.kr> | [032] 626-0200
IGC Health Center Multi-Complex Bldg #3068 | health@igc.or.kr | [032] 626-0553
IGC Cafeteria [032] 626-0600