

Spring 2025 SUNY Korea STUDENT HANDBOOK

For Stony Brook Undergraduate Students



Stony Brook
University

February 2025, the 19th edition

STUDENT CONDUCT CODE

Statement of Community - *Affirming Our Campus Community*

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

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

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

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

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

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

provision of courses of study as it deems necessary, including the content, mode, time or offering of courses, as well as enrollment or withdrawal procedures of courses and fees applicable.

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

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

ADDITIONAL INFORMATION

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

Academic Affairs
The State University of New York, Korea
A201 Academic Bldg
119-2 Songdo Moonhwa-Ro, Yeonsu-Gu
Incheon, Korea 21985
Phone (032) 626-1115
Fax (032) 626-1199

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Spring 2025 SUNY KOREA – STONY BROOK STUDENT HANDBOOK

Every reasonable effort has been made to ensure the accuracy of the information in this publication, as of August 2024. However, the University reserves the right to alter, without notice, any information related to the

Acknowledgment Form

Spring 2025 SUNY Korea – Stony Brook Student Handbook

This will confirm that I, _____, have been informed of the current edition of the *SUNY Korea Student Handbook*. I understand that the *SUNY Korea Student Handbook* describes important information regarding academic policies and procedures 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

Dear Students,

I am writing with great honor and pride to welcome you to SUNY Korea, your new home for the adventurous years ahead. It is my wish that during your days at SUNY Korea you will come across life-changing moments that you shall cherish for a long time to come as you will be inheriting the university's tradition of excellence.

University is a magical place where you dream of the impossible and your true potential is discovered at the end of the journey. I assure you that your seed of potential lying dormant will be watered by the rains of ambition and nurtured by the sunlight of perseverance on the ground of SUNY Korea. Then does it blossom into the extraordinary, defying the bounds of what was once thought impossible.

As your President, I want to emphasize that a dedicated team of faculty, staff, and administrators, are waiting here to support you every step of the way to your dreams. We are committed and dedicated to helping you advance further than you can imagine. We offer competitive academic programs, a wide range of extracurricular activities, and student support services to help you become better in every way.

I also want you to know that I expect you to get involved in our campus community. There is so much to do here, and all it takes is a little bit of energy and courage. Get to know your fellow students, join various clubs and student organizations, and participate in campus events, which will make your college experience more rewarding. Please say hi when you see me on campus. I will be coming to you to converse with you.

Congratulations on this significant milestone and I look forward to witnessing the exciting journey you are going to take, which will undoubtedly characterize your time at SUNY Korea. Welcome to our academic family, and may your journey here be as enriching as it is rewarding.

Sincerely,

Arthur H. Lee
President of SUNY Korea

MESSAGE FROM

ACADEMIC AFFAIRS & STUDENT AFFAIRS

We are pleased to introduce the *Spring 2025 SUNY Korea – Stony Brook Student Handbook*. It specifies the general rules, policies and procedures for student life at SUNY Korea and within the campus community. It also defines the structure within which organized student life is carried out and how students may achieve the fullest realization of the University's resources and facilities. As an official document of SUNY Korea, the *Spring 2025 SUNY Korea – Stony Brook Student Handbook* represents a part of students' obligations to the University. The Student Handbook must be used as a companion document to other published regulations and guidelines issued by various offices and programs of the University.

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

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

Sincerely,

Academic Affairs

VISION AND MISSION OF SUNY KOREA

Vision

To position the University as a preeminent global educational institution

Mission

To provide the highest quality undergraduate and graduate programs of the State University of New York focusing on deep disciplinary knowledge, problem solving, leadership, communication, lifelong learning, and interpersonal skills.

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

To have a faculty of world-class teacher-scholars who are engaged with and accessible to students and devoted to excellence in teaching.

To carry out research and intellectual endeavors of the highest international standards that advance knowledge.

ABOUT SUNY KOREA



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

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

SUNY Korea is unique in many ways when compared to other global campuses around the world. First, SUNY Korea offers select degree programs that are identical to those at Stony Brook University (SBU) and Fashion Institute of Technology (FIT), two of the most recognized institutions both within and outside the SUNY system. From Stony Brook, these include undergraduate and graduate degree programs in Technological Systems Management, Computer Science, Mechanical Engineering, and Applied Mathematics & Statistics; and an undergraduate program in Business Management and Electrical Engineering. From FIT, SUNY Korea offers undergraduate Associate Degree Programs in Fashion Business Management and Fashion

Design. These programs are taught by SBU and FIT faculty respectively, and graduates receive diplomas identical to those awarded by Stony Brook University and FIT. SUNY Korea continues to expand its academic program offerings in diverse fields such as engineering, fashion, and science, incorporating the best programs from SUNY system campuses. This creates an exclusive opportunity for SUNY Korea students to experience the variety of SUNY's degree programs in a single location.

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

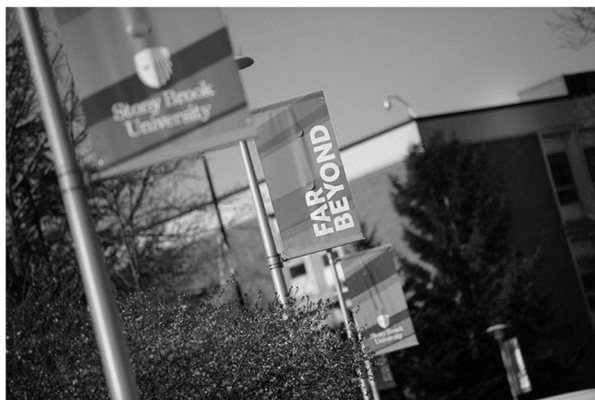
We are proud to have students with stellar academic achievements, and we continually seek those with exceptional talents. Further, we provide equal learning opportunities by granting partial to full scholarships to top students from around the world. We aspire to be a hub for global education, research,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

ABOUT SUNY



The State University of New York (SUNY) is the largest and most comprehensive state university system in the United States of America. SUNY was founded at Potsdam, New York in 1816 and was officially established in 1948 when New York became the 48th state to create a state university system. SUNY has grown to include 64 geographically dispersed campuses that have been established to provide high quality education and opportunity. The mission of the State University system is to provide the people of New York with educational services of the highest quality, with the broadest possible access, and in a complete range of academic, professional and vocational postsecondary programs. SUNY offers a wide diversity of educational options, including short-term vocational/technical courses, certificates, associate and baccalaureate degree programs, graduate degrees and post-doctoral studies. Through over 7,000 degree and certificate programs, SUNY provides access to almost every field of academic or professional study within the system. The State University of New York is committed to providing quality education at an affordable price to New Yorkers and students from across the country and around the world. SUNY students represent a global community from every state in the U.S., four U.S. territories, and 160 nations.

ABOUT STONY BROOK UNIVERSITY



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

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

PART 2-I – Spring 2025 SBU Academic Calendar

Undergraduate Students

(10/29/2024 *Subject to Change)

Tuition Liability Deadlines

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

Date of Drop & Withdrawal	Tuition % Incurred	Tuition % Refunded	Last Day of Tuition % applies
On or Before 02/27/25	0%	100%	*Thursday, 02/27/25
02/28/25 – 03/06/25	30%	70%	Thursday, 03/06/25
03/07/25 – 03/13/25	50%	50%	Thursday, 03/13/25
03/14/25 – 03/20/25	70%	30%	Thursday, 03/20/25
On or after 03/21/25	100%	0%	

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

Registration Deadlines

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

Wed, Jan. 15 2:00 pm	<ul style="list-style-type: none"> • Retaking Courses: Students can begin to enroll for a second attempt of a course via SOLAR. Students retaking a course for the third or more time must petition to their department.
Fri, Feb. 14	<ul style="list-style-type: none"> • Rematriculation: Last day students can re-matriculate (\$50 fee) for the Spring 2025 semesters
Thu, Feb. 20	<ul style="list-style-type: none"> • Convocation: 11:00 am
Fri, Feb. 21	<ul style="list-style-type: none"> • Semester Start: First day of classes • Late Registration: \$50 fee if not enrolled in at least one class before the semester starts. • Credit Limit: Increase to 23 credits in accordance with the Course Load Policy. Google Form response is required.
Mon, Mar. 3	<ul style="list-style-type: none"> • Substitute of Independence Movement Day: No classes in session
Fri, Mar. 7 4:00 pm	<ul style="list-style-type: none"> • Late Registration Ends: Last day to process enrollment changes (adds, swaps, credit changes) via SOLAR. Last day to drop or submit LOA/Term Withdrawal without a "W" (withdraw) recorded on transcript. • Ugrd. Students enrolling in Grad courses: Last day to petition to the Graduate School.
Fri, Apr. 18 4:00 pm	<ul style="list-style-type: none"> • Section/Credit Change Form: Last day to submit a Section/Credit Change Form. Changes must be processed by 4:00 PM. After this date petition is required and "W" (withdrawal) will be recorded on transcript • GPNC: Last day students can select Grade/Pass/No Credit (GPNC). Changes must be processed by 4:00 PM. Non-petitionable. • Course Withdrawal: Last day students can process a withdrawal from individual course(s) via SOLAR. "W" (withdrawal) will be recorded on transcript. Changes must be processed by 4:00 pm
Mon, May 5	<ul style="list-style-type: none"> • Children's Day: No classes in session • Buddha's Birthday: No classes in session
Tue, May 6	<ul style="list-style-type: none"> • Substitute of Children's Day and Buddha's Birthday: No classes in session
Fri, May 9	<ul style="list-style-type: none"> • Graduation Application: Last day for Spring and Summer degree candidates to apply for graduation via SOLAR
Fri, May 30	<ul style="list-style-type: none"> • Correction Day – Classes follow Monday's schedule (No Friday classes in session)
Tue, Jun. 3	<ul style="list-style-type: none"> • LOA/Term Withdrawal: Last day to take a leave of absence or withdraw from the University. Students must submit the Semester Withdrawal Form • Classes End: Last day of classes
Wed, Jun 4	<ul style="list-style-type: none"> • Reading Day: No classes in session
Thu, Jun 5	<ul style="list-style-type: none"> • Final Start: Follows the Friday final schedule (Detailed final exam schedule will be posted on the SUNY Korea website.)
Fri, Jun. 6	<ul style="list-style-type: none"> • Memorial Day: No classes in session
Mon, Jun. 9 - Thu, Jun. 12	<ul style="list-style-type: none"> • Finals (Detailed final exam schedule will be posted on the SUNY Korea website.)
Thu, Jun. 12	<ul style="list-style-type: none"> • Semester End: Official end of term
Fri, Jun. 13	<ul style="list-style-type: none"> • Commencement: 11:00 am

PART 2-II – Spring 2025 SBU Academic Calendar

Graduate Students

(10/29/2024 *Subject to Change)

Tuition Liability Deadlines

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

Date of Drop & Withdrawal	Tuition % Incurred	Tuition % Refunded	Last Day of Tuition % applies
On or Before 02/27/25	0%	100%	*Thursday, 02/27/25
02/28/25 – 03/06/25	30%	70%	Thursday, 03/06/25
03/07/25 – 03/13/25	50%	50%	Thursday, 03/13/25
03/14/25 – 03/20/25	70%	30%	Thursday, 03/20/25
On or after 03/21/25	100%	0%	

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

Registration Deadlines

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

Thu, Feb. 20	• Convocation: 11:00 am
Sat. Feb. 22	• Semester Start: First day of Saturday classes
	• Semester Start: First day of classes
Fri, Feb. 21	• Late Registration: Late registration fee (\$50) applies if not enrolled in at least one class before semester start.
Sat, Mar. 1	• Independence Movement Day: No classes in session
Mon, Mar. 3	• Substitute of Independence Movement Day: No classes in session
Fri, Mar. 7 4:00 pm	• Late Registration Ends: Last day to process enrollment changes (adds, swaps, credit changes), and drops via SOLAR. Last day to drop/withdraw from the university without a "W" (withdrawal) recorded on transcript. Petition to the respective college/ school required after this date.
	• Ugrd. Students enrolling in Grad courses: Last day to petition to the Graduate School.
Tue, Mar. 11 - Mon, Mar. 17	• Swaps by Petition Only: Graduate students must petition to the Graduate School.
Mon, May 5	• Children's Day: No classes in session
	• Buddha's Birthday: No classes in session
Tue, May 6	• Substitute of Children's Day and Buddha's Birthday: No classes in session
Fri, May 9	• Graduation Application: Last day for Spring and Summer degree candidates to apply for graduation via SOLAR
Fri, May 30	• Correction Day – Classes follow Monday's schedule (No Friday classes in session)
Tue, Jun. 3	• Semester Withdrawal: Last day for graduate students to submit a withdrawal form to the Graduate School. Petition is required after this date.
	• Classes End: Last day of classes
Wed, Jun 4	• Reading Day: No classes in session
Thu, Jun 5	• Final Start: Follows the Friday final schedule (Detailed final exam schedule is posted on the SUNY Korea website.)
Fri, Jun. 6	• Memorial Day: No classes in session
Mon, Jun. 9 - Thu, Jun. 12	• Finals
Thu, Jun. 12	• Semester End: Official end of term
Fri, Jun. 13	• Commencement: 11:00 am

Spring 2025 Deadlines for Graduate Students

Date	Spring 2025 Deadlines
Fri, Jan. 31, 2025	Last day for the Graduate School to receive admission materials for Spring 2025 admits.
Fri, February 28, 2025	Last day for the Graduate School to receive Spring Advancement to Candidacy (G5 status) forms from Departments. These forms must be submitted no later than 2 pm.
Fri, March 7, 2025	End of Late Registration via SOLAR. Last day to request an underload. No later than 4 pm. Last day to complete full-time registration OR file a Leave of Absence in order to maintain continuous matriculation. No later than 4 pm.
Fri, Mar. 14, 2025	Last day for incomplete resolution for Fall 2024 and Winter 2025.
Fri, May 9, 2025	Last day for Masters and Advanced Graduate Certificate students to apply for graduation via SOLAR. All other students should contact their respective college/school. All applicants to apply by this deadline will appear in commencement publication.
Four weeks before defense	Defense Committee Requests due to the Graduate School from Departments.
Thu, June 12, 2025	Last day for Graduate Students to file theses/dissertations with the Graduate School Office. Note: Extensions to this deadline are not granted.
Thu, June 26, 2025	Last day for Departments to submit completion statements for candidates who have completed all requirements for the degree.

Undergraduate & Graduate Student Responsibility

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

SUNY Korea Commitment Form

Name: _____

Student ID: _____

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

POLICES AND REGULATIONS

I. Student Responsibility

- A. Students are responsible for reviewing, understanding, and abiding by the University's regulations, procedures, requirements, and deadlines as described in official publications. This includes, by way of example only, the Undergraduate Bulletin, the University Student Conduct Code, the Student Handbook, and class schedules.
- It is the obligation of each SUNY Korea student to act as an exemplary role model and be demonstrative of good behavior as well as academic excellence. The university reserves the right to suspend or forcefully expel a student deemed in violation of these expectations. Students are expected to avoid any disruptive, threatening, or violent behavior both on and off campus. For specific details on what is considered disruptive behavior, please refer to "B. Disruptive, Threatening, or Violent Behavior" below.
 - All students, especially international students, are responsible for covering the costs of medical health insurance while enrolled as a student at SUNY Korea. This obligation MUST be fulfilled by students who study abroad at SUNY Korea. Please be aware that the University bears no responsibility for any medical incidents which may occur to students while enrolled at SUNY Korea.

B. Disruptive, Threatening, or Violent Behavior

The University does not tolerate any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts any teaching, research, administrative, disciplinary, public service activity, or any other workplace activity held on campus property.

- Disruptive behavior is inappropriate behavior that interferes with the functioning and flow of the workplace. It hinders or prevents faculty and staff members from carrying out their professional responsibilities. If left unaddressed, disruptive behavior typically continues to escalate, resulting in negative consequences for the individual as well as others. Examples include yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.
- Threatening behavior includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property as well as implicit threats.
- Violent Behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property), or specific threats to inflict physical harm (e.g., a threat to shoot a named individual).

II. Residential College

A. Live On-campus Policy

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

III. Visit to Stony Brook

A. Academics

- Students must satisfy the pre-academic requirements at SUNY Korea by the Spring semester preceding their visit to SBU home campus:
 - For detailed pre-academic requirements, please refer to page 18.
- Students must complete remaining Stony Brook Curriculum (SBC) requirements at SBU. Students must obtain the required minimum passing letter grade in the SBC courses, and meet the appropriate grade requirements in the major.
- Students must maintain a full-time matriculation status and are not permitted to take a leave of absence while studying at Stony Brook University. Students who are called for military duty while in the United States must contact Academic Affairs at SUNY Korea immediately and report their status to request for its postponement.

B. According to the agreement made between Stony Brook University and the Ministry of Education in Korea, students from SUNY Korea campus are not allowed to transfer to a different major program offered at Stony Brook.

Visiting Year and Duration of Stay

- Students must go to SBU for two semesters during their undergraduate study. The following regulation applies to all students in SUNY Korea.
 - In order to study at SBU, students must pass the ACADEMIC condition prescribed by each department and be advised by the department coordinator. Contact the coordinator or Chair if you have any questions regarding the ACADEMIC condition.
 - Students are not permitted to enroll in courses offered in SUNY Korea during their one year of residency at SBU.

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

C. Policy for Transfer Students

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

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

Signature: _____

Date: _____

SUNY Korea Commitment Form

Name: _____

Student ID: _____

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- Disruptive behavior is inappropriate behavior that interferes with the functioning and flow of the workplace. It hinders or prevents faculty and staff members from carrying out their professional responsibilities. If left unaddressed, disruptive behavior typically continues to escalate, resulting in negative consequences for the individual as well as others. Examples include yelling, using profanity, waving arms or fists, verbally abusing others, and refusing reasonable requests for identification.
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 - Students are not permitted to enroll in courses offered in SUNY Korea during their one year of residency at SBU.
- EXCEPTION: Students with unusual circumstances may petition to postpone their visit to SBU. The petition must be approved by SUNY Korea with consultation of the relevant SBU office (by end of March). When students are out of sequence due to such a delay, the university cannot guarantee the offering of adequate courses for their extra semesters in Korea before their visit to SBU. Students under exception are strongly encouraged to consult with Academic Affairs.
- Students, after appropriate approval, will receive an I-20 from SBU for the application of the U.S. F-1 visa. The F-1 visa will be valid for one year, without any extension. Thus, students are required to finish the prescribed SBC and major courses within two semesters in the United States without exception. After a year, students are required to return to SUNY Korea to continue their study towards their degree, unless they cannot complete the degree program at SBU within one year.
- If a student does not pass or finish the prescribed SBC courses or required courses in their majors, s/he may/must take courses in the Winter/Summer sessions, or equivalent. If they fail to pass those courses, the university cannot guarantee the offering of adequate courses for their extra semesters, when they return to SUNY Korea.

D. Policy for Transfer Students

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

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

Signature: _____

Date: _____

PART 3 – Academic Information

YOUR RESPONSIBILITIES AS A SUNY KOREA STUDENT

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

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

ACADEMIC INFORMATION

About the Stony Brook Undergraduate Bulletin

The information in this publication, which pertains to the Spring 2025 academic semester, is accurate as of March 2024. Circumstances may require that a given course be withdrawn or that alternate offerings be made. Names of instructors for courses and days and times of class sessions are given in the class schedule, available to students at registration, and on the Web at <http://www.stonybrook.edu/solarsystem>. All applicants are reminded that Stony Brook University is subject to the policies promulgated by the Board of Trustees of the State University of New York. Fees and charges are set forth in accordance with such policies and may well change in response to alterations in policy or actions of the legislature during the period covered by this publication.

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

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

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

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

ACADEMIC ADVISING

Academic Advising at SUNY Korea

The Undergraduate College Advisor-Student Relationship

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

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

Academic Advising Hours and Office Location:

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

Academic Advisors' Contact:

- Applied Mathematics & Statistics:
(032) 626-1353, ams@sunykorea.ac.kr
- Business Management:
(032) 626-1357, bm.dept@sunykorea.ac.kr
- Computer Science:
(032) 626-1354, cs@sunykorea.ac.kr
- Electrical and Computer Engineering:
(032) 626-1352, ece@sunykorea.ac.kr
- Mechanical Engineering:
(032) 626-1801, me@sunykorea.ac.kr
- Technology & Society:
(032) 626-1355, ts@sunykorea.ac.kr

POLICIES AND PROCEDURES

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

*Note that not all policies and procedures are listed in this handbook. For more information, please visit the SUNY Korea website: <https://www.sunykorea.ac.kr/en/html/sub03/030502.html>.

SBU Visit

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

I. Students can visit Stony Brook only in the Fall semesters.

II. Requirements for Students Visiting Stony Brook

A. Applied Mathematics and Statistics

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

B. Business Management

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

C. Computer Science

1. For those matriculated in Fall 2021 and beyond:

- (1) Must have a cumulative GPA of 2.0 or above
- (2) Must attend SBU the Fall semester immediately after passing the following courses with a grade of C or better at SUNY Korea: WRT 101, CSE 214, and CSE 215. Furthermore, they must attend SBU during their sophomore year or first semester of their junior year. [Students who have successfully completed courses beyond CSE 214/215 at SUNY Korea must work with their SUNY Korea CSE Faculty Advisor and SBU CSE Undergraduate Program Coordinator when enrolling in courses at SBU.]
- (3) While at SBU, students are required to complete four of the following courses: CSE 216, CSE 220, CSE 303, CSE 310, CSE 316, CSE 320, and CSE 373.

2. For those matriculated before Fall 2021:

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

D. Electrical and Computer Engineering

1. For those entered as First year Freshmen

- (1) Cum. GPA 2.0 or above
- (2) Must complete following courses at SUNY Korea before visiting SBU: WRT 102, AMS 261, AMS 361, PHY 132, PHY 134, ESE 124, ESE 272, ESE 273, ESE 280, and ESE 305
- (3) While at SBU, students must complete following courses: ESE 300, ESE 301, ESE 319, ESE 323, ESE 324, ESE 330, ESE 331, and ESE 411.
- (4) Must complete ESE 224 before or while visiting SBU.
- (5) Start your two-semester visit to SBU in the fall semester.

2. For those entered as Transfer student

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

E. Mechanical Engineering

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

F. Technology and Society

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

*Students are required to visit SBU during their sophomore year and come back to SUNY Korea to complete the rest of their undergraduate studies.

*If they wish to apply for OPT, they may apply for the BS/MS program in their Junior year (6th semester) and revisit SBU in their final year as a master's student to complete the master's degree.

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

SUNY Korea Attendance Policy

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

- (8) At the end of the semester, the course instructor should submit a copy of the attendance sheet to the Academic Affairs Office.

Policy on Online Courses for SUNY Korea Students

Preamble

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

- **Category I** — These are the online courses which are organized and offered by SUNY Korea. 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 offered by approved institutions outside of SUNY Korea Stony Brook, as well as Stony Brook NY campus's Summer/Winter sessions, are considered additional courses outside of the regular SUNY Korea Stony Brook offerings. Students who take such online courses are responsible for the relevant tuition and expenses.

Policy and Approval Procedure

- There is no limit of credits for SUNY Korea Stony Brook students to take online courses in Category I, offered by SUNY Korea Stony Brook.
- There is a limit of nine (9) total credits for SUNY Korea Stony Brook students to take online courses in Category II throughout the college years of degree programs. Credits beyond this limit will not be recognized as credential for degree, unless a petition was approved prior to taking such courses.
- SUNY Korea Stony Brook students must submit the 'SUNY Korea Online Course Application' before taking any online course in Category II, regardless of where such online courses are offered (e.g., at SBU or other institutions with English instruction). Once they receive an approval notice, they are able to enroll in the course. Application, when the cumulative online credits exceed nine, will not be approved.
- Students may petition for taking more than 9 credits of online courses only in situations where they cannot graduate on time without taking such courses or are facing an emergency that could impact their progress forward their degree. The petition must be submitted to both the Dean of Academic Affairs and the Department Chair at SUNY Korea, and must be approved by both parties.

Using the Academic Calendar

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

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

The Add/Drop Period

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

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

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

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

Within the specific limits noted below, a student may elect to have the final grade in any course recorded on the official academic record as the grade as assigned by the instructor, a P (Pass) or as NC (No Credit) if the reported letter grade is F. Neither P nor NC is calculated into the grade point average (G.P.A.). Students may elect this option through the ninth week of classes. Please check the Academic Calendar for the exact date. It is always wisest to discuss the G/P/NC grading option with your Undergraduate College Advisor before making your final choice on SOLAR. More information can be found at <https://www.stonybrook.edu/sb/bulletin/current/>.

Withdrawing from One or More Courses

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

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

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

Stony Brook Degree Requirements: Academic Graduation Requirements

The Stony Brook Curriculum (SBC)

Stony Brook University, like many American universities, has a liberal arts curriculum. This means that you need to take a few courses as

part of your general education requirements that expose you to a wide variety of subjects so that you develop into a well-rounded individual.

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

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

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

Upper-Division Credits

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

Grade Point Average

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

Major

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

Course Retake Policy

Definitions:

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

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

Repeatable Courses

1. Certain courses note in their descriptions that they “may be repeated once” or “may be repeated as the topic changes.” Students may repeat such courses within those restrictions and receive credit each time.

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

Retaking Courses

1. First time takers of courses have priority in registration. Students who wish to retake a course (second attempt) may begin retake registration on or about August 15 for fall classes and on or about January 15 for spring classes, pending an open seat. The second attempts for winter and summer classes are permitted during the open enrollment date noted on the Registrar’s Office academic calendar.
2. Seats in high demand fall and spring classes, noted as High Demand/Controlled Access (HD/CA) courses, are reserved for first time takers and new students through the end of the orientation registration period. Therefore, there is no guarantee of a seat in the case of a second or more attempts. Students who wish to retake HD/CA courses should consider doing so in the summer and winter sessions, if possible.

HD/CA courses:

- AMS 102, AMS 110, AMS 151, AMS 161, AMS 310
 - ANP 300
 - BIO 201, BIO 202, BIO 203, BIO 204, BIO 205, BIO 207, BIO 315, BIO 358
 - CHE 129/CHE 131, CHE 132, CHE 133, CHE 152, CHE 321, CHE 322, CHE 331, CHE 332, CHE 326
 - CSE 114
 - ECO 108, ECO 303, ECO 305, ECO 320
 - MAP 103
 - MAT 122, MAT 123, MAT 125/MAT 131/MAT 141/AMS 151, MAT 126, MAT 127, MAT 132/MAT 142
 - PHY 121/PHY 131, PHY 122/PHY 132, PHY 125, PHY 126, PHY 127, PHY 133, PHY 134
 - POL 201
 - PSY 201, PSY 310
 - SOC 202
3. Students are considered to have taken a course if they remain in the course past the add/drop deadline, regardless of the grade received in the course (note that a grade of ‘W’ does count as a grade; https://www.stonybrook.edu/sb/bulletin/current/policies-andregulations/records_registration/grading_system.php).
 4. Credits for retaken courses will count once toward cumulative credits, but will count each time toward semester load. Each grade received in the course will be averaged into the cumulative grade point average. A retake grade does not replace the original grade.

5. Students who retake a course may not exercise the G/P/NC option for that course.
6. Students who wish to take a course more than twice must submit a petition to the appropriate committee on academic standing and appeals. In support of this petition form, students must include written approval from the undergraduate program director of the department offering the course.
7. Academic departments and general academic advising units may deny or deregister a student's second or more attempt of a class(es) under certain circumstances, including:
 - a. Not making sufficient major entry and/or major progress.
 - b. Earning below a 2.0 cumulative GPA.
 - c. Retaking two or more courses in the same semester.
 - d. Retaking a course after earning a C or better on the first attempt.
8. Students seeking to take courses at other institutions should review course equivalencies at www.stonybrook.edu/transfer. If a course is not already included on this list, students should seek pre-approval from the relevant department at Stony Brook and file a Transfer Course Evaluation Form with Academic and Transfer Advising Services.

Mutually Exclusive Courses

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

Cross-listed Courses

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

Co-scheduled Courses

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

PLANNING YOUR NEXT SEMESTER SCHEDULE

As you approach the end of your first semester at SUNY Korea, you are probably beginning to recognize how the experiences you have had, both inside and outside the classroom, are helping you to define your interests, abilities and goals. A semester schedule that reflects

your academic goals and strengths can lay the groundwork for a successful semester. Before you even begin to choose your next semester classes, it is important that you take an honest look at the experiences you have had during the first semester. As a starting point, ask yourself the following questions:

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

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

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

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

Directions on how to visit Degree Works:

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

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

Enrollment Appointment

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

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

Credit Load

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

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

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

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

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

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

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

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

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

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

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

Below is a list of other examples:

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

How to Register for Classes Using the SOLAR System

When to Register

On your SOLAR System homepage, under Student Records and Registration select Enrollment. You will then select Enrollment Dates.

This tells you the first day and time that you will be able to register for your classes from any computer.

Searching for Classes

Under Student Records and Registration, you will select Enrollment.

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

How to Use the Class Search Page

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

Class Search Results

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

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

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

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

Adding Classes

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

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

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

schedule change, always verify that the change has been successfully processed by printing out a hard copy of your schedule.

Registering for Courses that Require Permission

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

Reserves

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

Enforcement of Prerequisites

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

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

ACADEMIC SUCCESS

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

Goal Setting

Why did you come to SUNY Korea? Millions of students go to college every year and their reasons for going are as diverse as their backgrounds. It is important for you to think about why you came to college and start to set goals. By setting goals, you are programming yourself for success.

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

- What are your **academic** goals that you would like to meet by the **end of this week**?
- What are your **personal** goals that you would like to meet by the **end of this week**?

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

Read your Course Syllabus

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

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

Note-Taking

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

Be Prepared

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

Ready to Listen

- Have a clear mind.
- Eat before class.
- Get enough sleep.
- Pay attention (this may take some conscious effort). Sit as close to the instructor as possible.
- Put all distractions away (iPods, cell phones, etc.).

- Listen for details, facts, explanations, and definitions (these are usually test answers).

Use a Variety of Methods

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

Use Abbreviations

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

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

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.

- 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?

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

Know Your Resources:

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

Building a Relationship with Professors and Instructors

Students usually talk to their professors when they have questions or need assistance with an assignment. Although talking to your college professors can sometimes be intimidating, it is important to remember that they are here to contribute to your college education. In order to learn as much as you can, you need to ask questions when

you do not understand something. Additionally, it is beneficial to have a positive rapport with your professors/instructors when you need to request academic references.

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

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

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

Time Management

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

Self-Reflection

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

Avoid Procrastination and Time Wasters

Students often procrastinate unintentionally due to environmental distractions or time wasters that prevent them from staying on track. Distractions such as Facebook, cell phones, TV, and computer games are some examples of avoidable distractions that tend to lead to

procrastination. You can plan time for both studying and socializing, with the priority being your studies.

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

Make Time to be Present and Attentive in Class

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

Planners Are Helpful – When You Use Them!

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

Planning Your Week Activity

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

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

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

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

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

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

Test-Taking

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

Tips for Overcoming Test Anxiety

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

- Make sure to bring everything you need: glasses, pen or pencil, eraser, etc.

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.

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.

Class Standing

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

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

Academic Standing at SUNY Korea

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

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

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

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

Academic Standing Levels and Actions

Good Academic Standing

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

First Semester Warning

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

Warning

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

Probation

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

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

Suspension

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

Students on probation who earn less than a 2.0 cumulative GPA are suspended. Students who earn at least a 2.0 semester GPA may petition for immediate reinstatement. Students who earn less than a 2.0 semester GPA are not eligible to petition for immediate reinstatement.

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

Conditional Reinstatement

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

Dismissal

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

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

Academic Success Checklist

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

ACADEMIC INTEGRITY

It's Everyone's Responsibility

College and High School: There is a Big Difference

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

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

At the University, it is your responsibility to contact professors if you miss a class session or an assignment, if you are struggling with the material, or if you want to discuss a grade. Papers and projects are assigned well in advance of the due date. It is each student's obligation to be responsible for remembering when the work is due and to address any questions before handing it in. You are encouraged to meet with your professors not only for these reasons, but also when you are doing well in your classes. Professors can offer valuable information and guidance outside the classroom.

The level of learning required in college is also very different. In high school, you may have been primarily tested on facts and details

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

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

Academic Integrity

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

The concept of academic integrity implies that everyone adheres to a strict moral code regarding academic life on campus. This requires that you pursue your academic goals in an honest way that does not put you at an unfair advantage over your fellow students. You are expected to uphold the University's rules on academic integrity in

everything you do: in every paper you write, every assignment you submit, and in every test that you take.

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

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

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

Academic Dishonesty: It's More Than Just Plagiarism

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

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

- Using unauthorized notes, study aids, or information on an examination.
- Altering a graded work after it has been returned—then submitting the work for re-grading.
- Allowing another person to do one's work and submitting that work under one's own name.
- Submitting identical or similar papers for credit in more than one course without prior permission from the instructors.
- Copying answers from someone else.
- Having someone else take an exam for you or asking him or her for answers to a test.
- Stealing or having in one's possession without permission, any tests, notes, materials or property belonging to or generating from faculty, staff or students.
- Having another person do a lab assignment for you.
- Having loose papers on or around your desk area that can be mistaken for cheat sheets.
- Switching exams placed on desks by professor.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

How You Can Protect Yourself

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

- Prepare thoroughly for your exams, assignments and projects. This usually requires that you do much of the work ahead of time and avoid doing work at the last minute.
- Check the syllabus of each of your courses for a section that explains academic dishonesty. There may be requirements specific to each course.
- While group collaboration is encouraged or suggested, when it comes time to submitting the work, your written assignment must be your ideas in your own words, separate from the groups’.
- Make sure to keep your old exams, papers, homework, etc. in a safe place where friends/roommates cannot gain access to them. Also, make sure any assignments that you keep on your computer are in a password-protected folder so that people who have access to your computer are unable to see these files.
- Some classes may require a paper that is very similar to one you previously completed, either for another class in college or in high school. Before submitting the same paper, make sure to check with your instructor that this is okay. While some professors may accept this, most will not. You must check first!
- Use a recognized handbook for instruction on citing source materials in a paper. Consult with individual faculty members or academic departments when in doubt. For

example, if you are writing a paper for a Psychology course, either ask your professor how he or she wants you to cite sources in your paper or ask the Psychology department what their preferred way of citing is.

- Use the services offered at The Writing Center for assistance in preparing papers.
- Many cases of plagiarism involve students improperly using internet resources. If you quote an internet source, you must cite the URL for that source in your bibliography. Copying (or closely paraphrasing) text or figures from a website without citing it and placing it in quotation marks is plagiarism. It is no different from doing the same thing with a printed source. Professing ignorance of this rule will not be accepted as a legitimate basis for appealing an accusation of academic dishonesty.
- Utilize the resources available through the Stony Brook University Library website to properly cite your sources.
- Take the initiative to prevent other students from copying exams or assignments, for example, by shielding answers during exams and not lending assignments to other students unless specifically granted permission to do so by the Instructor.
- Avoid looking in the direction of other students’ papers during an exam.
- Refuse to assist students who cheat.
- During an exam, do not sit near students with whom you have studied or near roommates or friends.
- Discourage dishonesty among other students.
- Turn off your cell phone before entering a class.
- Make sure your desk and surrounding areas are clear of any books or notes.
- Absolutely no talking during exams.
- Do not give your assignments to your friends electronically or by hardcopy.
- Submit all drafts as if it were your final draft; cite all sources and use quotation marks.
- Always ask for help when you need it.
- Follow instructions carefully for all assignments.

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

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



PART 4 – Student Rights and Responsibilities

COMMUNICATION

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

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

Communication Skills

Communication Methods

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

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

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

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

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

Active Listening

Communication begins with listening. Active listening is a way of attending, or paying attention, to the verbal and non-verbal aspects of a message to fully grasp the sender’s meaning before responding. Active listening is also referred to as reflective listening because the person receiving the message paraphrases the message and repeats (or reflects) it back to the sender for their verification or clarification.

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

Verbal Communication

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

Strong verbal skills are invaluable not only to your success as a student but also are integral to making the most of your education

after you graduate. Successful internship and job candidates demonstrate verbal communication through the interview process.

Written Communication

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

Basic writing tips:

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

Working in Teams

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

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

- An instructor gives a group assignment to their class and assigns students to specific teams. The students on team A decide among themselves that three of the four members will do individual sections of the project, and the fourth member will be responsible for organizing and submitting the assignment. At the end of the semester, one of the students meets with their academic advisor to

discuss the grade of F they received for the class; the student relates that although he did his part, the person responsible for submitting the project did not do so, and as a result all team members failed the assignment.

- A student is placed on a team for a group assignment; she quickly falls into the role of leader, and the other members seem comfortable following her instructions. After the project is submitted, the team members are surprised to find out that their rating of other group members' participation on the team, including the willingness to collaborate and individual initiative performance, will factor into their final grades for the project.

Communication issues can contribute to conflicts within group work.

Communication with Various Constituents

Communication with University Administration

SUNY Korea uses many methods for communicating with students; however, almost all communication that the university sends to students is "paperless," meaning that it will be sent via e-mail, university announcement board, student portal or Brightspace. You are responsible for checking your accounts on a regular basis. If you live in the residence halls, you may also receive information on bulletin boards and from your RA/RHD. SUNY Korea requires students to use their university email addresses as their primary email address. If you choose to use a different email address, you must arrange to have messages forwarded from your school address. Students who fail to check and respond to these items by the designated deadline can face severe consequences, including increased tuition bills, loss of financial aid, deregistration from classes, loss of health insurance coverage, or loss of campus housing. Below are some examples of problems students have had when they failed to respond to notices from University administration:

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

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

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

- Read all SOLAR Messages, Holds and To-Do items. You should check SOLAR at least once per week.
- Thoroughly read all emails or letters that come from the University. Remember when you receive a mass email, there is likely information that is important to all students, such as academic deadlines or policies. It is recommended that you check your email once a day.

- Be aware of and respond by all dates and deadlines. Most deadlines on this campus are "non-petitionable," which means that if you miss the deadline, you cannot request an extension/exemption from the deadline.
- If any information that you receive is not clear, contact the office via phone, email or in person and politely request help or ask for clarification before the deadline.
- Always be professional in your communication with the University administration. Sign your full name and include your SBU ID number in any email correspondence and have this information ready if you call or walk into an office.

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

Communication with Parents/Guardians

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

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

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

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

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

Most disciplinary records at the college level are not shared with parents. Depending on the severity of the incident and the risk to the student or others, parents may be notified at the discretion of university officials. Despite the fact that parents are not notified, SUNY Korea encourages open communication between students and parents. Many parents are “investing” in their student’s college education and deserve to know how this investment is helping their child to grow and develop. Parents often express shock and dismay that they are only informed of issues that their student is having after it is too late to help. Parents generally want to help and support their children. Communicating with parents provides them the opportunity to offer support, yet also allows students to exercise independence and practice responsibility while alleviating some fear and stress that can often be associated with these new situations.

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

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

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

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

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

Communication with Faculty

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

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

specifically you need help with. This will allow them to prepare ahead of time when possible.

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

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

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

Important Notes about Sending Emails to Professors

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

Communication with Employers and the Community

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

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

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

Communication with Other Students

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

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

For example:

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

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

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

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

- Look for opportunities to **learn about diversity and differences on our campus**. You may learn about new ways to communicate, new cultures, and new traditions. Your understanding of these differences will help you communicate with diverse audiences on campus and beyond.
- **Be aware of your online presence**. Many students are far too liberal with the information and photos that they post on Facebook, Twitter, Tumblr, and other social media websites. Remember that you are judged by your online presence, as well as your in-person presence. Online communication lasts forever and is open to the whole world to see (regardless of how strong you think your privacy settings are); make sure you are sending a positive message.

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

SUNY Korea Student Communication Procedure

This procedure applies to

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

Procedure

Communication media

- 1.1. Email communication is the primary medium for one-to-one communication between the University and students. It may also be used for broadcast communications to students where the content is business critical. Only email inquiries in English will be answered and the University will request for the sender to re-send the email in English.
- 1.2. The University will send email communication only to students’ University email accounts. Students using private email accounts to communicate with the University must comply with provisions set out in section 4.5. Students currently on leave of absence status may receive emails to their non-University email account. Where students are also staff, the University may send communication to the staff email account, depending on which is used more often.
- 1.3. The University will normally send printed (hard copy) mail/correspondence to students only where required by University policy or external legislation.
- 1.4. The University will use instant messaging (SMS) communication with students in the following circumstances:
 - In crisis situations where students’ safety is deemed to be at risk
 - For emergency notification, such as natural disasters, fire alarms or other imminent violent threats.
- 1.5. The University may use other push communication media for broadcast communications involving content not directly related to learning and teaching in a given subject or course, including information about opportunities and events, as follows:
 - University emails
 - Student Portal Notices
 - Newsletters
 - University website announcement postings
 - University-controlled social media recognizing that recipients may not all be current students.
- 1.6. The University may use pull communication media to reinforce business-critical communication also delivered via other media, and to deliver non-business-critical communication, as follows:
 - University website
 - Electronic noticeboards located on University premises.
 - Noticeboards and other locations on University premises where hard copy material is posted.
- 1.7. The University will only use print publications when no other media achieves the desired impact, and these publications will conform to University brand guidelines. Examples might include orientation materials or flyers for targeted distribution

at a particular event. All print publications that refer to the University's curriculum must be approved by the head of the offices (delegated to university communications).

1.8. The following resources accessible via the University website are considered primary pull communication media for the content they cover and should not be duplicated in other media:

- Student Handbook
- University Course Schedule and Final Exam Schedule
- Academic Calendar

1.9. The owners of the communication media set out in this procedure are as follows:

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

Authorizing use of communication media

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

Communication Content

3.1. All communications sent by the University, or permitted to be sent by the University, via the media set out in section 1 are subject to regulation by the owner of the relevant media and must:

- Be factual
- Avoid making political statements
- Avoid emotive language
- Demonstrate respect for others
- Not contain illegal content
- Comply with University policies and procedures

3.2. Business units will develop a clear communication needs analysis for any proposed broadcast communications to students, including:

- Confirming that a broadcast communication is required

- Articulating a clear purpose for the communication
- Identifying which department or office is responsible for the communication
- Identifying the target audience for the communication by anticipated relevance or self-nominated interest
- Developing a clear understanding of the target audience and their needs
- Determining the appropriate communications media
- Taking into account any resource constraints
- Determining appropriate timeframes
- Ensuring the communication is compliant with this procedure and any other relevant instruments.

3.3. A range of resources provide staff with guidance on preparing content for student communications, particularly broadcast communications, via different media.

3.4. The University will only permit content originating from external organizations to be communicated where the owner of the relevant media has confirmed that the content:

- Is strongly connected with, or relevant to, the targeted students' experience at the University,
- Is of value to the targeted students, and
- Complies with section 3.1 of this procedure.

3.5. The University will normally only permit content originating from external organizations to be communicated via the following media:

- Student Portal Notices
- Newsletters
- University-controlled social media
- University website announcement postings
- Noticeboards and other locations for posting hard copy material

Responsibilities of students

4.1. Communications sent by students via University communication media set out in section 1, including to other SUNY Korea students, staff members or external parties, must:

- Demonstrate respect for others
- Not contain illegal content
- Comply with University policies and procedures

4.2. Students must access their University email account and the Student Portal daily during academic semester and at least weekly during non-teaching periods such as the summer break and while they are enrolled, except in the case of approved exemptions under section 4.3.

4.3. Students who are unable to access their University email account and/or the Student Portal due to a disability or other exceptional circumstances may apply to the Academic Registrar for an exemption to the requirement. When an exemption is granted, Academic Affairs & Student Affairs will discuss alternative communication mechanisms with them.

4.4. Subject to sections 2 and 3, students and student groups may use the following University communication media to provide students with information about opportunities and events upon request of approval from Academic Affairs & Student Affairs:

- Newsletters
- University-controlled social media

- University website announcement postings Noticeboards and other locations for posting hard copy material

4.5. Students wishing to contact the University using a non-University issued email account must provide at least four points of identity validation, which includes:

- Full name
- Student ID number
- Date of birth
- Major/department.

Family Educational Rights and Privacy Act (FERPA)

Confidentiality Statement

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

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

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

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

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

The Family Educational Rights and Privacy Act (FERPA)

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

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

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

- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, Section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances.

- In connection with Financial Aid, to organizations who are conducting studies that are on behalf of educational agencies;
- To Federal or State educational authorities;
- To accrediting organizations;
- In compliance with a lawfully issued subpoena;
- In connection with a health or safety emergency.

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

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

Health Forms

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

Checklist

- Eligibility: SUNY Korea students going to study at the Stony Brook, New York Campus in fall
- Submission Deadline: by August 1 for Fall / 3 weeks prior to Spring Orientation/Enrollment date
- Required Documents:
 - **Documentation of Immunizations** on the health form as per NYS law.
 - All students must read the medical information about meningococcal meningitis on our website, and complete and return the Meningitis Information Response Form. The information and form can be downloaded. Those who have a SOLAR account and are 18 years of age or older may use SOLAR to submit the response form.
 - After you complete the forms, you will need to digitally upload them to the Wolfie Health Portal at: <https://stonybrook.medicatconnect.com>.

*Forms are available at https://www.stonybrook.edu/commcms/studentaffairs/s/hs/forms_new/index.php

Immunizations

Stony Brook University Immunization Policy

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

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

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

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

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

Stony Brook University Policy also requires that a Health Form be completed and submitted at the start of the semester. ****NOTE:** *These immunization requirements exceed those established by the NYS Public Health Law 2165*

Public health requirements – Mumps, Measles, Rubella

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

- **Measles Vaccines:** (2) doses of live vaccine administered at least 361 days after birth and at least 28 days apart; or protective antibody titer result; or physician documented history of the disease
- **Mumps Vaccine:** (1) dose of live vaccine administered at least 361 days after birth; or protective antibody titer result; or physician documented history of the disease
- **Rubella Vaccine:** (1) dose of live vaccine administered at least 361 days after birth; or protective antibody titer result (NOTE: previous clinical diagnosis of Rubella is not acceptable proof of immunity)

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

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

****NOTE:**

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

New York State Health Law 2167 – Meningitis

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

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

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

For more information, visit

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

or contact:

Student Services

A208 Academic Bldg. SUNY Korea

Telephone: (032) 626-1198

E-mail: student@sunykorea.ac.kr

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

Student Health Service at Stony Brook University

Student Health Center

1 Stadium Road

Stony Brook, NY 11794-3191

Telephone: (631) 632-6740

Email: vaccinations@stonybrook.edu

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 Services (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.

GLOBAL YEAR AT STONY BROOK UNIVERSITY

Stony Brook Curriculum

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

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

Through the general education curriculum, students will:

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

- Explore and Understand the Fine and Performing Arts (ARTS)
- Engage Global Issues (GLO)

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

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

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

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

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

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

Students may reduce the number of credits they need to achieve these learning objectives through courses certified in more than one area, AP courses, challenge exams, on-campus placement tests, course waivers, and faculty-designed themed course clusters. However, at a minimum, students must complete at least 30 credits of General Education awarded by an institution of higher education. Each of these requirements must be passed with a grade of C or better, a grade of S, or a grade of P where the underlying grade is C or better.

Preparing for My Stony Brook Visit

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

International Student Pre-arrival

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

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

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

Financial Documentation

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

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

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

Health Requirements and Health Report

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

1. Complete the **Health Form** and **Immunization Form** and upload them through the Wolfie Health Portal at <http://stonybrook.medicatconnect.com>. If you are not 18 years old yet, then you must also have your parent or guardian fill out the Under 18 Consent for Emergency/Medical Treatment section.

2. All students must read the medical information about meningococcal meningitis, and complete and return the **Meningitis Response Form** at least three weeks before your orientation date. If you are 18 years of age or older, you may use SOLAR to submit the response form.
3. Those who have already submitted these forms to the SUNY Korea Student Services office, please contact Student Services at student@sunykorea.ac.kr.

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

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

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

We recommend that you have a physician in your home country complete your health form. It is possible to have a physical exam and receive inoculations after coming to Stony Brook, but this type of care is very expensive and is not covered by your SUNY international student insurance plan. For more information, contact the SBU Student Health Center +1-631-632-6740 (from outside the United States).

More Information is also available on their website: https://www.stonybrook.edu/commcms/studentaffairs/shs/forms_new/index.php

PART 5 – Life at SUNY Korea

LIBRARY AND LEARNING RESOURCES

SUNY Korea Bill Hwang Library and its Policies

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

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

<Floor & Zone Use Guide>

*Group Study Rooms are available with reservation.

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

Copying & Printing Facilities

Print Quota Per Semester

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

Print Code

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

Ex.) Your SBU ID: 012345678
Your Print Code: 12345678

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

Library Use Policies

The main purpose of the library rules is to safeguard the common interests of all users and to enable the library to carry out its functions as efficiently as possible. SUNY Korea's libraries primarily serve SUNY Korea's current faculty, students, staff, and researchers who hold valid SUNY Korea IDs. Admission to the University Library is conditional upon the observance of these Regulations, and of the Rules, are made by or with the authority of the Academic Affairs. Academic Affairs has the power to exclude any person from the Library buildings or services 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) 8 a.m. – 6 p.m.	Closed
	3F (Study lounge) 1. Study Lounge: 24 hours 2. Group Study Room: 8 a.m. – 10 p.m.	1. Study lounge: 24 hours 2. Group Study Room: Closed
	During the break 9 a.m. – 5 p.m.	Closed

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

*Hours are subject to change due to University needs

Use of Libraries and Library Material

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

engaging in disorderly, threatening, or offensive behavior.

General Rules

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

Group Study Room Policies

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

Policy for Unattended Personal Belongings

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

Loss and Damage

The library cannot assume the loss of items accidentally damaged, destroyed or lost while in the possession of the user. Upon registering textbooks, students should check the pages of the registered books.

If pages are found missing, or damaged, they should report them to the Librarian before leaving the Librarian's desk.

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

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

For more information, please contact:

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

IGC Central Library

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

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

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

Opening Hours			
Semester		Vacation	
1F GloFore		24 hours	
2F Focus Lounge		08:00~24:00	
2F Talk Square			
2F Lounge			
3F Lounge			
2F Materials Room	Mon.~Thu.	08:00~20:00	
3F Korean Collections Room	Fri.	08:00~18:00	
	Weekend	CLOSED	

Loan Periods

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

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

For more information, please contact:

IGC Library

1F IGC Support Center (Multi-Complex Bldg.)

119 Songdo Moonhwa-Ro

Incheon, Korea 21985

Telephone: (032) 626-0251/0252

E-mail: libmaster@igc.or.kr

Online Learning Resources

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

SBU Library Online Resources

Stony Brook Library provides:

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

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

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

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

Tutoring Center

The SUNY Korea Tutoring Center supports both Stony Brook and FIT students by providing academic assistance that complements classroom instruction and promotes student success. Through collaboration with academic departments and student services, the Tutoring Center develops and enhances tutoring programs to create an inclusive, supportive, and student-centered learning environment.

Peer Tutoring Services

Peer Tutoring Services are led by select SUNY Korea undergraduate students who provide weekly academic support to help students succeed in their courses.

What is Peer Tutoring?

- Tutors have experience and expertise in specific subject areas and use their knowledge to guide others.
- Tutors help students develop effective learning and study strategies to promote independence and empowerment.
- Tutoring is designed to supplement, not replace, class attendance and faculty interaction.

Benefits of Peer Tutoring

For Tutors:

- Enhances subject-specific knowledge
- Encourages higher-level thinking
- Improves communication skills
- Boosts leadership abilities

For Tutees:

- Reinforces course material and concepts
- Promotes self-paced learning
- Exposes students to diverse perspectives
- Completely FREE!

Tutoring Session Formats

One-on-One Tutoring

- A tutor is paired with a single student, allowing for personalized instruction tailored to the student's needs.

Small-Group Tutoring

- A tutor leads a session for two to five students enrolled in the same course, fostering collaborative learning.

Walk-in Tutoring

- Tutors are available on a flexible, drop-in basis to assist students as needed.

Course Offerings & Program Details

- Courses vary each semester based on student demand and tutor availability. The final course list is published on the SUNY Korea main website before the start of each semester.
- Program details, including schedules and tutor assignments, are made available at the beginning of each semester.
- Link: <https://www.sunykorea.ac.kr/en/html/sub04/0406.html>

For inquiries about Peer Tutoring Services, please email tutoring@sunykorea.ac.kr.

The Writing Center

Emails, texts, tweets, essays, letters, articles, books...we are immersed in writing in our daily lives, so doesn't it make sense to

learn how to write well? Visit the Writing Center to learn how to do just that!

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

Some Tips for an Effective Tutoring Session

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

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

For more information, contact:

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

Intensive English Center

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

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

For more information, contact:

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

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?mode=V&no=a7f91b21d01e25bbdb7befd25fb59cbc&GotoPage=1>

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.

The scholarship and financial aid application forms must be submitted along with the university application. Separate and late submissions are not acceptable.

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 filling out the form through the link shared in the email sent by Academic Affairs(academic.scholarship@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.

C) All applicants are eligible to apply for the financial aid, but students who only enrolled this semester can apply for the new scholarship which covers the next semester tuition.

Scholarship/Financial Aid Review Procedures

New Student Scholarship

※Updated as of July 2024

※All information is subject to change without notice.

Title	Requirement	Benefits	Continue for the next semesters
Presidential Scholarship	<ul style="list-style-type: none"> - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	<ul style="list-style-type: none"> - Full tuition - Room(double only, available depending on financial status) 	Maximum Continuable Semester - 1 ~5 semester(*excluding the SBU Visit Period) Continuing Criteria - Full-time enrollment & credits completed toward GPA: 12 credits or more - - Minimum term GPA of 3.2/4.0 - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior
Provost Scholarship	<ul style="list-style-type: none"> - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	- \$7,500/ semester	Maximum Continuable Semester - 1~5 semester(*excluding the SBU Visit Period) Continuing Criteria

Title	Requirement	Benefits	Continue for the next semesters
			<ul style="list-style-type: none"> - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.2/4.0 - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior
Shared Prosperity Scholarship	<ul style="list-style-type: none"> - Citizenship from a developing country - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities - Must share a double room with a Korean student (for cross-cultural experience) - Individual interview required 	<ul style="list-style-type: none"> - Full tuition - Room and Board* [double only, included] 	Maximum Continuable Semester - 1~7 semesters Continuing Criteria - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.2/4.0 - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior
Global Development Award	<ul style="list-style-type: none"> - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities - Requires official recommendation from embassy or government - Individual interview required 	<ul style="list-style-type: none"> - Full tuition - Room and Board* [double only, included] 	Maximum Continuable Semester - 1~7 semesters Continuing Criteria - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.2/4.0 - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior
Merit Scholarship	<ul style="list-style-type: none"> - Outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	<ul style="list-style-type: none"> - \$1,000~ \$10,000/ semester 	Maximum Continuable Semester - 1 semester Continuing Criteria - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.2/4.0 - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior
Encouragement Award	<ul style="list-style-type: none"> - Competitively outstanding academic record in most recently attended school - High achievement in standardized tests - Other personal and non-academic qualities 	<ul style="list-style-type: none"> - \$1,000 ~ \$5,000/ semester 	No continuing option
Sibling Scholarship**	<ul style="list-style-type: none"> - Having one or more siblings (e.g. brother or sister) currently studying at SUNY Korea or SUNY Korea Alumnus. - Applied to the latterly admitted student(s) - Submission of Proof of Family Relation 	<ul style="list-style-type: none"> - \$1,000 ~ \$5,000/ semester 	Maximum Continuable Semester - 7 semesters Continuing Criteria - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.2/4.0 - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior
Financial Aid	<ul style="list-style-type: none"> - Completion of Financial Aid Application - International: Submission of 1) proof of family relation; 2) proof of low-income status (proof of yearly income of both parents); 3) proof of refugee record (if applicable) - Domestic: Submission of 1) proof of family relation 2) Certificate of Income and Certificate of National Health Insurance Fee of both parents; 3) Certificate of National Basic Livelihood Recipients (Optional) 	<ul style="list-style-type: none"> - \$1,000 ~ \$10,000/ semester - Room and Board* [Upon review] 	Maximum Continuable Semester - 1 semester Continuing Criteria - Full-time enrollment & credits completed toward GPA: 12 credits or more - Minimum term GPA of 3.2/4.0 - Minimum cumulative GPA of 3.2/4.0 - No report on academic dishonesty or misbehavior

*Obligation of Room and Board Benefits

The room benefit covers a double occupancy room, Scholarship Recipients must submit the dormitory application by the specified deadline. The Board benefit includes the cost equivalent to two IGC Cafeteria meal tickets per day for each Fall and Spring semester. The amount will be deposited directly into the recipient's bank account once it is created.

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

Continuing Student Scholarship

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

Continuing Student Scholarship

Qualifications 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. 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.

Scholarship Application Deadlines

SUNY Korea Scholarship/Financial Aid Application deadline is within 2 weeks after the official end of the previous semester. For detailed deadline dates and time, please check the email from the Academic Scholarship (academic.scholarship@sunykorea.ac.kr).

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 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 Academic.scholarship@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); he most recent term GPA of 3.2 or higher (for financial aid)
 3. Continuing Student Scholarship Committee will review applications for scholarship or financial aid.
 4. The results will be announced after final approval.
- B) complete and submit their scholarship/financial aid applications after the deadline: The applications will not be reviewed.
- C) All applicants are eligible to apply for the financial aid, but students who only enrolled this semester can apply for the new scholarship which covers the next semester tuition.

Title	Continuing Criteria	Benefits	Continue for the next semesters
Academic Excellence Scholarship	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.5/4.0) - No I's, U's, NR's, W's, NC's, F's, or Q's - Term Credits Earned: (Refer to Appendix 2) 15 credits - Term Credits Earned Toward GPA : 12 credits - No report on academic dishonesty or misbehavior 	<ul style="list-style-type: none"> - SUNY Korea: \$10,775/ semester - SBU NY Campus: Full tuition/ semester 	No continuing option
Academic Prestige Scholarship	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.5/4.0) - No I's, U's, NR's, W's, NC's, F's, or Q's - Term Credits Earned: (Refer to Appendix 2) 15 credits - Term Credits Earned Toward GPA : 12 credits - No report on academic dishonesty or misbehavior 	<ul style="list-style-type: none"> - SUNY Korea: \$5,388/ semester 	No continuing option

- SBU NY Campus:
Half tuition/
semester

Dean's Scholarship	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.5/4.0) - No I's, U's, NR's, NC's, F's, or Q' - Full-time enrollment & credits completed toward GPA: 12 credits or more - No report on academic dishonesty or misbehavior 	- \$3,000/ semester	No continuing option
Academic Achievement Scholarship	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.5/4.0) - No I's, U's, NR's, NC's, F's, or Q' - Full-time enrollment & credits completed toward GPA: 12 credits or more - No report on academic dishonesty or misbehavior 	- \$2,000/ semester	No continuing option
Encouragement Award	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.5/4.0) - Full-time enrollment & credits completed toward GPA: 12 credits or more - No I's, U's, NR's, NC's, F's, or Q' - No report on academic dishonesty or misbehavior 	- \$1,000/ semester	No continuing option
History Makers Scholarship	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.2/4.0) - Full-time enrollment & credits completed toward GPA: 12 credits or more - No report on academic dishonesty or misbehavior <p>※ Chair recommendation letter will be sent to Academic Affairs.</p>	- \$5,000/ semester	No continuing option (one-time)
Financial Aid	<ul style="list-style-type: none"> - Outstanding Academic Term GPA (min. 3.2/4.0) - Completion of Financial Aid Application - International Students: Submission of <ol style="list-style-type: none"> 1) proof of family relation; 2) proof of low-income status (proof of yearly income of both parents); 3) proof of refugee record (if applicable) - Domestic Students: Submission of <ol style="list-style-type: none"> 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) – 기초생활수급대상확인서; 4) Certificate of Semi-vulnerable Hierarchy (Optional) – 차상위계층확인서; 5) Certificate of one-parent (Optional) - 한부모가정확인서 6) Proof of accident, bankruptcy, job loss, insolvency, damage, etc (Optional) 	<p>- \$3,000 ~ \$10,000/ semester</p> <p>- Room and Board* [Upon review]</p>	No continuing option

* Obligation of Room and Board Benefits

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

Responsibility of Scholarship Recipients

Recipients of the following scholarships are required to submit reports to the Academic Affairs Office
Academic.scholarship@sunykorea.ac.kr; failure to do so will result in a penalty.

Global Experience Report

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

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

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

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

The SUNY Korea Continuing Student Scholarship Committee will evaluate continuing 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 continuing will be informed of the termination of their scholarship/financial aid in a timely manner and and/or academic hold will be placed on student’s account.

Scholarship Petition

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

Petition	Semester GPA	Cumulative GPA	Petition Review
1st Petition	At least 2.8	At least 2.8	Will be reviewed by SUNY Korea Scholarship Committee and may be accepted unless the student has any significant breach of contract (Scholarship Offer Letter).
2nd Petition	At least 3.0	At least 3.0	Will be reviewed by SUNY Korea Scholarship Committee and may be accepted unless the student has any significant breach of contract (Scholarship Offer Letter). The benefit granted may decrease significantly.
3rd Petition and thereafter*	Petition is not allowed		

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

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

Scholarship Leave and Reinstatement

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

Form to avoid scholarship termination. Students with reported military leave are also required to petition the Academic Affairs Office when they submit the Undergraduate Rematriculation Form to avoid scholarship termination.

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

The maximum continuing 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 continuing 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 continuing period.

Recipients for the History Makers Scholarship could be nominated as a recipient of the other Scholarship Categories. However, the full scholarship amount could not exceed the full tuition.

[Appendix 1] Scholarship/Financial Aid Terms and Conditions

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

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

- Full-time enrollment in SUNY Korea is required for all SUNY Korea scholarship/financial aid recipients.

•For part-time enrollment students in the graduating semester, all types of scholarship/financial aid can be received but it cannot exceed the full tuition.

•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 continuable 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 continuing 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.

•Scholarship/financial aid will not be provided if a student enrolls for more than 8 semesters, except for the IEC (Intensive English Center) semesters.

[Appendix 2] Statements on Scholarships for Academic Excellence

1. Each semester the university selects students for scholarships based on excellent academic performance. In general, the university selects students ranked highest in their departments (at the same academic level i.e. U1, U2, U3 and U4). [The number of recipients in each group is subject to change without notice based on the availability of funds.]
2. The Continuing Student Scholarship Committee will review students who have earned minimum 15 credits, with at least 12 credits applied toward their GPA.
3. Only students in each group with a term GPA of 3.5 or higher with no I's, U's, NR's, W's, NC's, F's, or Q's on their transcript are eligible for consideration for the Academic Excellence/Prestige Scholarship.
4. In the case where a student who has already been supported by a certain scholarship is nominated as a recipient of this scholarship, the scholarship which provides the larger amount will be applied toward their tuition for the following semester.
5. These scholarships only cover tuition. Please note that while the full tuition fee is USD 11,775, the Academic Excellence Scholarship amount is USD 10,775, and the Academic Prestige Scholarship amount is USD 5,388.
6. Candidate(s) of each scholarship in each group are determined in compliance with the following criteria:

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

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

✳ Only one student will be nominated as the recipient of one of the above scholarship benefits from a class of less than 20 students who are reviewable with actual grade point average.

✳ Two students will be nominated as recipients of the Academic Prestige Scholarship from a grade level of more than 50 students who are reviewable with actual grade point average.

The Tie-breaker

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

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



PART 7 – University Resources

UNIVERSITY ADDRESS

SUNY Korea
119-2 Songdo Moonhwa-Ro, Yeonsu-Gu,
Incheon, Korea 21985
Telephone: (032) 626-1115
Fax: (032) 626-1199
Website: www.sunykorea.ac.kr

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

UNIVERSITY OFFICES

Academic Affairs & Academic Departments

SBU Academic Team Academic Bldg A201 | academic.sbu@sunykorea.ac.kr
Department of Applied Mathematics and Statistics..... Academic Bldg B519 | ams@sunykorea.ac.kr | (032) 626-1353
Department of Business Management..... Academic Bldg B519 | bm.dept@sunykorea.ac.kr | (032) 626-1357
Department of Computer Science Academic Bldg B419 | cs@sunykorea.ac.kr | (032) 626-1354
Department of Electrical and Computer Engineering..... Academic Bldg B619 | ece@sunykorea.ac.kr | (032) 626-1352
Department of Mechanical Engineering..... Academic Bldg B619 | me@sunykorea.ac.kr | (032) 626-1801
Department of Technology & Society..... Academic Bldg A309 | ts@sunykorea.ac.kr | (032) 626-1355

Student Affairs

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

Other Offices

SBU Admissions Team Academic Bldg A212 | admission@sunykorea.ac.kr | (032) 626-1114
Finance Team..... Academic Bldg A417 | finance@sunykorea.ac.kr | (032) 626-1113
Writing Center Academic Bldg A713 | wc@sunykorea.ac.kr | (032) 626-1403
Intensive English Center Academic Bldg A719 | iec@sunykorea.ac.kr | (032) 626-1403
SUNY Korea Library Academic Bldg A209 | library@sunykorea.ac.kr | (032) 626-1127
SUNY Korea Counseling & Wellness Center counseling@sunykorea.ac.kr | (032) 626-1164/1167
Office of Institutional Diversity and Equity (OIDE) Academic Bldg A519 | OIDE@sunykorea.ac.kr | (032) 626-1153

USEFUL WEBSITES

SUNY Korea..... www.sunykorea.ac.kr
University Announcement <https://www.sunykorea.ac.kr/en/html/sub05/0503.html>
Academic Calendar..... <https://www.sunykorea.ac.kr/en/html/sub03/030501.html>
Policies & Regulations..... <https://www.sunykorea.ac.kr/en/html/sub03/030502.html>
SUNY Korea Facebook..... <https://www.facebook.com/sunykorea>
SUNY Korea Instagram..... <https://www.instagram.com/suny.korea>
SUNY Korea Blog <https://blog.naver.com/suny-korea>
SUNY Korea YouTube <https://www.youtube.com/channel/UC6Q989RePjVQQblo8TK2nww>

Stony Brook University www.stonybrook.edu
Undergraduate Bulletin <https://www.stonybrook.edu/sb/bulletin/current>
College of Engineering and Applied Science www.stonybrook.edu/ceas
College of Business..... www.stonybrook.edu/commcms/business
SBU Student Resources..... <https://www.stonybrook.edu/for-students>
Student Health Service..... <https://www.stonybrook.edu/commcms/studentaffairs/shs>

Incheon Global Campus..... www.igc.or.kr | (032) 626-0114
IGC Housing Office Student Housing A #117 | <https://housing.igc.or.kr> | (032) 626-4856
IGC Central Library 1F IGC Multi-Complex Bldg | <https://lib.igc.or.kr> | (032) 626-0251
IGC IT Center Multi-Complex Bldg #1015 | <https://itcenter.igc.or.kr> | (032) 626-0200
IGC Health Center..... Multi-Complex Bldg #3068 | health@igc.or.kr | (032) 626-0553
IGC Cafeteria (032) 626-0600