

# 2022-23 SUNY Korea **STUDENT HANDBOOK**

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For FIT Undergraduate Students



August 2022, the 6<sup>th</sup> edition



**Korea**  
The State University  
of New York  
한국 뉴욕 주립 대학교



**State University  
of New York**

## 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.

## 2022-2023 SUNY KOREA – FIT STUDENT HANDBOOK

Every reasonable effort has been made to ensure the accuracy of the information in this publication, as of August 2022. 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](http://www.sunykorea.ac.kr) or [www.fitnyc.edu](http://www.fitnyc.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 Songdomunhwa-ro, Yeonsu-gu  
Incheon, Korea 21985  
Phone (032) 626-1114  
Fax (032) 626-1199

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# Acknowledgement Form

2022-2023 SUNY Korea - FIT 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: \_\_\_\_\_





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## PART 1 – An Introduction to SUNY Korea



# WELCOME TO SUNY KOREA

*History Makers. We Change the World.*

### **PRESIDENT'S MESSAGE**

New SUNY Korea FIT students, welcome and congratulations!

It is a profound pleasure that you have chosen to start the next chapter of your lives here at SUNY Korea, which is dedicated to achieving academic excellence and student success as well as exploring vast possibilities of research and business ideas as it finds itself at the forefront of cross-border education, pushing boundaries of learning every day.

As we strive to return to normal after years of a pandemic, we look to you and to each other to prevail as a resilient and ever-growing community in this unprecedented time of history. Through synergizing relationships among students, faculty, and staff, SUNY Korea is ready and will provide unparalleled experiences in every stage of your learning.

SUNY Korea, as the first American university and also the largest global higher education institution in Korea, provides educational opportunities that transcend the traditional boundary of class and seek cross-disciplinary learning. As SUNY Korea offers all levels of degree programs from two SUNY institutions – Fashion Business Management and Fashion Design from Fashion Institute of Technology, and Applied Mathematics and Statistics, Business Management, Computer Science, Electrical and Computer Engineering, Mechanical Engineering, and Technology and Society from Stony Brook University – students can not only learn in their chosen field, but also are encouraged to collaborate with students from other disciplines.

As of Fall 2022, SUNY Korea boasts over an about thirteen hundred strong vibrant student body, supported by more than one hundred highly trained faculty members, as well as a team of dedicated and sincere staff members. It is by providing the best possible education and the best campus environment to our elite student body that SUNY Korea is capable of showing, year after year, that we offer future leaders the best chance at success both now and after graduation.

I strongly hope that you make the most of your time here at SUNY Korea, Class of 2024, and prove to yourself and others that you are History Makers!

Sincerely,

Arthur H. Lee  
President of SUNY Korea

### **MESSAGE FROM**

### **ACADEMIC AFFAIRS & STUDENT AFFAIRS**

We are pleased to introduce the *2022-2023 SUNY Korea-FIT 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 on and the means by which students may achieve fullest realization of the University's resources and facilities. As an official document of SUNY Korea, the *2022-2023 SUNY Korea-FIT 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 Affairs / Student Affairs if there are any matters we can clarify for 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 & 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 FASHION INSTITUTE OF TECHNOLOGY**



The Fashion Institute of Technology (FIT), an internationally recognized college for design, fashion, art, communications, and business, was founded in 1944, became the second community college of the State University of New York (SUNY) in 1951, and received Middle States accreditation in 1957. FIT's mission is to prepare students for professional excellence in design and business through rigorous and adaptable academic programs, applied learning, and innovative partnerships. A premier public institution in New York City, FIT fosters creativity, career focus, and a global perspective, and educates its students to embrace inclusiveness, sustainability, and a sense of community. The College strives to be globally celebrated as the institution where students, scholars and teachers cross traditional disciplinary boundaries to stimulate innovation, partner with creative industries worldwide, and develop innovative design and business solutions. FIT offers residential programs in Florence and Milan for Fashion Design and Fashion Business Management majors, and has established these two associate programs in Korea as part of SUNY Korea-FIT.

### **Is FIT just a two-year college?**

FIT is a State University of New York college offering a 2 + 2 curriculum, which means that students applying directly from high school begin a two-year associate degree (AAS) program; upon completion of that program, students may apply to one of FIT's two-year bachelor's degree (BS/BFA) programs. FIT also offers a master's (MA/MFA/MPS) degree in selected majors.

## PART 2 – Academic Calendar

### Fall 2022– SUNY Korea-FIT

(08/03/2022 \*Subject to Change)

#### Tuition Liability Deadlines

For detailed information on tuition, fees, and/or other financial information, please visit the Finance & Accounting Team.

| Date of Drop & Withdrawal | Tuition % Incurred | Tuition % Refunded | Last Day of Tuition % Applies |
|---------------------------|--------------------|--------------------|-------------------------------|
| On or Before 9/04/22      | 0%                 | 100%               | *Sunday, 9/04/22              |
| 9/05/22 – 9/11/22         | 30%                | 70%                | Sunday, 9/11/22               |
| 9/12/22 – 9/18/22         | 50%                | 50%                | Sunday, 9/18/22               |
| 9/19/22 – 9/25/22         | 70%                | 30%                | Sunday, 9/25/22               |
| On or after 9/26/22       | 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 FIT Academic team at [academic.fit@sunykorea.ac.kr](mailto:academic.fit@sunykorea.ac.kr). Term Withdrawal are processed based on 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 refer to the Undergraduate Online Catalog.

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fri, Aug. 19                       | • <b>Rematriculation:</b> Last day students can re-matriculate for the Fall 2022 semesters.                                                                                                                                                                                                                                                                                                                                                         |
| Fri, Aug. 26                       | • <b>Convocation:</b> 11:00 am                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Mon, Aug. 29                       | • <b>Semester Start:</b> First day of classes.                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                    | • <b>Late Registration fee:</b> \$100 fee if not enrolled in at least one class before semester start.                                                                                                                                                                                                                                                                                                                                              |
| Sun, Sep. 4                        | • <b>Late Registration Ends:</b> Last day to add/drop classes via MyFIT.<br>(Online System Closes at 11:30pm EST)                                                                                                                                                                                                                                                                                                                                   |
| Fri, Sep. 9 –<br>Mon, Sep. 12      | • <b>Chuseok (Korean Thanksgiving):</b> No classes in session                                                                                                                                                                                                                                                                                                                                                                                       |
| Fri, Sep. 16<br><b>6:00 pm KST</b> | • <b>Pass/Fail Grade:</b> Last day to submit a Pass/Fail Grade Request Form. This form is not available online, visit the Academic Affairs Office. The form must be submitted by 6:00 pm(KST)<br>** For Pass/Fail grade procedure, review the college catalog:<br><a href="http://catalog.fitnyc.edu/undergraduate/instructionalprograms/scholasticstanding/">http://catalog.fitnyc.edu/undergraduate/instructionalprograms/scholasticstanding/</a> |
| Mon, Oct. 3                        | • <b>Korea National Foundation Day:</b> No classes in session                                                                                                                                                                                                                                                                                                                                                                                       |
| Tue, Oct. 4                        | • <b>Correction Day:</b> Classes follow Monday's schedule ( <b>No Tuesday classes in session</b> )                                                                                                                                                                                                                                                                                                                                                  |
| Mon, Oct. 10                       | • <b>Substitute of Hangul Day:</b> No classes in session                                                                                                                                                                                                                                                                                                                                                                                            |
| Fri, Nov. 25<br><b>6:00 pm KST</b> | • <b>Course and College Withdrawals:</b> Last day to submit Fall Course Withdrawal forms (WD grades)<br>Last day to submit a College Withdrawal for Fall semester (WD grades)                                                                                                                                                                                                                                                                       |
| Tue, Dec. 1                        | • <b>Graduation Application:</b> 2nd Year Only, Graduation Application Priority Deadline via MyFIT.<br>(Please apply for August/Summer 2023 Graduation)                                                                                                                                                                                                                                                                                             |
| Wed, Dec. 7                        | • <b>Correction Day:</b> Classes follow Monday's schedule ( <b>No Wednesday classes in session</b> )                                                                                                                                                                                                                                                                                                                                                |
| Thu, Dec. 8                        | • <b>Correction Day:</b> Classes follow Friday's schedule ( <b>No Thursday classes in session</b> )                                                                                                                                                                                                                                                                                                                                                 |
| Fri, Dec. 9 –<br>Thu, Dec. 15      | • <b>Final week of classes</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Thu, Dec. 15                       | • <b>Semester End:</b> Official end of term                                                                                                                                                                                                                                                                                                                                                                                                         |
| Sun, Jan. 1                        | • <b>Bachelor's Degree Application Deadline:</b> Priority Deadline for students to apply for a Bachelor's Degree Program via <a href="#">MyFIT</a>                                                                                                                                                                                                                                                                                                  |

#### Student Responsibility

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

## Spring 2023 – SUNY Korea-FIT

(02/17/2022 \*Subject to Change)

### Tuition Liability Deadlines

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

| Date of Drop & Withdrawal | Tuition % Incurred | Tuition % Refunded | Last Day of Tuition % Applies |
|---------------------------|--------------------|--------------------|-------------------------------|
| On or Before 3/5/23       | 0%                 | 100%               | *Sunday, 3/5/23               |
| 3/6/23 – 3/12/23          | 30%                | 70%                | Sunday, 3/12/23               |
| 3/13/23 – 3/19/23         | 50%                | 50%                | Sunday, 3/19/23               |
| 3/20/23 – 3/26/23         | 70%                | 30%                | Sunday, 3/26/23               |
| On or after 3/27/23       | 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 FIT Academic team at [academic.fit@sunykorea.ac.kr](mailto:academic.fit@sunykorea.ac.kr). Term Withdrawals are processed based on 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 refer to the Undergraduate Online Catalog.

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fri, Jan. 1                        | • <b>Priority Deadline for students to apply for a Bachelor's Degree Program via <a href="#">MyFIT</a></b>                                                                                                                                                                                                                                                                                                                                          |
| Fri, Feb. 17                       | • <b>Rematriculation:</b> Last day students can re-matriculate for the Spring 2023 semester                                                                                                                                                                                                                                                                                                                                                         |
| Mon, Feb. 27                       | • <b>Semester Start:</b> First day of classes.<br>• <b>Late Registration:</b> \$100 fee if not enrolled in at least one class before semester start.                                                                                                                                                                                                                                                                                                |
| Wed, Mar. 1                        | • <b>Independence Movement Day:</b> No classes in session                                                                                                                                                                                                                                                                                                                                                                                           |
| Sun, Mar. 5                        | • <b>Late Registration Ends:</b> Last day to add/drop classes via MyFIT.<br>(Online System Closes at 11:30pm EST)                                                                                                                                                                                                                                                                                                                                   |
| Fri, Mar. 17<br><b>6:00 pm KST</b> | • <b>Pass/Fail Grade:</b> Last day to submit a Pass/Fail Grade Request Form. This form is not available online, visit the Academic Affairs Office. The form must be submitted by 6:00 pm (KST)<br>**For Pass/Fail grade procedure, review the college catalog:<br><a href="http://catalog.fitnyc.edu/undergraduate/instructionalprograms/scholasticstanding/">http://catalog.fitnyc.edu/undergraduate/instructionalprograms/scholasticstanding/</a> |
| Fri, May 5                         | • <b>Children's Day:</b> No classes in session                                                                                                                                                                                                                                                                                                                                                                                                      |
| Fri, May 26<br><b>6:00 pm KST</b>  | • <b>Course and College Withdrawal:</b> Last day to submit Spring Course Withdrawal forms (WD grades)<br>Last day to submit a College Withdrawal for Spring semester (WD grades)                                                                                                                                                                                                                                                                    |
| Mon, Jun. 5                        | • <b>Correction Day:</b> Classes follow Wednesday's schedule <b>(No Monday classes in session)</b>                                                                                                                                                                                                                                                                                                                                                  |
| Tue, Jun. 6                        | • <b>Memorial Day:</b> No classes in session                                                                                                                                                                                                                                                                                                                                                                                                        |
| Wed, Jun. 7                        | • <b>Correction Day:</b> Classes follow Friday's schedule. <b>(No Wednesday classes in session)</b>                                                                                                                                                                                                                                                                                                                                                 |
| Thu, Jun. 8                        | • <b>Emergency Make-up day</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Fri, Jun. 9 –<br>Thu, Jun. 15      | • <b>Final week of classes</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Fri, Jun. 9 –<br>Fri, Jun. 16      | • <b>AAS Exhibition:</b> 2nd Year FD Student Only                                                                                                                                                                                                                                                                                                                                                                                                   |
| Thu, Jun. 15                       | • <b>Semester End:</b> Official end of term                                                                                                                                                                                                                                                                                                                                                                                                         |
| Fri, Jun. 16                       | • <b>Commencement:</b> 11:00 am                                                                                                                                                                                                                                                                                                                                                                                                                     |

### Student Responsibility

Students are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadline as described in official publications. This includes, by way of example only, this Academic Calendar, the Undergraduate Catalog, 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. On-campus residence is required for SUNY Korea undergraduate student who have not completed two academic semesters. Therefore, it is mandatory for these students to follow the SUNY Korea Residential College Program and the policy of SUNY Korea.

I, \_\_\_\_\_, have read the above statements and I hereby certify my commitment to follow the policies and regulations as a student matriculated in SUNY Korea-FIT's degree program. 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

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I, \_\_\_\_\_, have read the above statements and I hereby certify my commitment to follow the policies and regulations as a student matriculated in SUNY Korea-FIT's degree program. 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 informing yourself of the codes and conduct you are required to follow. You may review SUNY Korea policies and expectations online at, <http://www.sunykorea.ac.kr/page/policiesregulations>.

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 Conduct Code, the Student Handbook, and class schedules.

#### **ABOUT THE SUNY KOREA FASHION INSTITUTE OF TECHNOLOGY CATALOG**

The information in this publication, which pertains to the Fall 2022 and Spring 2023 academic semesters, is accurate as of August 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 [myfit.fitnyc.edu](http://myfit.fitnyc.edu).

The official Undergraduate Catalog is published online and is updated and archived at the beginning of the registration cycle associated with each fall and spring semester. Typically, the catalog edition is published in the beginning of April. All entering classes commence in the fall semester. The current catalog can be found here: <http://catalog.fitnyc.edu/undergraduate>

In FIT's Undergraduate Catalog, general information is available about degree requirements, course descriptions, academic standing policies, and other regulations.

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

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

### **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.

##### **Academic Advising Hours (Online):**

Tuesday, Wednesday and Thursday 14:00 – 17:00

##### **Make an Advising Appointment:**

FIT Academic Team Office

Academic Bldg. A201

119-2 Songdomunhwa-ro, Yeonsu-gu

Incheon 21985

- **Fashion Design:** Ms. Eunjin Shin  
032-626-1358, [eunjin.shin@sunykorea.ac.kr](mailto:eunjin.shin@sunykorea.ac.kr)
- **Fashion Business Management:** Ms. Linda Kim  
032-626-1356, [linda.kim@sunykorea.ac.kr](mailto:linda.kim@sunykorea.ac.kr)

### **POLICIES AND PROCEDURES**

#### **SUNY Korea FIT Attendance Policy**

- (1) All SUNY Korea FIT students are required to attend every class.
- (2) Attendance shall be taken in all classes. The general policy with regard to student attendance in any class is determined by the instructor and is announced to the class at the beginning of each semester.
- (3) Unexcused absences will seriously affect the student's final grade in the course.

##### **Fashion Design**

|                |                                     |
|----------------|-------------------------------------|
| 2-5-hour class | 2 absences allowed                  |
|                | 3 absences = 1 full grade reduction |
|                | 4 absences= failure of class        |
| 6-8-hour class | 3 absences allowed                  |
|                | 4 absences = 1 full grade reduction |
|                | 5 absences= failure of class        |

##### **Fashion Business Management**

- 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 180-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 90-minute class, and is held twice a week, the 7th unexcused absence of a student will lead to an F grade of the course.

#### (4) LATENESS

- Two late arrivals, early departures or extended breaks = 1 Absence
- Excessive lateness = arrival 10 minutes after the start of class. This will be noted by the instructor.

(4) Students are responsible for obtaining all information on lessons missed and assignments. Regardless of absences, assignments are to be handed in when due. Eighty percent of projects must be completed to get a passing grade. Instructor will issue midterm warnings to students with excessive absences and/ or doing poor or failing work.

(4) Students should report the reason of absence to the instructor in advance, or immediately after the absence.

(5) The instructor of the course reserves the right to excuse absences.

(6) 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)

*\*A Doctor's note is not an automatic excused absence and should be submitted to instructor AND academic team. Requirements for the course must still be met. Students unable to attend classes due to religious beliefs are to advise instructor prior to absence(s) allowing for the opportunity to make up work and/ or exams missed.*

(7) At the end of 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 numbers of online courses. As a result, the SUNY Korea Academic Affairs manages the offering of online courses to meet this mandate. Online courses for the SUNY Korea FIT Program can be divided into the following categories:

- **Category I** — These are the online courses which are organized and offered by SUNY Korea FIT. 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 FIT are considered additional

courses outside of the regular SUNY Korea FIT offerings. Students who take such online courses are responsible for the relevant tuition and expenses.

#### Policy and Petition for Approval

(1) Category I online courses offered by SUNY Korea FIT 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 six (6) 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 FIT students must receive the approval from the Dean of Academic Affairs at SUNY Korea before taking any online course in Category II, regardless of where such online courses are offered (e.g., at FIT NYC or other institutions with English instruction). Students who wish to take online courses must petition the Dean for approval. The petition will include a list of the proposed courses, including credit hours, of all online courses they will take. If the cumulative online credits exceed six (6), the request, 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 Affairs at SUNY Korea with approval is also required when students take online courses over the credit limits\*.

(5) \*Credit limits: Students are permitted to take a maximum of 21.5 credits in a regular semester, or 12 credits in summer or 4 credits in winter.

#### Policy on Transfer Credit for SUNY Korea FIT Students

(1) Students who have completed at least one (1) semester at the Songdo campus can take courses outside of SUNY Korea and apply for transfer credits.

(2) Students can request transfer credit reviews of up to six (6) credits per each academic year. However, a maximum of six (6) credits can be transferred in throughout their AAS degree program, with a total not to exceed six (6) credits. SUNY Korea allows six (6) credits for transfer to ensure proper correspondence to their SUNY Korea FIT degree program. \*

(3) \*Note: SUNY Korea FIT's transfer credit policy for matriculated students maybe differ from FIT NYC's transfer credit policy.

(4) All courses proposed for transfer credit review must have been taught in English.

(5) Students must submit course syllabus and related course materials along with the Course Equivalency

Assessment form to the Academic Affairs office of SUNY Korea before they register for Off-Campus Study at another college. The review and granting of any transfer credits is subject to the approval of the Registrar office at FIT NYC.

## Using the Academic Calendar

Every semester, the SUNY Korea Registrar produces an Academic Calendar for the current term. This calendar contains information about official, 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 extremely important for you to become familiar with the calendar so that you never miss an important deadline.

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

## The Add/Drop Deadline

The Late registration (Add-Drop) period is during the first week of each semester. Students may add and drop courses through the first week of classes. You may make schedule changes (add/drop) in person or online through MyFIT. The Add/Drop period is shorter during the Summer and Winter Sessions, so always consult the Academic Calendar for the official deadline. Failure to finalize your course registration by the end of the Add/Drop period may have significant consequences; therefore, you should always consult with your Undergraduate College Advisor prior to the Add/Drop deadline if you are having trouble completing your schedule.

## Grading Policy

There are a number of different ways that a course may be graded. Most courses are letter graded, A–F, Pass/Fail. Among the variations that exist, the student may choose to withdraw from a class. To do so, they must apply for an official withdrawal through the Academic Team. You may withdraw from a course up until the last day of the 13th week of a fall or spring semester. See the Academic Calendar for withdrawal deadlines for each semester. You will receive a final grade of WD on a course where a withdrawal was completed in this timeframe. The WD grade will not affect your GPA. To officially withdraw from a course, you must submit a Course Withdrawal Form completed and signed by the instructor, and student, and submit to the Academic Team. It is always wisest to discuss the WD option grading option with your Undergraduate College Advisor before making your final decision. More information can be found at <http://www.fitnyc.edu/registrar/course-withdrawal.php>.

## FIT Degree Requirements: Academic Graduation Requirements

### Requirements for Associate Degree (AAS)

To qualify for the Associate in Applied Science (AAS) degree, candidates must be matriculated (officially admitted to degree status); satisfactorily complete the credit and course requirements prescribed for their majors, related areas, and general education; achieve a minimum GPA of 2.0 for all work completed; receive the recommendation of the faculty; and submit an application for graduation with fee.

## Credit Requirements

The AAS in Fashion Design (64 Credits) includes 35 credits in major area, 5 credits in related area, 18 credits in general education and 6 credits in art history courses.

The AAS in Fashion Business Management (61.5–63 Credits) includes 35 credits in major area, 2.5–4 credits in related area, 24 credits in general education course.

## Upper Division Transfer

FIT is a State University of New York college offering a 2 + 2 curriculum, which means that students applying directly from high school begin a two-year associate's degree (AAS) program; upon completion of that program, students may apply to one of FIT's two-year bachelor's degree (BS/BFA) programs. FIT also offers a master's (MA/MFA/MPS) degree in selected majors.

FIT's AAS graduates who apply by the recommended application submission dates are given priority consideration for admission into the same major's baccalaureate-level program. Applicants must have met the General Education requirements and maintained the required GPA. **Priority application filing date is no later than January 1 for fall admission and October 1 for spring.**

## Grade Point Average

Students must earn a minimum cumulative grade point average (GPA) of 2.0 ("C" average) in academic coursework at SUNY Korea-FIT to be awarded an Associate's degree. Grades from transfer coursework taken at other colleges are not included in computing the FIT GPA.

## Scholastic Standing

Scholastic standing is determined by a semester index, computed by multiplying grade value by credit hours for the course, and dividing the sum by the total credit hours.

The following grades are used for final marks:

### Grades

|    |     |    |     |
|----|-----|----|-----|
| A  | 4.0 | C+ | 2.3 |
| A- | 3.7 | C  | 2.0 |
| B+ | 3.3 | C- | 1.7 |
| B  | 3.0 | D  | 1.0 |
| B- | 2.7 | F  | 0   |

### Grade Value

| Grade | Grade Value                                        |
|-------|----------------------------------------------------|
| IN    | Incomplete                                         |
| P     | Pass                                               |
| WD    | Student-initiated authorized withdrawal            |
| WF    | Unauthorized withdrawal                            |
| Z     | No grade                                           |
| *     | Developmental course grade notation                |
| >     | Repeated course grade notation. See repeat policy. |

## Grade Key

|      |                                                                                                                                                                                                                                                                                                                           |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IN   | Incompletes are reported by instructor at grade-processing deadline. Does not affect GPA.                                                                                                                                                                                                                                 |
| P/F  | A "P" grade is not calculated in the GPA, but credit is received and recorded on the academic transcript. An "F" grade is calculated in the GPA.                                                                                                                                                                          |
| WD   | Student-initiated authorized withdrawal is permitted up until the last day of the thirteenth week of a fall or spring semester, until the ninth day in a winter session, or until the end of the thirteenth day in a summer session and does not affect GPA. This grade is a terminal grade and changes are not accepted. |
| WF   | Unauthorized withdrawal, which may be assigned at the instructor's discretion, carries a penalty, and is equivalent to an "F" in the GPA. This grade is a terminal grade and changes are not accepted.                                                                                                                    |
| Z    | No grade reported by instructor at grade-processing deadline. Does not affect GPA.                                                                                                                                                                                                                                        |
| (I)F | A grade originally submitted as an "IN" that has "rolled" to a grade of "F", will show as "(I)F" on the student's academic transcript.                                                                                                                                                                                    |
| (Z)F | A grade originally noted as a "Z", after one semester, will "roll" to a grade of "F" and will show as "(Z)F" on the transcript.                                                                                                                                                                                           |
| IN   | Incompletes are reported by instructor at grade-processing deadline. Does not affect GPA.                                                                                                                                                                                                                                 |
| *    | A grade with an asterisk is assigned for a developmental course. Does not affect GPA.                                                                                                                                                                                                                                     |
| >    | Denotes student repeated a failed course. Does not affect GPA.                                                                                                                                                                                                                                                            |

## Repeat Policy

1. A course with a grade of "F," "WA," "WD," or "WF" may be repeated.
2. Internship (IC) courses may be taken a maximum of two times per degree program; only the first will count toward the degree requirements and the second iteration will apply to excess credit and not qualify towards financial aid.
3. If a student receives a grade of "F" or "WF," the original grade permanently remains on the official transcript.
4. If a student repeats the course, only the last grade earned will be included in the GPA.
5. A course originally taken for a grade cannot be retaken for a pass/fail grade.
6. A student who wishes to enroll in a third and final attempt of a course may do so only with the approval of the department chair or assistant chair of a student's major.

Due to the curriculum sequencing of FIT's degree program, if a SUNY Korea-FIT Fashion Design and Fashion Business Management student fails a major or related area course, they may need to wait an entire academic year to repeat the course.

## Incomplete Grading Policy

1. An incomplete ("IN") grade is assigned at the instructor's discretion.
2. When an "IN" is granted, the instructor will specify and communicate to the student a due date which is no later than six (6) weeks in to the next 15-week academic term (Fall or Spring).
3. "IN" converts only to a letter grade and cannot become a "WD" or a "WF".
4. If a grade for an incomplete is not completed /submitted within the appropriate time frame, the "IN" will roll into an "F" at the end of the following semester.

## Procedure for Pass/Fail

1. No required course in a major can be taken as pass/fail. AAS candidates are permitted to take a maximum of 6 free elective or liberal arts elective credits on a pass/fail basis.
2. At least one full semester must have been completed at FIT; students must be currently registered for no fewer than 12 regularly graded credits in addition to the course taken on a pass/fail basis.
3. Only 3 credit hours per semester can be taken on a pass/fail basis.
4. The instructor must be informed within the first three weeks of the class that the course is to be taken on a pass/fail basis. Forms are available in the Registrar's Office at FIT in New York (FIT\_registrar@fitnyc.edu).
5. No more than one pass/fail course may be taken in any one department during each degree program.

## Academic Standards/Probation and Dismissal

The Office of the Registrar notifies students of their academic standing in writing via email at the end of the fall and spring semesters. Students whose academic standing is academic dismissal may appeal the decision to the Faculty Senate Committee on Academic Standards. The academic standing appeal procedure is a formal request by a student seeking to appeal for an exception to the academic standing regulations as published in the college catalog and on the following website: [fitnyc.edu/registrar](http://fitnyc.edu/registrar).

Students on Academic Probation will be limited to fifteen (15) credits during the next regular semester and will be required to meet with an academic advisor in the Academic Team in SUNY Korea and the program Chair of the major department.

Following are the criteria for academic probation or academic dismissal:

- A student is placed on probation if the semester GPA (grade point average) is below 2.0.
- A student is not subject to academic dismissal at the end of the first semester in a degree program.
- A student will be dismissed from the college after two consecutive semesters with a GPA below 2.0 and with an overall cumulative GPA below 2.0.

Following the decision of academic dismissal, a student may appeal to the Committee on Academic Standards for three consecutive regular semesters including the semester the status was assigned.

If a student is dismissed at the end of a semester, but is preregistered for an upcoming winter or summer session, the student will not be permitted to continue in that session. The registration will be cancelled and tuition refunded.

Students who have been academically dismissed from the college are permitted to take only non-credit-bearing courses offered through the Center for Continuing and Professional Studies.

Please see [fitnyc.edu/registrar](http://fitnyc.edu/registrar) for complete details for the academic standing appeal process and a copy of the appeal form.

## **FIT Policy on Classroom Credits and Hours**

FIT follows the State University of New York (SUNY) policy on credits and hours, which is a variant of the traditional Carnegie Unit. In lecture courses, one semester credit hour equals one hour of classroom instruction and two hours of outside study for each class session. A typical three-credit lecture course at FIT meets three hours a week for 15 weeks for a total of 45 hours, and six hours a week of outside study. In lab/studio courses, one semester credit hour equals two hours of classroom instruction and one hour of outside study. A typical three-credit lab/studio course at FIT meets six hours a week for 15 weeks for a total of 90 hours. For further information, please see the SUNY policy document at <http://tinyurl.com/FIT-SUNY-CreditHR>.

## **Academic Honor Code**

The Academic Honor Code exists to:

- Establish the College's set of rules and principles governing academic integrity;
- Ensure that faculty and students are aware of and understand their responsibilities with respect to academic integrity; and
- Ensure that there is a clear framework with respect to the processes and procedure for investigation and resolution of charges emanating from breaches of the Academic Honor Code.

## **Policy**

### **I. DEFINITIONS**

#### **Academic Integrity**

FIT prepares students for professional excellence in design, fashion, and business by providing a premier educational experience that fosters creativity, career focus, and a global perspective. Students who imitate or copy another person's idea or written work and claim it as original, fail to master the knowledge and skills that they need for successful careers in their chosen fields. Students must also comply with the policy on collaboration established for each course, as set forth in the course syllabus or on the course website. Conduct that evidences any form of disrespect for the intellectual efforts of oneself or others or violates established collaboration policies

will subject students to serious penalties. Dishonesty as recognized by the College, the term "academic dishonesty" is intended to include all forms of imitation, deception, fraud, falsification, plagiarism, cheating, misrepresentation, collusion or any other conduct that might reasonably be considered as wrongfully taking another person's idea or work claiming it as original. Knowingly aiding or abetting a student in engaging in dishonesty is also academic dishonesty. It is expected that all homework assignments, projects, lab reports, papers, theses, and examinations and any other work submitted for academic credit will be the student's own. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only primary and secondary material published in print or online, but also information and opinions gained directly from other people.

Collaboration Policies vary among the many majors and courses in the College and may even vary for particular assignments within a course. Generally, while several students may have the same source material, the analysis, interpretation, and reporting of the data must be each individual's independent work. Unless otherwise stated on the syllabus or website, when collaboration is permitted within a course, students must acknowledge any collaboration and its extent in all submitted work. However, students need not acknowledge discussion with others of general approaches to the assignment or assistance with proofreading. If the syllabus or website does not include a policy on collaboration, collaboration in the completion of assignments is not permitted. Collaboration in the completion of examinations is prohibited absent written instructions to the contrary.

## **Penalties**

Students who are found to have committed academic dishonesty or fail to adhere to established collaboration policies will be subject to penalties for breach of academic integrity. If an instructor believes that a student has committed a breach of academic integrity, the instructor will notify the student and the program chair. The instructor will discuss the misconduct with the student and with the program chair, determine a penalty applicable to the particular course(s) involved—a failing grade on the project or exam, or a failing grade in the course—and notify the student, in writing, of the penalty. The notification letter from the instructor must be sent to the student not later than five business days following the date that the course instructor meets with the student to discuss the misconduct and verbally informs the student that the decision has been made to move forward with a formal charge of academic misconduct. Upon receipt of the notification letter the student may elect either to accept the determination of the course instructor or to challenge the determination

## **Academic Integrity—Due Process and Student Rights**

### **I. DUE PROCESS**

#### **Section A. Accusation and Notice**

A course instructor, or any other person(s), who has reasonable cause to believe that any student has engaged in an act of academic misconduct shall have an obligation to report the same to the chair for the program in which the course is offered promptly; but in no event later than (a) two business days following the date on which the alleged misconduct is observed

to have been committed, or (b) except as otherwise provided in Paragraph 3 of this Section A, one business day following the date upon which sufficient evidence has been compiled that could lead one to reasonably conclude that an act of academic misconduct may have been committed.

In the event that the accuser of the student is any person other than the course instructor, then that person must present evidence of the student's misconduct to the course instructor for the course in which the accused student is enrolled and the misconduct is believed to have transpired. Upon review of the supporting evidence provided by the accuser, the instructor shall decide whether or not to move forward with action against the student. If the instructor is persuaded by the evidence presented by the accuser, the course instructor will proceed in place of the accuser and follow the procedure established for accusations brought by an instructor.

In the event that the act of academic misconduct involves the use of technology [e.g., computers, smart phones, internet], the faculty member and/or program chair will notify the executive director of Online Learning and Academic Technology. All course materials and online activity reports will be secured for examination by that department ("OLAT"). All such alleged acts involving technology will be evaluated initially through this process culminating with a final report issued by OLAT offering its opinion as to whether or not there is adequate basis to support the allegation that an act of academic misconduct has been committed. The OLAT report will be provided within ten business days from the date it was originally requested unless there are extenuating circumstances that compel an extension.

In advance of issuing a notification letter formally accusing the student, the course instructor must discuss the misconduct with both the student and the department's chair but shall not be required to withdraw the accusation at the request of the chair. In the event that the course instructor and the chair disagree on whether there is adequate basis for accusing the student of academic misconduct the matter will be referred to the dean of the school in which the course is offered. The dean will review the matter and make the final determination as to whether or not there is adequate basis to support the allegation that an act of academic misconduct has been committed.

In the event that a decision is made to move forward with a formal accusation against a student, the course instructor will issue a notification letter to the student (courtesy copying the chair of the department and the dean of the school in which the course is offered). The notification letter from the instructor must be sent to the student not later than five business days following the date that the course instructor meets with the student to discuss the misconduct and verbally informs the student that the decision has been made to move forward with a formal charge of academic misconduct.

The notification letter sent by the course instructor to the student must include a clear explanation as to the basis for the instructor's accusation, and identify the penalty assessed by the instructor—which shall be either a failing grade on the project or exam, or a failing grade in the course. It shall also include, in the text of the letter, a clear statement that apprises the student of his or her right to challenge the instructor's determination and shall also include a copy of the Academic Integrity–Due Process and Student Rights.

The accused student shall be deemed notified of the instructor's charges as of the date that the letter is:

(a) hand-delivered by campus staff; or (b) mailed (by regular U.S. Mail) to the home address which the student provided to the College registrar in the student's registration documents; or (c) electronically mailed to the student's FIT email address.

The student will have five business days from the date he/ she receives the notification letter from the course instructor to deliver to the dean of the school in which the course is offered a written objection and decision to appeal the instructor's determination. If the student does not take timely action to respond to the notification letter, the student's failure to do so shall be deemed her/his acquiescence to the course instructor's charge and the penalty imposed.

### Section B. The Appeal Process

Upon receipt of the student's written objection and decision to appeal the course instructor's determination, the dean of the school in which the course is offered shall assemble a committee to review the matter, conduct a hearing and issue a recommendation.

The Appeal Committee shall consist of five members of the college community comprised of the following:

- The dean of the school in which the course is offered. The dean shall serve as the chair of the Appeal Committee and shall preside over the appeal proceedings but shall not be permitted to vote at the conclusion of the committee's deliberations.
- A teaching faculty member who is a member of the same school as the dean, but outside of the accusing instructor's department.
- A non-teaching/administration member of the college selected by the dean of the school in which the course is offered.
- A student, selected by the dean of students, who is currently enrolled in the College and otherwise in good standing.
- Also included, shall be a non-voting record keeper from the Office of the Vice President for Academic Affairs for keeping clear and complete records of the proceedings. Once the dean has assembled the Appeal Committee, the dean shall schedule a hearing to consider all issues of fact, review evidence and hear testimony. The hearing should commence within ten business days of the dean's receipt of the student's written objection and decision to appeal the course instructor's determination.

At the hearing conducted by the Appeal Committee, those present shall be:

- The accused student, who has the right to be accompanied by an advisor and/or relevant witnesses;
- The course instructor, who has the right to bring relevant witnesses; and
- Any other person called by the chair.

At the hearing, the accused student may be accompanied by one individual of her or his choice. However, no one accompanying the student may address the Appeal Committee, respond to questions on the student's behalf, offer argument on the

student's behalf, or otherwise participate in the proceedings other than to speak with the student. If the student is to be accompanied by someone he or she must notify the committee not less than three business days prior to the scheduled hearing date.

At the hearing, only the witness that is presently testifying is permitted to be in the hearing room. Witnesses who are waiting to be called and those witnesses that have already given testimony are not permitted to be present in the hearing room.

Should the student seeking the appeal, or the course instructor, fail to appear before the Appeal Committee on any date scheduled for the hearing, the committee shall have full authority to proceed in her/ his absence.

The chair of the Appeal Committee shall preside over the hearing to ensure that: (a) the proceedings are conducted in conformance with these guidelines; (b) all student rights are observed while the appeal is being heard by the Appeal Committee; and (c) that no person threatens, intimidates, or coerces any of the participants.

The Appeal Committee is to hear all available parties to the dispute and examine all the evidence presented. The chair of the committee may solicit outside advice to assist the committee in obtaining additional information that is considered germane to reaching its finding(s).

Upon the conclusion of the hearing, the Appeal Committee shall excuse all parties, witnesses and participants that may have been involved in the hearing and convene a private session to deliberate and vote. Each of the faculty, non-faculty administrator and student member of the Committee shall have one vote to cast. The chair and the record keeper shall be present during the deliberations but shall not be permitted to cast a vote.

The Committee need not reach a unanimous decision on the sufficiency (or insufficiency) of evidence to uphold the accusation of the course instructor. The Appeal Committee's recommendation shall not govern the final decision of the dean. The dean may choose to accept the recommendation in whole or in part. The dean will communicate his or her decision to the student in writing not later than three business days following the date the dean receives the written recommendation of the committee.

If the student is dissatisfied with the determination of the dean of the school in which the course is offered, the student shall have three business days from the date the student receives the decision of the dean to appeal the matter to the vice president for Academic Affairs whose review and decision shall be final. The appeal shall be in writing and it may include a supplemental written statement from the student setting forth any information the student believes the vice president should take into consideration upon appeal of the decision of the dean.

When an appeal is received by the Office of Academic Affairs, the vice president shall have broad latitude in reviewing the matter. Though conducted in an informal manner, the vice president can schedule one or more conferences with the student, instructor (and/or other accuser), and members of the Committee. The student may be accompanied by anyone of his or her choice. However, the same limitations and prior notice requirements specified for their attendance at the Appeal

Committee hearing will apply to conferences with the vice president.

If an academic misconduct appeal is commenced at a point during any semester that could possibly require a number of days to conclude that would extend past the date the course is scheduled to end, at the appropriate time, the instructor will notify the Registrar's Office that the grade is unable to be assigned until the matter is fully resolved. If an academic misconduct matter is underway during a student's final semester and the awarding of the student's degree is solely dependent upon the resolution of the charge, the student shall be permitted to participate in the commencement ceremony. However, no degree shall be deemed conferred unless and until (a) the student receives a favorable determination on the appeal; and (b) the student has satisfied all other requirements to receive a passing grade for the course in which the charge arose.

In the event the student receives a final ruling that he or she has not committed a breach of the college's standards of academic integrity, the vice president for Academic Affairs will determine what administrative actions need be taken so as to reasonably offset any actual disadvantage the student may have sustained as a consequence of the unsubstantiated charge.

All second offense accusations are referred immediately to the vice president for Academic Affairs for resolution. A penalty of expulsion is mandated for a finding of academic misconduct on all second offenses.

## **II. STUDENT RIGHTS**

A student accused must be assumed innocent until the weight of evidence requires a conclusion to the contrary.

No student accused of committing an infraction of academic integrity may be penalized before having been afforded an opportunity to challenge the accusation(s) and appeal an instructor's determination. Accordingly, a student accused of a breach of academic integrity shall be entitled to remain in the course and continue to participate fully in meeting all course requirements until the conclusion of the student's appeal (should that right be timely exercised by the student). In the alternative, a student may elect to withdraw from the course. However, an election to withdraw from the course will not extinguish the instructor's charge, should the instructor decide to pursue the imposition of the penalty. If a student who withdraws from a course is unsuccessful in his or her defense of the accusation, the student faces the penalty of receiving a failing grade for the course.

Other than the submission of the written objection to the dean of the school in which the course is offered, the student is not required to make any statement at all regarding the matter under investigation.

The student may make a voluntary statement during the course of the hearing conducted by the Appeal Committee. However, no one other than the student may make a statement on the student's behalf.

The student has a right to present relevant evidence, supporting witnesses, and other information to the Appeal Committee.

The student has the right to be accompanied by a person of his or her choice at the hearing conducted by the Appeal

Committee. However, no one accompanying the student may address the Appeal Committee, respond to questions on the student's behalf, offer argument on the student's behalf, or otherwise participate in the proceedings other than to speak with the student. If the student is to be accompanied by someone he or she must notify the Committee not less than three business days prior to the scheduled hearing date.

In the event the student is successful upon appeal and has continued to satisfy all requirements for the completion of the course, the student shall have the election of either: (a) having the grade associated with the alleged misconduct removed from consideration of the student's final grade for the course; or (b) resubmitting the homework assignment, project, report, paper, or re-taking a similar examination for a grade equal in weight to the credit originally attributable at the time the student's conduct was challenged.

### **Grade Appeal Procedure**

An appeal is an important document. Technically, it is an earnest and urgent request made to a higher authority, stating a case for reversal of a decision (such as a grade), or requesting that this authority reconsider its position on an important matter.

The purpose of the grade appeal procedure is not to reassess the student's performance required by each instructor to award a specific letter grade for a particular assignment. The appeal is only for the final grade received in a course. The office of your academic dean and the Office of Academic Affairs are concerned primarily with ensuring that the appeal process is followed appropriately and that no procedural errors have occurred.

#### **STEP ONE: Composing a Final Grade**

##### **Appeal in Writing to the Professor**

- A student should begin an appeal by writing to the professor of the class after the first day of the following semester but no later than the end of the fourth week of that same semester.
- The letter should be addressed to the professor with a copy sent to the chair of the department and to the dean of the school. This is an important step not to be overlooked, as it allows the professor to re-examine policies and procedures, and it informs the chair and the dean that there is a problem that may need their consideration.
- The professor should review the merit of the appeal and the student's academic performance in the relevant course.
- The professor should respond to the student in writing within ten (10) business days of receipt of the student's appeal letter.
- If the professor is no longer a FIT faculty member, the appeal should be sent directly to the department chair.

#### **STEP TWO: Appealing to the Department Chair**

- If, for any reason, the student is not satisfied with the professor's response, he/she can bring the matter to the department chair.

- The formal appeal to the department chair for review should be made in writing within ten (10) business days of receiving the professor's decision.
- A copy of the student's initial letter of appeal and the professor's response should accompany this appeal to the department chair.
- The department chair will consider the merit of the appeal by assessing whether the course grade is appropriate according to the guidelines set forth in the course syllabus handed out by the professor.
- The department chair should respond to the student in writing within ten (10) business days of receipt of the student's appeal letter.

#### **STEP THREE: Appealing to the School Dean**

- An appeal to the dean of the school is brought forward only if the student believes that the department chair has not acted in a timely or appropriate manner.
- The formal appeal to the school dean for review should be made in writing within ten (10) business days of receiving the department chair's decision.
- The school dean will only evaluate whether the appeal process has been followed properly. He/she will not evaluate the merit of the appeal, the student's academic performance, the professor's grade, or the department chair's recommendation.
- The school dean should respond to the student in writing within ten (10) business days of receipt of the student's appeal letter.

#### **STEP FOUR: Appealing to the Vice President for Academic Affairs**

- An appeal to the vice president for Academic Affairs is brought forward only if the student believes that the school dean has not acted in a timely or appropriate manner.
- The formal appeal to the vice president for Academic Affairs should be made in writing within ten (10) business days of receiving the school dean's decision.
- The vice president for Academic Affairs will evaluate whether the appeal process has been properly followed and that no procedural errors have occurred. He/she will not re-evaluate the merit of the appeal, the student's academic performance, the professor's grade, or the chair's and/or dean's recommendations.
- The vice president for Academic Affairs should respond to the student in writing within ten (10) business days of receipt of the student's appeal letter.

Please contact the following:

Dean of Academic Affairs, SUNY Korea-FIT  
Academic Affairs  
A201, Academic Bldg.  
(032) 626-1114  
[academic.fit@sunykorea.ac.kr](mailto:academic.fit@sunykorea.ac.kr)

Vice President for Academic Affairs, FIT NYC

Special Assistant to the Vice President for Academic Affairs  
Office of Academic Affairs  
C913, Feldman Center  
212-217-4040  
[academicaffairs@fitnyc.edu](mailto:academicaffairs@fitnyc.edu)

## **Registrar, Student Records & FERPA**

SUNY Korea adheres to the United States federal and New York state regulations regarding the protection of student information, such as FERPA (The Family Educational Rights and Privacy Act of 1974).

FERPA is a federal law that protects the privacy of personally identifiable information contained in student education records and establishes the rights of students to inspect and review their education records and, in certain circumstances, the right to request the record be amended. The law limits the rights of institutions to disclose education records or information contained in such records without the student's written consent. There are exceptions when designated personnel within the institution may see the records in order to protect the health or safety of students or other persons. FERPA also requires that campuses notify students on an annual basis. The law also allows an eligible student to file a complaint with the U.S. Department of Education concerning any failures by the Fashion Institute of Technology ("FIT" or "the College") to comply with the federal requirements of the Act. This policy responds to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a federal law that protects the privacy of personally, identifiable information contained in student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

### **Definitions**

#### **Directory Information**

The only information available for release to the general public.

#### **Disclosure**

To permit access to or the release, transfer, or other communication of personally identifiable information contained in education records to any party, by any means, including oral, written, or electronic means, except the party identified as the party that provided or created the record.

#### **Education Records**

Records that contain information directly related to a student, maintained by an education agency or institution (i.e. emails, print-outs, handwritten notes, tests, papers, and gradebooks). Contact the Registrar's Office to determine whether records qualify as an education record.

#### **Eligible Student**

A student who is or has been enrolled at FIT. Once a student is enrolled, FERPA rights take effect.

#### **FERPA (The Family Educational Rights and Privacy Act of 1974)**

A federal law that protects the privacy of personally identifiable information contained in student education records and establishes the rights of students to inspect and review their

education records and, in certain circumstances, the right to request the record be amended. The law limits the rights of institutions to disclose education records or information contained in such records without the student's written consent. There are exceptions when designated personnel within the institution may see the records in order to protect the health or safety of students or other persons. FERPA also requires that campuses notify students, on an annual basis. The law also allows an eligible student to file a complaint with the U.S. Department of Education concerning any failures by FIT to comply with the Federal requirements of the Act.

#### **Personal Identifiable Information**

Includes, but is not limited to, the student's name, the name for the student's parent or other family member, the address of the student or student's family, a personal identifier that can be linked or linkable to a specific student that would allow a reasonable person in the campus community to identify the student with reasonable certainty.

#### **Record**

Any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

#### **Legitimate Educational Interest**

In accordance with FERPA, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

This includes such purposes as:

- performing a task that is specified in his/her position description or contract;
- performing a task related to a student's education or to student discipline;
- providing a service or benefit related to the student or student's family; or
- maintaining safety and security on campus.

Legitimate educational interest does not convey inherent rights to any and all student information. The law discriminates between educational interest, and personal or private interest; determinations are made on a case-by-case basis. Educational interest does not constitute authority to disclose information to a third party.

#### **Student's Rights**

The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations), and the right to file a complaint with the Department of Education.

#### **Inspection and Review**

The right to inspect and review the student's educational records within 45 days of the day FIT receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the college

official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

### **Release of Records**

The college reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents or legal guardian.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend FIT if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.
5. Records for which access has been waived by the student.

### **Request Record Amendment**

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### **Education Records subject to FERPA**

The following educational records are maintained by FIT and are considered as subject to this law:

1. Admissions records are maintained by the Office of Admissions.
2. Academic transcripts are maintained by the Office of the Registrar.
3. Financial records are maintained by Financial Aid and Services.
4. Judicial records are maintained by the Dean of Students.

### **Withholding of Directory Information**

The right to request the withholding of directory information disclosure.

### **File a DoED complaint**

The right to file a complaint with the United States Department of Education (DoED) concerning alleged failures by FIT to comply with the requirements of FERPA.

### **FIT Responsibilities**

FIT is committed to protecting the privacy of personally identifiable information contained in education records in accordance with FERPA.

1. Students will be notified of their FERPA rights annually by publication in the student handbook.
2. FIT holds the right to release directory type information to third parties outside the institution,

without written consent of the student, provided that the student has been given the opportunity to withhold such disclosure. FIT, at its discretion, will release the following as directory information:

- Name
- Address, City, State, Zip Code, Country
- Major Class standing
- Photographs
- Participation in recognized sports
- Height and weight of athletes
- Dates of attendance and enrollment status
- FIT email address
- Degrees, certificates, and/or awards received
- Digitized images

If any person has any questions concerning FERPA, or what information can or cannot be released, please contact the Academic Affairs, SUNY Korea-FIT at (032) 626-1114 or [academicaffairs@sunykorea.ac.kr](mailto:academicaffairs@sunykorea.ac.kr).

### **Procedures**

- I. Students who do not wish this information to be released outside of the college must submit written notice to the Office of the Registrar.
- II. Rights are granted to the student to challenge the contents of education records on the basis of possible clerical errors. Students may also question a possible violation of privacy. If the student believes that the education record is inaccurate, misleading, or in violation of privacy rights, the student may request that the record be changed. If the request for the change is denied, the student has a right to a hearing on the issue.
- III. Possible privacy violations should be first addressed with the Director of the Registrar's Office. If necessary, a hearing will be held. If the hearing does not resolve the matter, the student may then notify the FERPA Office in Washington, D.C.; the address is available in the Registrar's Office.

### **Contact**

FIT Academic Team, SUNY Korea-FIT  
Academic Affairs  
A201, Academic Bldg.  
(032) 626-1114  
[academic.fit@sunykorea.ac.kr](mailto:academic.fit@sunykorea.ac.kr)

Director of the Registrar's Office  
Office of the Registrar  
212-217-3820  
[fit\\_registrar@fitnyc.edu](mailto:fit_registrar@fitnyc.edu)

## **PLANNING YOUR NEXT SEMESTER SCHEDULE**

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 you 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 throughout the year. Each semester will bring new challenges and successes.

Your College advisor can help you to understand how all of these experiences can impact your academic plans.

### **How Do I Know What University Requirements Have Been Fulfilled?**

Your Degree Progress Report as known as DARS, located in MyFIT (<https://myfit.fitnyc.edu/cp/home/displaylogin>), will show which graduation requirements you have already fulfilled, including number of credits, and major requirements. It will also display your GPA. It is recommended that you review and print your DARS in preparation for meeting with an Advisor. More information can be found at (<http://www.fitnyc.edu/registrar/degree-audits/get-your-dars.php>).

Directions on how to print DARS:

1. Click Student tab
2. Click Online Information System
3. Click DARS Degree Audit System
4. Click Submit an Audit or View Submitted Audit
5. Click Run Audit.
6. Click View Submitted Audits.
7. Select the degree audit for the major to which you are currently admitted and pursuing
8. Click View a Printer Friendly Report and then print

### **Registration**

#### **Do Courses I'm Registered for This Semester Count as Credits "Completed"?**

No. The total amount of completed credits only includes courses for which you have received final grades, not courses In-Progress.

Here is what you will need to get started:

1. Internet Access: Chrome or Explorer
2. Your Degree Audit  
*\*If you are unable to access your degree audit, please visit the following link: <http://www.fitnyc.edu/DARS>*
3. Registration Would-Be Schedule, which can be found on the FIT Academic Advisement Website: <http://www.fitnyc.edu/academic-advisement/tutorials.php>

If you have any questions, please visit FIT Academic Team at A201 at Academic Building or call (032) 626-1114. You may also find more information at: <http://www.fitnyc.edu/academic-advisement/tutorials.php>.

#### **Check for Holds in MyFIT**

SUNY Korea-FIT Registrar may place holds on student records to resolve issues. Please note, only the SUNY Korea-FIT Registrar will be able to remove the hold and clear you for registration.

To view holds in MyFIT:

1. Click Online Information System in the Student tab
2. Click Student
3. Click Student Records & Student Accounts
4. Click View Holds and/or Admissions Conditions

Please visit the website for more information:

<http://www.fitnyc.edu/registrar/registration/holds.php>

### **Credit Limits**

#### **Fall and Spring Terms**

Degree students who wish to maintain full-time status must enroll in at least 12 credits, but no more than 21.5 credits each fall and spring term.

#### **AP Credit Transfer**

Students who have taken an Advanced Placement Exam (AP) and earned a score of three (3) or higher will receive transfer credit. For more information, please visit: <http://www.fitnyc.edu/registrar/transfer-credits/what-transfers/ap-exams.php>

#### **How to Register for Classes Using the MyFIT System**

1. Go to MyFIT at [myfit.fitnyc.edu](http://myfit.fitnyc.edu)
2. Enter your FIT username: `firstname_lastname`
3. Enter your password. First time users: The default, case sensitive, password is your birthday in FITMmmddyyyy format. For password security, you should change the default password at first login.
4. After successful log in, click on the Student tab.
5. Under Online Resources channel (on left), click Registration on the list of shortcuts
6. Click the menu item entitled Look Up Classes to Add.
7. Select the semester from the drop-down menu that you want to register for, then Submit.
8. Select a subject and any other criteria you want to use.
9. Once you've found a class, check the box to the left to select it.
10. Once you've checked the box, click Register at the bottom of the page.
11. Repeat the process for your entire schedule.
12. View and print your schedule in list format by selecting Student Schedule Course by Course or calendar format by
13. Selecting schedule by Day and Time, in the Registration menu of MyFIT.
14. To web drop a course, select WEB DROP under the Action drop-down menu, then Submit Changes at bottom of page.

Additional information can be found from the website: <http://www.fitnyc.edu/registrar/registration/instructions.php>.

### **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](http://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.

## **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.

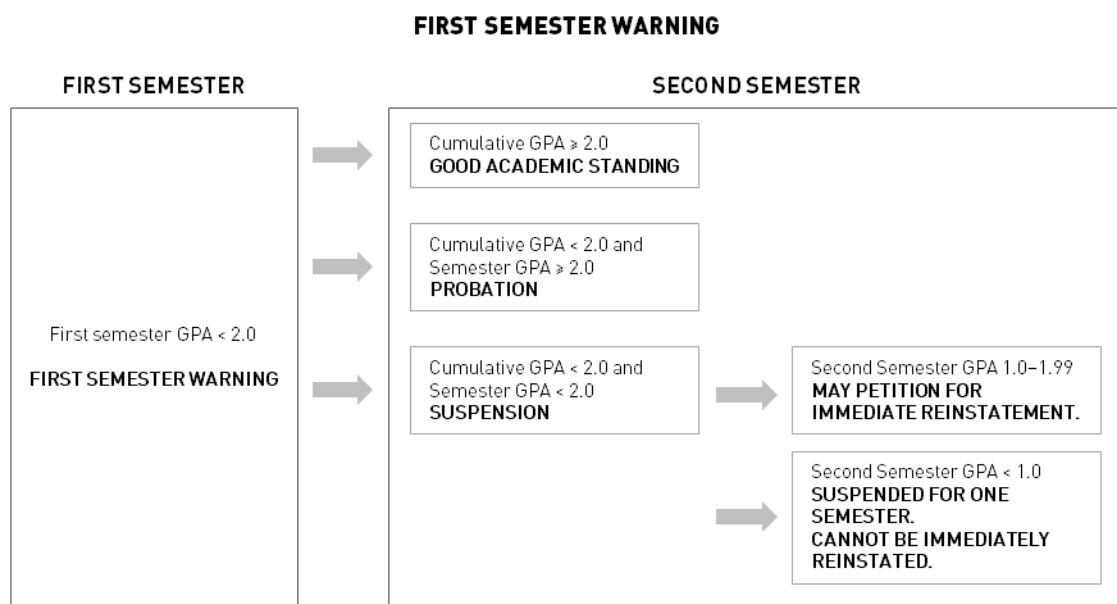
### **During the Test:**

- 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.
- 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.

## Academic Standing at SUNY Korea

In order to be considered in good academic standing with the University, students must have a cumulative GPA (Grade Point Average) of a 2.0 or higher. Students who receive less than a 2.0 GPA in their first semester are placed on First Semester Warning. Below is a chart that illustrates the academic standing levels:



## Academic Success Checklist

| Week | What you should do.                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Did it? |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1    | <ul style="list-style-type: none"> <li>• Check Blackboard before your first class meetings.</li> <li>• Make sure your preferred email address in SOLAR is correct.</li> <li>• Read and print out syllabi, bring to class.</li> <li>• Attend class meetings, ask questions if anything is unclear.</li> <li>• Evaluate your schedule—are you unsure about any classes?</li> <li>• Buy your books.</li> </ul>                                                            |         |
| 2    | <ul style="list-style-type: none"> <li>• Speak to an advisor before you make changes to your schedule.</li> <li>• Stay aware of all important academic dates and deadlines.</li> <li>• Start off on the right foot—stay on top of your readings/assignments</li> </ul>                                                                                                                                                                                                 |         |
| 3-5  | <ul style="list-style-type: none"> <li>• As you get acclimated to your courses, think about your study habits.</li> <li>• If you are struggling, try one of the following options:</li> <li>• Visit your professor, instructor, or TA during office hours.</li> <li>• Go to a tutoring center or the Writing Center</li> </ul>                                                                                                                                         |         |
| 6-7  | <ul style="list-style-type: none"> <li>• Midterms may be happening now or soon—prepare yourself!</li> <li>• Do you know how you are doing in class? If not, contact your professor.</li> <li>• If you are doing poorly, take action and utilize resources right away.</li> <li>• Take a break; make sure you are taking some downtime for yourself.</li> </ul>                                                                                                         |         |
| 8-9  | <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> |         |
| 10   | <ul style="list-style-type: none"> <li>• Speak with your academic advisor and major advisor in preparation for next semester scheduling.</li> <li>• Begin thinking about which classes you want to take for next semester.</li> </ul>                                                                                                                                                                                                                                  |         |

| Week  | What you should do.                                                                                                                                                                                                                                                                                                                         | Did it? |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 11-15 | <ul style="list-style-type: none"> <li>Continue your improved study habits and visits to tutoring departments and/or office hours through the final stretch of the semester.</li> <li>Register for classes for next semester, visit your advisor again if you need help or have any questions.</li> <li>Gear up for finals week!</li> </ul> |         |

## **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 FIT 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](http://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](http://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 in 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 Blackboard. You are responsible for checking your accounts regularly. 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 fail to respond to notices from University administration:

**MyFIT:** Your gateway to everything FIT. This is where you can access your FIT email, Blackboard, FIT alert, grades, announcements and more.

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

- Read all messages, holds and to-do items. You should check MyFIT 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 student 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 who are in charge of different issues and you may have to visit multiple offices to resolve a problem or a question. 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 Academic & Student Affairs 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 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 MyFIT, Blackboard 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 as long as 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 where 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 make sure to keep it professional and to always include your full name, student ID number, as well as the course subject and number. Make 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. It is usually fairly simple for students to understand how poor communication skills may cause difficulties with employers. Here are a few examples:

- 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 have the ability to 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 in order 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 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](mailto:academicaffairs@sunykorea.ac.kr)/ Student Affairs at Academic Building A208 or [student@sunykorea.ac.kr](mailto: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](mailto: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](mailto: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                       | <a href="http://nasareteng.com/">http://nasareteng.com/</a>                     |
| Gacheon University Gil Medical Center | 21 Namdong-Daero 774beon-Gil, Namdong-Gu, Incheon | (032) 460-3213                       | <a href="http://foreigner.gilhospital.com">http://foreigner.gilhospital.com</a> |
| Inha University Hospital              | 27 Inhang-Ro, Jung-Gu, Incheon                    | (032) 890-2080/2090<br>(09:00-16:00) | <a href="http://www.inha.com/en">http://www.inha.com/en</a>                     |

*\*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 (previously known as Alien Registration 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](mailto: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](mailto:student@sunykorea.ac.kr)  
Office Hours: Monday to Friday  
from 10:00 a.m. to 5:30 p.m.

## **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](mailto: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: 8 AM – 4 PM

Wednesday: 8 AM – 5 PM

Thursday: 9 AM – 5 PM

Friday (Zoom Only): 1 PM – 5 PM

All office hours are by appointment only.

- [032] 626-1164; 1167 / [counseling@sunykorea.ac.kr](mailto: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 respite 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 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](mailto: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. / E-mail: [usc@sunykorea.ac.kr](mailto: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.

## 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.
- The card is the property of SUNY Korea and should be returned to the university at the end of your candidature.
- 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 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](http://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 1<sup>st</sup> 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](http://itcenter.igc.or.kr)) to request 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 1<sup>st</sup> 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](mailto:itcenter.igc.or.kr)) directly.

For the Bank ID Card, please contact the Student Services Team at [student@sunykorea.ac.kr](mailto: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:

#### Fashion Institute of Technology Programs

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

ii. If a student takes a leave of absence after their first semester, the student will be required to live on campus when they return to fulfill their Live On Campus Requirement.

#### 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,
- is under compelling individual circumstances.

Students who request for this exemption must submit an exemption request form and provide supporting documents. In addition, requests for exemption to the Residential College Live On Campus Requirement due to compelling individual circumstances will also be considered.

For additional information regarding requests for exemption, contact the Residential College Team by email at [rc@sunykorea.ac.kr](mailto: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 room charges being assessed to the student’s account and/or cancellation of enrollment at SUNY Korea.

If a student is removed from on campus housing due to disciplinary action, the student may also be suspended from the University. As all students must live in on campus housing until they fulfill their Live On Campus Requirement and housing is allocated accordingly, any first-year student whose conduct results in their being forced to leave on campus housing due to violations of the contract shall be responsible for the ENTIRE housing fee. No refund or credit will be given to the student if removed from housing for cause.

#### 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](mailto: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 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.<br><br>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.<br><br>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 |
| Twin 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](mailto: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://housing.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<br>(Quiet talking, Phones on vibrate) |
|    | Group Study Rooms*                                                           |                                                   |
| 3F | Study Lounge                                                                 | Red Zone<br>(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 1<sup>st</sup> digit from your student ID.

Ex.) Your FIT 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)<br>8am-6pm     | closed   |
|                     | 3F (Study lounge)<br>8am-11pm |          |
| During the break    | 1pm-5pm                       | closed   |

\*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 2<sup>nd</sup> 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](mailto: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>

| Floor | Facilities                    | Opening Hours          |                        |
|-------|-------------------------------|------------------------|------------------------|
|       |                               | Semester               | Break                  |
| 1st   | Glofore                       | 24hours                | 09:00~24:00            |
|       | Focus Lounge<br>Talk          |                        |                        |
| 2nd   | Square(No.1~12)<br>Lounge     | Mon~Thu<br>09:00~21:00 | Mon~Fri<br>09:00~18:00 |
|       | Materials Room                | Fri<br>09:00~18:00     | 0                      |
| 3rd   | Korean<br>Collections<br>Room |                        |                        |

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

*\* Reservation system scheduled to be launched in September 2022.*

## 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/<br>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](mailto:libmaster@igc.or.kr)  
Library website: <https://lib.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 the valid NetID and FIT Library with the valid FIT ID.

### FIT Library Online Resources

FIT library provides

- FIT Digital Image Library (<https://fitdil.fitnyc.edu/>): A database of approximately 99,000 digital images
- A wealth of information, including access to StyleCat
- LibGuides: research guides prepared by FIT faculty librarians

For more information, please visit the SUNY Korea-FIT Library Guide at <https://fitnyc.libguides.com/sunykorea>.

## 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](https://ams.sunykorea.ac.kr/tutoring) or please contact [tutoring@sunykorea.ac.kr](mailto: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](mailto:wc@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](http://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
- Computer Lab Assistant
- 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 9,500 KRW as of 2022 (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 15<sup>th</sup> 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](mailto: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](mailto: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 are 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 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 Information Delivery
- Network Service with Companies and Organizations
- Career Weekly Newsletter

## Credit Bearing Course

- IC 297 for Fashion Business Management Students [4<sup>th</sup> semester]

## Career Networking Program

- Career Mentor
- Coaching Mentor
- Alumni Network

To book a session with CDC advisors, 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](mailto: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

Formerly known as Alien Registration Card (ARC). 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. 35,000 KRW (Cash if visiting the Immigration Office)
- Proof of current residency (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. current residence verification) 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](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 ([www.hikorea.go.kr](http://www.hikorea.go.kr)) of the E-Government for Foreigners. 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.

## 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/sub03/030503.html?category=02>.

### 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:

1. For new students: Admission Application Deadline
2. 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](mailto: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                                                                   |
|---------------------------------|----------------------------------------------------------------|---------------------|---------------------------------------------------------------------------|
| <b>Presidential Scholarship</b> | - Outstanding academic record in most recently attended school | - Full tuition      | <b>Maximum Renewal</b>                                                    |
|                                 | - High achievement in standardized tests                       | - Room(double only) | <b>Renewal Criteria</b>                                                   |
|                                 | - Other personal and non-academic qualities                    | [Upon review]       |                                                                           |
|                                 |                                                                |                     | - Full-time enrollment & credits completed toward GPA: 12 credits or more |

| Title                       | Requirement                                                                                                                                                                                                                                                               | Benefits                       | Renewal                                                                                                                                                                                                                                                                                                                                |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             |                                                                                                                                                                                                                                                                           |                                | <ul style="list-style-type: none"> <li>- Minimum term GPA of 3.0/4.0 (3.2/4.0 in the first semester)</li> <li>- Minimum cumulative GPA of 3.2/4.0</li> <li>- No report on academic dishonesty or misbehavior</li> </ul>                                                                                                                |
|                             |                                                                                                                                                                                                                                                                           |                                | <b>Maximum Renewal</b> <ul style="list-style-type: none"> <li>- 1 semester</li> </ul>                                                                                                                                                                                                                                                  |
| <b>Provost Scholarship</b>  | <ul style="list-style-type: none"> <li>- Outstanding academic record in most recently attended school</li> <li>- High achievement in standardized tests</li> <li>- Other personal and non-academic qualities</li> </ul>                                                   | - \$7,500/ semester            | <b>Renewal Criteria</b> <ul style="list-style-type: none"> <li>- Full-time enrollment &amp; credits completed toward GPA: 12 credits or more</li> <li>- Minimum term GPA of 3.0/4.0 (3.2/4.0 in the first semester)</li> <li>- Minimum cumulative GPA of 3.2/4.0</li> <li>- No report on academic dishonesty or misbehavior</li> </ul> |
|                             |                                                                                                                                                                                                                                                                           |                                | <b>Maximum Renewal</b> <ul style="list-style-type: none"> <li>- 1 semester</li> </ul>                                                                                                                                                                                                                                                  |
| <b>Merit Scholarship</b>    | <ul style="list-style-type: none"> <li>- Outstanding academic record in most recently attended school</li> <li>- High achievement in standardized tests</li> <li>- Other personal and non-academic qualities</li> </ul>                                                   | - \$2,500 ~ \$10,000/ semester | <b>Renewal Criteria</b> <ul style="list-style-type: none"> <li>- Full-time enrollment &amp; credits completed toward GPA: 12 credits or more</li> <li>- Minimum term GPA of 3.0/4.0 (3.2/4.0 in the first semester)</li> <li>- Minimum cumulative GPA of 3.2/4.0</li> <li>- No report on academic dishonesty or misbehavior</li> </ul> |
| <b>Encouragement Award</b>  | <ul style="list-style-type: none"> <li>- Competitively outstanding academic record in most recently attended school</li> <li>- High achievement in standardized tests</li> <li>- Other personal and non-academic qualities</li> </ul>                                     | - \$1,000 ~ \$5,000/ semester  | No renewal option                                                                                                                                                                                                                                                                                                                      |
|                             |                                                                                                                                                                                                                                                                           |                                | <b>Maximum Renewal</b> <ul style="list-style-type: none"> <li>- 3 semesters</li> </ul>                                                                                                                                                                                                                                                 |
| <b>Sibling Scholarship*</b> | <ul style="list-style-type: none"> <li>- Having one or more siblings (e.g. brother or sister) currently studying at SUNY Korea or SUNY Korea Alumnus.</li> <li>- Applied to the latterly admitted student(s)</li> <li>- Submission of Proof of Family Relation</li> </ul> | - \$1,000 ~ \$5,000/ semester  | <b>Renewal Criteria</b> <ul style="list-style-type: none"> <li>- Full-time enrollment &amp; credits completed toward GPA: 12 credits or more</li> <li>- Minimum term GPA of 3.0/4.0 (3.2/4.0 in the first semester)</li> <li>- Minimum cumulative GPA of 3.2/4.0</li> <li>- No report on academic dishonesty or misbehavior</li> </ul> |
| <b>Financial Aid</b>        | - Completion of Financial Aid Application                                                                                                                                                                                                                                 | - \$1,000 ~ \$10,000/ semester | <b>Maximum Renewal</b> <ul style="list-style-type: none"> <li>- 1 semester</li> </ul>                                                                                                                                                                                                                                                  |

| Title | Requirement                                                                                                                                                                                                                                                                                                                                                                | Benefits | Renewal                                                                                                                                                                                                                                                                                                                                |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       | <ul style="list-style-type: none"> <li>- International: Submission of 1) proof of family relation; 2) proof of refugee record or low-income status</li> <li>- Domestic: Submission of 1) proof of family relation; 2) Certificate of Income and Certificate of National Health Insurance Fee; 3) Certificate of National Basic Livelihood Recipients (Optional)</li> </ul> |          | <b>Renewal Criteria</b> <ul style="list-style-type: none"> <li>- Full-time enrollment &amp; credits completed toward GPA: 12 credits or more</li> <li>- Minimum term GPA of 3.0/4.0 (3.2/4.0 in the first semester)</li> <li>- Minimum cumulative GPA of 3.2/4.0</li> <li>- No report on academic dishonesty or misbehavior</li> </ul> |

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

#### Continuing Student Scholarship

| Title                            | Renewal Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Benefits                       | Renewal           |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------|
| Academic Excellence Scholarship  | <ul style="list-style-type: none"> <li>- Outstanding Academic Term GPA (min. 3.5/4.0)</li> <li>- No IN's, WD's, WF's, Z's or F's</li> <li>- Credits Earned: (Refer to Appendix 2) <b>15</b> credits</li> <li>- Term Credits Earned toward GPA : 12 credits</li> <li>- No report on academic dishonesty or misbehavior</li> </ul>                                                                                                                                                                                                                                        | - \$10,775/ semester           | No renewal option |
| Academic Prestige Scholarship    | <ul style="list-style-type: none"> <li>- Outstanding Academic Term GPA (min. 3.5/4.0)</li> <li>- No IN's, WD's, WF's, Z's or F's</li> <li>- Credits Earned: (Refer to Appendix 2) <b>15</b> credits</li> <li>- Term Credits Earned toward GPA : 12 credits</li> <li>- No report on academic dishonesty or misbehavior</li> </ul>                                                                                                                                                                                                                                        | - \$5,388/ semester            | No renewal option |
| Dean's Scholarship               | <ul style="list-style-type: none"> <li>- Outstanding Academic Term GPA (min. 3.5/4.0)</li> <li>- No IN's</li> <li>- Full-time enrollment &amp; credits completed toward GPA: 12 credits or more</li> <li>- No report on academic dishonesty or misbehavior</li> </ul>                                                                                                                                                                                                                                                                                                   | - \$3,000/ semester            | No renewal option |
| Academic Achievement Scholarship | <ul style="list-style-type: none"> <li>- Outstanding Academic Term GPA (min. 3.5/4.0)</li> <li>- No IN's</li> <li>- Full-time enrollment &amp; credits completed toward GPA: 12 credits or more</li> <li>- No report on academic dishonesty or misbehavior</li> </ul>                                                                                                                                                                                                                                                                                                   | - \$2,000/ semester            | No renewal option |
| Encouragement Award              | <ul style="list-style-type: none"> <li>- Outstanding Academic Term GPA (min. 3.5/4.0)</li> <li>- Full-time enrollment &amp; credits completed toward GPA: 12 credits or more</li> <li>- No report on academic dishonesty or misbehavior</li> </ul>                                                                                                                                                                                                                                                                                                                      | - \$1,000/ semester            | No renewal option |
| Financial Aid                    | <ul style="list-style-type: none"> <li>- Outstanding Academic Term GPA (min. 3.2/4.0)</li> <li>- Completion of Financial Aid Application</li> <li>- 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)</li> <li>- 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)</li> </ul> | - \$1,000 ~ \$10,000/ semester | No renewal option |

## 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 the 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.

### Vision Statement Report - How to Contribute to the World [Graduating Semester ONLY]

All recipients of Presidential Scholarship and Provost Scholarship enrolled in their graduating semester are required to submit a Vision Statement Report to the Academic Affairs Team by Friday of the ninth week 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 |

| Petition                     | Semester GPA            | Cumulative GPA | Petition Review                                                                                                                                                                                                |
|------------------------------|-------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              |                         |                | 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 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 students 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 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 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-FIT 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 Continuing Student 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 Continuing Student 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 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 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/Prestige**

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 and U2). [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 normally 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 IN's, WD's, WF's, Z's or F'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 | - Outstanding Academic Term GPA (min. 3.5/4.0)                                                                                                                        | - \$10,775/ semester | 1 per class from each major |
|                     | - no IN's, WD's, WF's, Z's or F's<br>- Term Credits Earned: 15 credits<br>- Term Credits Earned Toward GPA: 12 credits<br>- Other personal and non-academic qualities |                      |                             |
| Academic Prestige   | - Outstanding Academic Term GPA (min. 3.5/4.0)                                                                                                                        | - \$5,388/ semester  | 1 per class from each major |
|                     | - no IN's, WD's, WF's, Z's or F's<br>- Term Credits Earned: 15 credits<br>- Term Credits Earned Toward GPA: 12 credits<br>- Other personal and non-academic qualities |                      |                             |

✂ 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/Prestige Scholarship will proceed in order (a to h) as follows:

- |                                       |                                                                                            |
|---------------------------------------|--------------------------------------------------------------------------------------------|
| a) The higher semester GPA            | c) The higher cumulative GPA                                                               |
| b) The total number of earned credits | 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 Songdomunhwa-ro, Yeonsu-gu,  
Incheon, Korea 21985  
Telephone: (032) 626-1114  
Fax: (032) 626-1199  
Website: [www.sunykorea.ac.kr](http://www.sunykorea.ac.kr)

Fashion Institute of Technology  
227 W 27<sup>th</sup> Street  
New York, NY 10001  
United States  
Telephone: 212-217-3800  
Website: [www.fitnyc.edu](http://www.fitnyc.edu)

### UNIVERSITY OFFICES

#### Academic Affairs & Academic Departments

FIT Academic Team ..... Academic Bldg A201 | [academic.fit@sunykorea.ac.kr](mailto:academic.fit@sunykorea.ac.kr)  
Department of Fashion Business Management ..... Academic Bldg A201 | (032) 626-1356 | [linda.kim@sunykorea.ac.kr](mailto:linda.kim@sunykorea.ac.kr)  
Department of Fashion Design..... Academic Bldg A201 | (032) 626-1358 | [eunjin.shin@sunykorea.ac.kr](mailto:eunjin.shin@sunykorea.ac.kr)

#### Student Affairs

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

#### Other Offices

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

### USEFUL WEBSITES

SUNY Korea ..... [www.sunykorea.ac.kr](http://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?subject=02>  
Policies and 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 Flickr ..... <https://www.flickr.com/photos/sunykorea>  
SUNY Korea Blog ..... <https://blog.naver.com/sunykorea>  
SUNY Korea YouTube ..... <https://www.youtube.com/channel/UC6Q989RePjVQQblo8TK2nww>

Fashion Institute of Technology (FIT)..... [www.fitnyc.edu](http://www.fitnyc.edu)  
Undergraduate Catalog..... <https://www.fitnyc.edu/academics/courses-and-registration/catalogs/undergraduate-catalog>  
School of Art & Design ..... [www.fitnyc.edu/art-and-design](http://www.fitnyc.edu/art-and-design)  
Jay and Patty Baker School of Business and Technology ..... [www.fitnyc.edu/business-and-technology](http://www.fitnyc.edu/business-and-technology)  
MyFIT ..... [myfit.fitnyc.edu](http://myfit.fitnyc.edu)  
FIT Facebook ..... [facebook.com/FashionInstituteofTechnology](https://facebook.com/FashionInstituteofTechnology)  
FIT Instagram ..... [instagram.com/fitnyc](https://instagram.com/fitnyc)

Incheon Global Campus..... [www.igc.or.kr](http://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](mailto:health@igc.or.kr) | (032) 626-0553  
IGC Cafeteria ..... (032) 626-0600