

# SKAP100: SUNY Korea-SB ATTENDANCE POLICY

**Issued by:**

Academic Team

**Established:**

December 19, 2016

## I. STUDENT ATTENDANCE POLICY

1. All SUNY Korea students are required to attend every class.
2. Unexcused absences will significantly affect the student's final course grade.
3. Students who are absent without a valid excuse (see below) from more than 20% of scheduled class meetings will receive a grade of "F" for the course as follows:
  - A. For 150-minute classes meeting once a week, the 4<sup>th</sup> unexcused absence
  - B. For 75-minute classes meeting twice a week, the 7<sup>th</sup> unexcused absence
  - C. For 50-minute classes meeting three times a week, the 10<sup>th</sup> unexcused absence
  - D. For Intensive English Center (IEC) Courses, students who miss more than 40 hours during a semester will receive a grade of "F" for the course.
4. Students should report the reason for absences to the instructor in advance, or immediately after the absence.
5. Absences may be classified as "excused" at the instructor's discretion.
6. For an absence to be "excused," the student must provide the instructor with acceptable documentation for the reason for the absence.
7. The course instructor may excuse the absence if the submitted documentation fulfills the conditions below:
  - A. Extreme emergencies (e.g., death in the family)
  - B. Major medical reasons with doctor's note (not minor ailments)
  - C. Very important events (e.g., national conferences, official school events)
8. At the end of semester, the course instructor will submit the class attendance record to the Academic Affairs Office.

**Direct Questions To:**

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**Revised:**

December 19, 2016

November 23, 2017: Title changed

December 15, 2017: Format changed

# SKAP101: SUNY Korea-FIT ATTENDANCE POLICY

**Issued by:**

Academic Team

**Established:**

July 05, 2017

## I. FASHION DESIGN

1. Attendance

A. 2 - 5 hour class

- i. 2 absences allowed
- ii. 3 absences = 1 full grade reduction
- iii. 4 absences= failure of class

B. 6 - 8 hour class

- i. 3 absences allowed
- ii. 4 absences = 1 full grade reduction
- iii. 5 absences= failure of class

C. Students are responsible for obtaining all information on lessons missed and assignments through their fellow students. Regardless of absences, assignments are to be handed in when due unless a doctor's note is produced and accepted by instructor\*. Eighty percent of projects must be completed to get a passing grade. Instructor will issue midterm Warnings to students with excessive absences and/ or doing poor or failing work.

D. A Doctor's note is not an automatic excused absence. Requirements for course must still be met.

E. Students unable to attend classes due to religious beliefs are to advise instructor prior to absence(s) allowing for the opportunity to make up work and/ or exams missed.

1. Lateness

A. Two lateness's, early departure or extended breaks = 1 Absence

B. Excessive lateness = arrival 10 minutes after the start of class will be noted by the instructor.

## II. FASHION BUSINESS MANAGEMENT

1. Attendance Policy

- A. All SUNY Korea students are required to attend every class.
- B. Unexcused absences will significantly affect the student's final course grade.
- C. Students who are absent without a valid excuse (see below) from more than 20% of scheduled class meetings will receive a grade of "F" for the course as follows:
  - i. For 150-minute classes meeting once a week, the 4<sup>th</sup> unexcused absence
  - ii. For 75-minute classes meeting twice a week, the 7<sup>th</sup> unexcused absence
  - iii. For 50-minute classes meeting three times a week, the 10<sup>th</sup> unexcused absence
  - iv. For Intensive English Center (IEC) Courses, students who miss more than 40 hours during a semester will receive a grade of "F" for the course.
- D. Students should report the reason for absences to the instructor in advance, or immediately after the absence.
- E. Absences may be classified as "excused" at the instructor's discretion.
- F. For an absence to be "excused," the student must provide the instructor with acceptable documentation for the reason for the absence.
- G. 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. Major medical reasons with doctor's note (not minor ailments)
  - iii. Very important events (e.g., national conferences, official school events)
- H. At the end of semester, the course instructor will submit the class attendance record to the Academic Affairs Office.

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**Revised:**

July 05, 2017

November 23, 2017: Title changed

December 15, 2017: Format changed

# SKAP110: TRANSFER CREDIT POLICY OF SUNY KOREA

**Issued by:**

Academic Team

**Established:**

November 30, 2016

## I. POLICY

1. Students who have completed at least two (2) semesters at the Songdo campus can take courses outside of SUNY Korea and apply for transfer credits.
2. Students can apply for transfer credits up to six credits per each academic year and with a total not to exceed twelve credits.
  - A. SUNY Korea allows only 12-credit transfer to ensure that students graduate with proper credential of the SBU degrees.
3. All transfer credits of the courses should be taught or operated in English. Exception can be petitioned to the Academic Affairs office of SUNY Korea.
4. Students must submit course syllabus and related course materials to the Academic Affairs office of SUNY Korea when they apply for transfer credits. The review and granting of any transfer credits is subject to the approval of Academic and Transfer Advising Services Office at SBU.

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**Revised:**

November 30, 2016

November 23, 2017: Proper office name has been replaced as Academic and Transfer Advising Services Office

December 15, 2017: Format changed

# SKAP120: ONLINE COURSE POLICY OF SUNY KOREA

**Issued by:**

Academic Team

**Established:**

June 03, 2016

## I. PREAMBLE

1. The Ministry of Education of the Korean government encourages SUNY Korea to offer traditional face-to-face courses, and discourages the offering of excessive online courses. As a result, SUNY Korea Academic Affairs manages the offering of online courses to meet the mandate. The online courses for students at SUNY Korea can be broken into two categories, as follows.
  - A. Category I — These are the online courses which are organized and offered by SUNY Korea, such as BIO 201. Students can register and take these courses as part of their regular course load at SUNY Korea, and do not pay additional tuition if they are already full-time students.
  - B. Category II — All other online courses which are not offered by SUNY Korea are considered additional courses outside of the regular SUNY Korea offering. Students who take such online courses are responsible for the relevant tuition and expenses

## II. POLICY AND PETITION FOR APPROVAL

1. There is no limit of credits for SUNY Korea students to take online courses in Category I, offered by SUNY Korea.
2. There is a limit of nine (9) total credits for SUNY Korea 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.
3. SUNY Korea students must receive the approval of the Dean of Academic and Student Affairs at SUNY Korea before taking any online course in Category II, regardless of where such online courses are offered (e.g., at SBU or other institutions with English instruction). Students who take online courses must petition for approval (use the Google form for petition). When students submit their petitions, they must report a list, with credit hours, of all online courses they have taken. Petition, when the cumulative online credits exceed nine, typically will not be approved unless students cannot graduate without taking such online courses or are in an emergent situation related to their progress to degrees.
4. Petition to the Dean of Academic and Student Affairs at SUNY Korea with approval is also required when students take online courses with an overload.

- A. Overload is defined as taking more than 19 credits in a regular semester, or more than 9 credits in summer or 4 credits winter sessions. See [link](#) for the definition at SBU.

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**Revised:**

June 2017: Add petition requirement via Google form for every online course in Category II; and correct the definition of "overload"

April 2017: Revise to include the credit limits for online courses not offered by SUNY Korea

June 2016: initiation of the policy of online courses delineating tuition responsibility

December 15, 2017: Format changed

# SKAP130: VISITING HOME CAMPUS POLICY

**Issued by:**

Academic Team

**Established:**

November 06, 2017

## II. PREAMBLE

1. The SUNY Korea-Stony Brook program requires one year of study at Stony Brook University (SBU) in the United States, and that proof of finances will be required to obtain the necessary visa. This may not be applicable for the transferred students.

## III. ACADEMIC REQUIREMENTS:

1. Students must satisfy the pre-academic requirements at SUNY Korea by the Spring semester preceding their visit to SBU home campus.:
  - A. Requirements for Students Visiting SBU
    - i. Applied Mathematics and Statistics
      - 1) Cum. GPA 2.0 or above
      - 2) C or higher in WRT 101, AMS 261, 301, 310 at SUNY Korea
      - 3) Junior or Senior year
    - ii. Business Management
      - 1) Cum. GPA 2.0 or above
      - 2) C or higher in WRT 101, 102 at SUNY Korea
      - 3) Junior year
    - iii. Computer Science
      - 1) Cum. GPA 2.0 or above
      - 2) C or higher in WRT 101, CSE 114, 214, 215 at SUNY Korea
      - 3) Sophomore or Junior or Senior year
    - iv. Mechanical Engineering
      - 1) Cum. GPA 2.0 or above



- 2) C or higher in WRT 101, PHY 131, AMS 151 and D or higher in PHY 132, AMS 161 at SUNY Korea
- 3) Sophomore year
- v. Technology and Society
  - 1) Cum. GPA 2.0 or above
  - 2) C or higher in WRT 101 at SUNY Korea
  - 3) Sophomore or Junior or Senior year
- B. Students must be enrolled full-time in SUNY Korea and during their time at SBU.
- 2. Students must complete remaining Stony Brook Curriculum (SBC) requirements at SBU. Students must obtain required letter grade to pass the SBC courses, and meet the appropriate grade requirements in the major.
- 3. Students must maintain a full-time matriculation status and it is not permitted for students to take a leave of absence while staying in SBU. Students who are called on their military duty while in the United States must contact Academic & Student Affairs at SUNY Korea immediately and report their status to request for its postponement.
- 4. According to the agreement made between SBU and the Ministry of Education in Korea, students from SUNY Korea campus are not allowed to transfer to a different major program offered at SBU.

## IV. VISITING YEAR AND DURATION OF STAY

- 1. Students must go to SBU for two semesters during their undergraduate study. The following regulation applies to all students in SUNY Korea.
  - A. In order to study at SBU, students must pass the academic condition prescribed by each department and be advised from the department coordinator. Contact the coordinator or Chair if you have any questions regarding the academic condition.
  - B. Exception will be given to those who take their leave for Korean military duty. Students are not permitted to enroll in courses offered in SUNY Korea while in their one year of residency at SBU.
- 2. 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. When students are out of sequence due to such 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 the staff of the Academic and Student Affairs.
- 3. 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 necessary 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.
- 4. If students do not pass or finish the prescribed SBC courses or required courses in their majors, s/he may/must take those 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 come back to SUNY Korea.

## V. EXCEPTIONS FOR TRANSFERRED STUDENTS

1. Transferred students are not required to visit SBU home campus, if they can fulfill the SBC requirements at SUNY Korea.
2. In order to visit SBU for one semester or two semesters, transferred students must petition to the Academic and Student Affairs. The Dean of the Academic and Student Affairs will review the petition. The Dean has the authority to approve/disapprove it with the number of semester (1 or 2) at SBU.
3. Before they visit SBU, the approved petition must be informed to the College of Engineering and Applied Sciences office or the College of Business office at SBU.
4. Those transferred students, who get the Dean's approval of one semester visit before their visits to SBU, must return to SUNY Korea after completion of SBC in one semester.

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### Revised:

November 06, 2017

November 10, 2017

November 21, 2017 – Added

IV. Exceptions for transferred students

2. The Dean has the authority to approve/disapprove it **with the number of semester (1 or 2) at SBU.**

December 15, 2017: Format changed

# SKAP140: SUNY KOREA LIBRARY USE POLICY

**Issued by:**

Academic Team

**Established:**

November 27, 2013

## I. PREAMBLE

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

## II. OPERATING HOURS

1. Operating Hours

	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Sunday, Holiday</b>
<b>2<sup>nd</sup> floor</b>	9:00am-6:00pm	9:00am-5:00pm	closed
<b>3<sup>rd</sup> floor</b>	9:00am-2:00am	closed	closed

- A. For the regular semester, operating hours are 9:00am to 2:00am with the exception of weekends and holidays. The circulation desk is open for checkout on the 2nd floor until 6:00pm (5:00 pm on Saturday). While the 2nd floor closes at 6:00pm, the 3rd floor will be open until 2:00am.

<b>Summer &amp; Winter operation</b>	<b>Monday - Friday</b>	<b>Saturday</b>	<b>Sunday, Holiday</b>
<b>2<sup>nd</sup> floor</b>	9:00am-4:00pm	closed	closed
<b>3<sup>rd</sup> floor</b>	9:00am-4:00am	Closed	closed

- B. For Summer and Winter semester, the library may operate according to its special operation hour from 9:00am to 4:00pm, which applies to 2<sup>nd</sup> and 3<sup>rd</sup> floor only on weekdays.

- C. Hours are subject to change due to university needs.

### III. CHECKOUT OF LIBRARY MATERIALS

1. Reference materials and textbooks should not be taken out of the Library unless you are enrolled in the IT Consilience Creative Program.
2. Books or library materials may not be taken out of the Library until the loan has been recorded.
3. To borrow items from the library, take the items with your ID to the appropriate circulation desk on the 2<sup>nd</sup> floor before 6:00pm, and a staff member will check them out.
4. Borrowed materials must be returned on or before the due date.
5. The standard checkout period for materials is two weeks; however, The Library may adjust this length for different types of materials or users as it sees fit.
6. All borrowers must settle any overdue loans before they are permitted to borrow again.

### IV. LOAN PERIOD & MAXIMUM NUMBER OF ITEMS

1. Loan period and maximum number of items

Users	Loan Period	Maximum No. of Items
Undergraduates	2 weeks	5
Graduates	4 weeks	7
Faculty	3 months	15

2. Students who are eligible to attend the commencement ceremony need to check if they have any library materials left to return. Please visit the Library and clear any library materials or fees. The administrative staff will also be checking your library record before the graduation ceremony.

### V. RENEWAL OF LIBRARY MATERIALS

1. Renewal Policy
  - A. You may renew materials up to one time, with the exception of the following:
    - i. The materials have been requested by another person.
    - ii. Your account is not in good standing.
  - B. An item cannot be renewed if there are overdue items or unpaid overdue fines.
  - C. The due date will be extended from the date of renewal.

2. Recall of Library Materials
  - A. To initiate a recall, go to the circulation desk and file an Item Request.
  - B. Material needed for Course Reserves may be recalled immediately.
  - C. If recalled materials are not returned promptly, borrowing privileges will be suspended and fees will be charged accordingly.

## VI. USE OF LIBRARIES AND LIBRARY MATERIAL

1. Library users are responsible for material or equipment issued to them until they have returned it in accordance with library procedures, and must protect material or equipment issued to them and must not damage it or expose it to hazardous conditions at all times.
2. Library users must not write in, mark, or otherwise deface or damage library material or equipment in any way.
3. When using a computer, electronic mobile devices or other equipment, library users must stay quiet to avoid causing disturbance to others and should not use audible applications or play media unless this is required in order to overcome a disclosed disability.
4. When using the library computers, all library users should be aware the privacy is not guaranteed. Any user must not share, save or print any personal information.
5. Library users must not use computer or other equipment in a way which requires them to speak into the device unless this is required in order to overcome a disclosed disability.
6. Library users must not engage in the harassment of any other patron or member of library staff.
7. Library users must not prejudice the safety or well-being of other users or a member of the library staff by engaging in disorderly, threatening or offensive behavior.

## VII. USE OF GROUP STUDY ROOM

1. Users can sign up for the Group Study Room Reservation sheet at the circulation desk or online.
2. Reservations are limited to currently enrolled SUNY Korea students, faculty and staff members.
3. Group Study Rooms are intended for group users, defined as two or more.
4. Group Study Rooms are available on the first come first served basis, when it is not in use.
5. Users without reservations must vacate room when requested by users with a valid reservation.
6. Users are responsible for personal property. DO NOT leave items unattended. The library is not liable for loss/damage to personal property.
7. Maintain a moderate noise level in the study room for other users. Rooms are not soundproof.

8. Clean up after use and leave the room in good condition for the next users, including erasing the whiteboard and disposing of trash.
9. Vacate study rooms 30 minutes before library closing time.

Library staff may enter the rooms as needed for security, maintenance, or other reasons.

## VIII. GENERAL RULES

1. Smoking is not permitted in the Library.
2. Consumption of food and drinks is not permitted in the Library. Beverages in covered containers or bottles may be allowed.
3. Silence must be strictly observed in the Library. Mobile telephones must be set to 'silent' mode in the Library.
4. The Library staff on duty has the right to request a user to leave the premises if one is found to be violating any of the Library rules.
5. The Library will not accept responsibility for the loss or misplacement of personal belongings.
6. Reference material should not be taken outside the Library.
7. Unauthorized removal of library materials is not permitted.
8. After using the library materials, leave them on the book truck located at the end of the aisles so that a librarian can put them back on the shelf.

## IX. FINE POLICIES

1. Library users are responsible for knowing the Library's fine Policies. Failure to understand these policies will not prevent you from borrowing library materials, but will not excuse payment of late return fees or fines for damages to library material.
2. Make your payment in cash on weekdays to the Circulation Desk before closing. Proceeds from overdue fines will be used for purchasing books from the Wish List provided by library users' request.
3. Outstanding charges may be referred to a registration office, and registration blocks as well as graduation blocks may be applied.

### A. Overdue Books

- i. Books must be returned by the due date, or earlier if recalled by the Librarian.
- ii. When any borrowed item becomes overdue, borrowing privileges are automatically suspended with the overdue charge of 500 KRW per day.
- iii. When you failed to return the item by the due date, you will have 7 days of grace period before incurring the fine. For 7 days, you can return the item without paying the overdue

fine, but after the grace period, you will be charged for the accumulating overdue fine.

- iv. Should an item become overdue in excess of 30 days, the item is considered missing and a bill for the item's replacement and an additional 20,000 KRW processing fee will be issued with the overdue fee.
- v. If the item is returned before making the replacement order, you will have to pay the 20,000 KRW processing fee or the overdue fine of 500 KRW per day, whichever is smaller, but the replacement fee will be canceled.
- vi. Reinstatement of borrowing privileges is contingent upon return of all late materials and/or payment of fees.

#### B. Loss and Damage

- i. The library cannot assume the loss of items accidentally damaged, destroyed or lost while in the possession of the borrower. When books are issued, students should check the pages of the issued books. If pages are found missing, or damaged, they should report them to the Librarian before leaving the Counter.
- ii. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined. Damaged items are treated as lost ones, and will be fined accordingly.
- iii. Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.
- iv. Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken. A borrower is allowed to either replace the book lost or damaged by purchasing it himself 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.

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#### **Revised:**

November 07, 2017

December 15, 2017: Format changed

December 18, 2017: Summer and Winter semester operation hours & Group Study Room regulations added

# SKAP150: SUNY Korea-SB SCHOLARSHIP AND FINANCIAL AID GUIDE

**Issued by:**

Academic Team

**Established:**

November 06, 2017

## I. QUALIFICATIONS FOR SCHOLARSHIP REVIEW CANDIDATES

1. Every student who submits SUNY Korea scholarship or financial aid application is the candidate being reviewed for their qualifications of scholarships/financial aid provided from SUNY Korea. Students can submit their applications to the SUNY Korea Admissions office by proposed deadlines.
2. Students with provisional admissions may also apply for their scholarship or financial aid but basically the scholarship or financial aid will be applied from the term they begin with their major academic program after successful completion of Intensive English Center (IEC) courses.
3. For current scholarship/financial aid recipients who look for more benefits for certain reason, they may reapply for scholarship or financial aid review by filling out all information in the application form along with the statement of reason.
4. Continuing students who may individually have a minimum cumulative grade point average of 3.5 (or 3.2 for financial aid) and own an overall grade of B+ in SUNY Korea Residential College program courses as well as college volunteer/work experience may have chance to submit applications for their scholarship/financial aid review.

## II. SCHOLARSHIP / FINANCIAL AID APPLICATION DEADLINES

1. The purpose of the SUNY Korea Scholarship Committee meeting is to determine and select students who are qualified or eligible for scholarship/financial aid secured from SUNY Korea. This is the step where the committee selects qualified candidates for scholarship/financial aid within applications and written documents. In finalization process, the committee needs to observe if the student is qualified as a role model of SUNY Korea with his or her manner and behavior.
2. Effective in 2017, the SUNY Korea Scholarship/Financial Aid Application deadlines are as follows (Dates are subject to change annually):



- A. For new students,
  - i. SPRING 2018: Thursday, Five Weeks prior to the First day of the New Semester. (Jan 18, 2018)
  - ii. FALL 2018: Thursday, Five Weeks prior to the First day of the New Semester. (July 19, 2018)
- B. For continuing students,
  - i. Within two weeks after the last day of the previous term
  - ii. SPRING 2018: January 4, 2018
  - iii. FALL 2018: July 6, 2018

### III. OVERALL SCHOLARSHIP/FINANCIAL AID REVIEW PROCEDURES

1. Depending on status of each candidate and their application submission date, the SUNY Korea Scholarship Committee reviews each individual with different procedures.
  - A. For new students:
    - i. Who complete and submit their scholarship/financial aid applications within a proposed deadline:
      - 1) Office will collect applications until a proposed deadline.
      - 2) The committee will review for scholarship or financial aid.
      - 3) Result will be announced after final approval.
    - ii. Who complete and submit their scholarship/financial aid applications after a proposed deadline:
      - 1) For scholarship applications, office will hold applications until the next term deadline.
      - 2) For financial aid applications, they will be submitted to the committee in a batch regularly.
      - 3) The committee will review for scholarship or financial aid.
      - 4) Result will be announced after final approval.
  - B. For continuing students:
    - i. Who complete and submit their scholarship/financial aid applications within a proposed deadline:
      - 1) Office will collect applications until a proposed deadline.
      - 2) Candidates will first be reviewed from its screening process:
        - a) A cumulative college GPA of 3.5 or higher (for scholarship);  
A cumulative college GPA of 3.2 or higher (for financial aid)
        - b) An overall RC grade of B+

- c) College volunteer/work-study experience
    - 3) The committee will review for scholarship or financial aid.
    - 4) Result will be announced after final approval.
  - ii. Who complete and submit their scholarship/financial aid applications after a proposed deadline:
    - 1) For scholarship applications, office will hold applications until the next term deadline. (This won't be counted as early submission.)
    - 2) Candidates will first be reviewed from its screening process with the same criteria.
    - 3) The committee will review for scholarship or financial aid.
    - 4) Result will be announced after final approval.
- C. Each procedure may be processed in different steps depending on situations which may possibly require a different method of approach for its review.

## IV. SCHOLARSHIP/FINANCIAL AID REQUIREMENTS AND BENEFITS

1. SUNY Korea Scholarship Committee will apply the following scholarship criteria and benefits as a reference. External references such as leadership, extracurricular activities, honors/awards, essay, and etc. will also be taken into account. The criteria may be revised and enhanced upon committee's decision due to availability of funds and its competitiveness. Number of scholarship recipients may vary each semester upon availability of funds for each scholarship or financial aid secured from SUNY Korea. Moreover, the committee has the right to decide not to provide all scholarships exactly as listed below in case that the committee agrees that they find the rest of the candidates and the applicants as inappropriate for scholarship. Here are the following scholarship/financial aid criteria and benefits:

※ Updated as of January 6, 2017 ※ Any information above is subject to change without notice.

Title	Requirements	Benefits
<b>Presidential Scholarship</b>	<ul style="list-style-type: none"> <li>- Outstanding academic record in most recently attended school</li> <li>- High achievement in standardized tests</li> <li>- Other personal and non-academic qualities</li> </ul>	<ul style="list-style-type: none"> <li>- Full tuition and fees</li> <li>- Room (double room) and Board</li> </ul>
<b>Merit Scholarship</b>	<ul style="list-style-type: none"> <li>- Outstanding academic record in most recently attended school</li> <li>- High achievement in standardized tests</li> <li>- Other personal and non-academic qualities</li> </ul>	<ul style="list-style-type: none"> <li>- \$1,000 ~ \$10,000/semester (from tuition)</li> </ul>
<b>Encouragement Award</b>	<ul style="list-style-type: none"> <li>- Competitively outstanding academic record in most recently attended school</li> <li>- High achievement in standardized tests</li> <li>- Other personal and non-academic qualities</li> </ul>	<ul style="list-style-type: none"> <li>- \$1,000 (from tuition)</li> </ul>
<b>Shared Prosperity Scholarship</b>	<ul style="list-style-type: none"> <li>- Citizenship from a Developing Country</li> <li>- Outstanding academic record in most recently attended school</li> <li>- High achievement in standardized tests</li> <li>- Other personal and non-academic qualities</li> </ul>	<ul style="list-style-type: none"> <li>- Full or partial tuition</li> <li>- Program fees*</li> <li>- Room (double room) and Board*</li> <li>* Require official recommendation from embassy or government</li> </ul>

<b>Global Development Award</b>	<ul style="list-style-type: none"> <li>- Outstanding academic record in most recently attended school</li> <li>- High achievement in standardized tests</li> <li>- Other personal and non-academic qualities</li> </ul>	<ul style="list-style-type: none"> <li>- Full or partial tuition</li> <li>- Program fees*</li> <li>- Room (double room) and Board [Upon review]</li> </ul> <p>* Require official recommendation from embassy or government</p>
<b>Academic Acceleration Scholarship</b>	<ul style="list-style-type: none"> <li>- Admission to Accelerated Master's Program</li> <li>- Outstanding Academic Cum. GPA (min. 3.5/4.0) no I's, U's, NR's, NC's, F's, R's or Q's</li> <li>- Other personal and non-academic qualities</li> </ul>	<ul style="list-style-type: none"> <li>- Full/partial tuition</li> <li>- Program fees, Room (double room) and Board [Upon review]</li> </ul>
<b>Academic Excellence Scholarship</b>	<ul style="list-style-type: none"> <li>- Outstanding Academic GPA (min. 3.5/4.0) no I's, U's, NR's, W's, NC's, F's, R's or Q's</li> <li>- Credits Earned: (Refer to Appendix 2) <b>15</b> credits (13/14 for first-semester freshmen)</li> <li>- Other personal and non-academic qualities</li> </ul>	- Full tuition /(Room & Board)
		- Half tuition
<b>Financial Aid</b>	<ul style="list-style-type: none"> <li>- Completion of Financial Aid Application</li> <li>- Proof of refugee record or low-income status</li> </ul>	<ul style="list-style-type: none"> <li>- \$1,000 ~ \$10,000 / semester</li> <li>- (Room and Board upon review)</li> </ul>
<b>Financial Aid (SUNY Korea Staff &amp; Ambassador Support)</b>	<ul style="list-style-type: none"> <li>- Completion of Financial Aid Application</li> <li>- Proof of Family Relation</li> </ul>	- Half tuition and fees

- A. For all room and board benefits (except the benefit from Academic Excellence Scholarship), recipients may be required to serve 10 hours per week in form of Work-Study during their academic semesters in order to maintain their benefits for housing and meals. Whenever recipients get evaluated less than the minimum scores not enough to continue their Work-Study, it may automatically rescind their room and board support and it may be reported to the SUNY Korea Scholarship Committee to reconsider renewal of their scholarship/ financial aids.
- B. For continuing students who apply for scholarship or financial aid, they will need to meet these following requirements in addition to the requirements listed in the table:
- i. A cumulative college GPA of 3.5 or higher (for scholarship); 3.2 or higher (for financial aid)
  - ii. An overall RC grade of B+
  - iii. College volunteer/work-study experience

## V. Scholarship Renewal

1. Students who finished their semester at SUNY Korea and are about to continue their next semester will need to fulfill the following criteria in order to renew their scholarships (Academic Excellence Scholarship not applicable to this statement). Scholarships may not be applied to summer/winter session courses. These renewal criteria stated below are applied to students who enter in SUNY Korea with scholarship from spring 2015. (For classes who entered in SUNY Korea before 2015, scholarship criteria stated in their official letters will be continually applied.)

Title	Renewal Criteria	Maximum Renewal
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<b>Presidential Scholarship</b>	<ul style="list-style-type: none"> <li>- Full-Time enrollment &amp; Credits Completed Toward GPA: 12 credits or more</li> <li>- Minimum Term GPA of 3.0/4.0</li> <li>- Minimum Cumulative GPA of 3.2/4.0</li> <li>- No Report on Academic Dishonesty or Misbehavior</li> </ul>	7 semesters
<b>Merit Scholarship</b>	<ul style="list-style-type: none"> <li>- Full-Time enrollment &amp; Credits Completed Toward GPA: 12 credits or more</li> <li>- Minimum Term GPA of 3.0/4.0</li> <li>- Minimum Cumulative GPA of 3.2/4.0</li> <li>- No Report on Academic Dishonesty or Misbehavior</li> </ul>	7 semesters
<b>Encouragement Award</b>	N/A	N/A
<b>Shared Prosperity Scholarship</b>	<ul style="list-style-type: none"> <li>- Full-Time enrollment &amp; Credits Completed Toward GPA: 12 credits or more</li> <li>- Minimum Term GPA of 3.0/4.0</li> <li>- Minimum Cumulative GPA of 3.2/4.0</li> <li>- No Report on Academic Dishonesty or Misbehavior</li> </ul>	7 semesters
<b>Global Development Award</b>	<ul style="list-style-type: none"> <li>- Full-Time enrollment &amp; Credits Completed Toward GPA: 12 credits or more</li> <li>- Minimum Term GPA of 3.0/4.0</li> <li>- Minimum Cumulative GPA of 3.2/4.0</li> <li>- No Report on Academic Dishonesty or Misbehavior</li> </ul>	7 semesters
<b>Academic Acceleration Scholarship</b>	<ul style="list-style-type: none"> <li>- Full-Time enrollment &amp; Credits Completed Toward GPA: 12 credits or more</li> <li>- Minimum Term GPA of 3.2/4.0</li> <li>- Minimum Cumulative GPA of 3.5/4.0</li> <li>- No Report on Academic Dishonesty or Misbehavior</li> </ul>	1 semester
<b>Academic Excellence Scholarship</b>	<ul style="list-style-type: none"> <li>- Deferment allowed only for military reasons</li> </ul>	N/A
<b>Financial Aid</b>	<ul style="list-style-type: none"> <li>- Full-Time enrollment &amp; Credits Completed Toward GPA: 12 credits or more</li> <li>- Minimum Term GPA of 3.0/4.0</li> <li>- Minimum Cumulative GPA of 3.2/4.0</li> <li>- No Report on Academic Dishonesty or Misbehavior</li> </ul>	5 semesters spent in Songdo
<b>Financial Aid (SUNY Korea Staff &amp; Ambassador Support)</b>	<ul style="list-style-type: none"> <li>- Continuing service of the staff/faculty</li> </ul>	Until graduation

A. In addition to the above renewal criteria, all recipients of scholarship or financial aids are required to submit three reports to Academic and Students Affairs during their academic years

i. Self-Evaluation Report

All recipients of scholarship or financial aids are required to submit Self-Evaluation Report to Academic and Student Affairs within 7 days after the end date of each semester. Self-Evaluation Report must describe how much the recipient has contributed to the community with spirit of SUNY Korea and how much he or she has performed as a role model or a representative of SUNY Korea and be demonstrative of good manner and attitude to colleagues.

ii. Global Experience Report

All recipients (SBU Visiting students only) of scholarship or financial aids are required to submit a Global Experience report to Academic and Student Affairs by Friday, the 9th week of the first semester at SUNY Korea after their return. The Global Experience report that is a 5-6 page (12 points, double space) report must describe their experience in the US and lessons they learned from their global experience.

iii. Vision Statement Report (How to Contribute to the World)

All recipients (Senior and/or U4 Academic Level) of scholarship or financial aids are required to submit a Vision Statement report to Academic and Student Affairs by Friday, the 9th week of the first semester of their (U4) last academic year. The Vision Statement report is a 5-6 page (12 points, double space) report must describe their dreams after graduation and how to connect their majors and dreams; how to contribute to the world and how to change the world to be better place

- B. Upon review of recipients' reports and upon reference check from relevant departments or personnel, the SUNY Korea Scholarship Committee will evaluate renewal of their scholarships/ financial aids. **For students who miss to keep the submission deadline or who get disapproved of their renewal, they will be announced of their termination of their scholarships/financial aids.**
- C. For students who fail to meet the renewal criteria mentioned above, the letter of official scholarship discontinuation will be announced in compliance with the SUNY Korea Undergraduate Scholarship/ Financial Aid Guideline. Students may have a chance to petition to the SUNY Korea Scholarship Committee with the statement of reason. The petition will be reviewed during the meeting scheduled for continuing students and the student's scholarship will be renewed if accepted.

## VI. SCHOLARSHIP RENEWAL AND PROBATION

1. For students who fail to meet the renewal criteria mentioned above, the letter of official scholarship discontinuation will be announced in compliance with the SUNY Korea Undergraduate Scholarship/ Financial Aid Guideline. Students may have a chance to petition to the SUNY Korea Scholarship Committee with the statement of reason. The Petition will be reviewed by SUNY Korea Scholarship Committee and approved on a case-by-case basis. Here are the minimum GPA requirement for petition;

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). Also, the benefit granted may decrease significantly
3rd Petition and thereafter*	Petition is not allowed		

- A. Students may petition for the third time due to the special circumstances.
- B. After petition reviewed, the Committee can assign a scholarship probation period. This will lead the termination of the scholarship offer, and the student is required to exceed the semester GPA of 3.5 as a full-time student. If the student meets the minimum satisfactory academic requirements during the semester of scholarship probation, the student might be able to restore the previous scholarship.
- C. Notwithstanding any provision above to the contrary, the Committee shall have discretion of the decision to grant/deprive/reduce any scholarship benefit to the students.

## VII. SCHOLARSHIP LEAVE AND REINSTATEMENT

1. SUNY Korea scholarship students may take an approved leave of absence for up to two (2) consecutive semesters. Scholarship recipients must submit the Leave of Absence Request Form to the Academic and Student Affairs. Otherwise, their Scholarship will be terminated, because of their unauthorized leave of absence. Scholarship recipients must petition the Academic and Student Affairs when they submit the Undergraduate Rematriculation Form. Otherwise their scholarship may be terminated. Students with reported military leave also should petition the Academic and Student Affairs when they submit the Undergraduate Rematriculation Form. Otherwise their scholarship may be terminated.
2. A scholarship recipient who enrolls less than full-time (if full-time enrollment is required for scholarship renewal), withdraws, or is suspended or dismissed from the University will lose his/her scholarship eligibility. A student who takes such a status due to medical or any other serious reasons may appeal in writing to SUNY Korea Scholarship Committee to have his or her scholarship reinstated. The appeal must be submitted with supporting documentation, such as a letter from a doctor. In such a case for possibility of reinstatement, a student must be aware of the guideline that one's leave cannot exceed two consecutive semesters and be responsible for that.
3. Maximum renewal period for any scholarship being reinstated will not be renewed but will be counted from the term it has been first provided. In case of a recipient took a semester leave after the day semester has been started, the transaction for tuition and/or all the supporting fees has already been processed; therefore, that particular term will also be counted towards the maximum renewal period.

## VIII. SCHOLARSHIP DEFERMENT AND REAPPLICATION

1. A student who defers his/her admission will be able to retain his/her original scholarship offer depending on scholarship he/she accepted. Retainable scholarships are Presidential scholarship, Merit scholarships (in category of Merit 100 and 75), and Shared Prosperity scholarships (in category of Shared and Common); of course, all Financial Aids are retainable. [Academic Excellence Scholarships can be retained only upon submission of evidence of military service.]
2. A student who declines an initial offer of scholarship will not retain his or her scholarship offer if he/she reappplies at a later date as a Freshmen/Transfer Student. However, a student may have a chance to reapply for scholarship review through submission of scholarship application form. The scholarship review will be made by the SUNY Korea Scholarship Committee, but the re-applicant for scholarship must be aware that the university does not guarantee any offer and the same benefits.

## IX. SCHOLARSHIP OVERLAP GUIDELINE

1. In SUNY Korea, the scholarship overlap may possibly occur due to the scholarship system we offer for Academic Excellence Scholarship. In case a student who has already been supported by a certain scholarship is nominated as a recipient of Academic Excellence scholarship, a scholarship which provides a larger amount will be applied and will be deducted from their tuition for the following semester. The term which these scholarships are being applied will still be counted towards the recipient's original scholarship maximum period.

2. In case of a recipient not receiving his/her Academic Excellence Scholarship due to cases like scholarship overlap (for scholarships which cover whole education cost) or leave of absence, the student who ranked after Academic Prestige Scholarship recipient may be granted Academic Pride Scholarship on behalf. This process cannot be applied to Academic Prestige or Pride scholarship.
3. If a student whose whole tuition is already covered by his/her scholarship or personal fund become eligible for the Academic Excellence Scholarship, then this scholarship will cover student's room and board for the following semester.

## [Appendix 1] SCHOLARSHIP/FINANCIAL AID TERMS AND CONDITIONS

1. 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 Conduct Code, the Student Handbook, and class schedules.
2. 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 scholarship/financial aid. Every 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 the direct cost (tuition, fees, room and board). If the student also receive non-SUNY Korea funds (including all forms of external assistance), the total of all funds cannot exceed the total direct and indirect costs of education. Indirect costs include allowances for personal expenses and transportation. Value/amount of scholarship/financial aid is determined from the SUNY Korea Scholarship Committee in consideration of students' academic excellence, extracurricular activities, individual talents and external factors such as financial circumstances and it may vary.
  - A. Full-time enrollment on SUNY Korea is required for all SUNY Korea scholarship/financial aid recipients.
  - B. It is the duty of each recipient to act as an exemplary model and be demonstrative of good manner and attitude as well as academic excellence; therefore, the university reserves the right to cancel scholarship/ financial aid once the university defines a student's behavior as inadequate for scholarship/financial aid.
  - C. Recipients have responsibility to meekly follow the university expectations and the Residential College (RC) Program. Students are required to get letter grades of B+ or higher in each semester to maintain scholarship/financial aid.
  - D. Recipients must give permission for their information to be shared with scholarship/financial aid donors if they request it.
  - E. SUNY Korea reserves the right to adjust individual scholarship/financial aid awards after letters have been accepted to ensure effective use of university funds.
  - F. If a recipient discontinues his or her study at SUNY Korea, the scholarship/financial aid will be terminated.
  - G. For any incidents that may affect the scholarship/financial aid like intermission or leave of absence, recipients must report first to Academic and Student Affairs before any incidents happen.

- H. Even after the scholarship/financial aid has been given, it can be cancelled and the amount of scholarship/ financial aid received has to be refunded to the university if the students get into academic action, misbehave or violate University student conduct code.
- I. Renewable awards are contingent upon maintaining a minimum grade point average mentioned in their offer, completion of the donor appreciation letter, commitment to get involved in university advancement events, maintaining their campus residency status and meeting all other conditions of the renewal criteria as specified for each scholarship/financial aid.
- J. Any amendments which may occur in terms and conditions or in any university policies and laws will be applied and must be kept by all scholarship/financial aid recipients, and it is recipients' responsibility to follow up with any amendments made in its terms and conditions.

## [Appendix 2] STATEMENTS ON SCHOLARSHIPS FOR ACADEMIC EXCELLENCE

1. The university selects students who are qualified for scholarships for their academic excellence each semester. The university selects top ranks among same-year class (includes students in spring and fall in the same year as well as re-matriculated students in that particular year) from each department. [The number of recipients in each group is subject to change without notice based on the availability of funds.]
2. It is norm for the scholarship committee to review on students who have earned more than 15 credits toward GPA; however, 1st semester freshmen students' eligibility may also be reviewed once they have earned more than 14 credits. In case of students taking 13 credits by taking BIO201, they will also be taken into account.
3. Students with term GPA of 3.5 or above in each group will only be thoroughly reviewed for the qualification of this Academic Excellence Scholarship. Students must have no I's, U's, NR's, W's, NC's, F's, R's or Q's on their semester records to be reviewed for its scholarship.
4. Full tuition for the following semester will be supported for the beneficiary of Academic Excellence Scholarship among the class in the same year. Half tuition will be supported for Academic Prestige Scholarship from the enrolled class without reference to major.
5. In case a student who has already been supported by a certain scholarship is nominated as a recipient of this scholarship, a scholarship which provides a larger amount will be applied and will be deducted from their tuition for the following semester.
6. If a student whose whole tuition is already covered by his/her scholarship or personal fund become eligible for the Academic Excellence Scholarship, then this scholarship will cover student's room and board for the following semester.
7. In case of a recipient not receiving his/her Academic Excellence Scholarship due to cases like scholarship overlap (for scholarships which cover whole education cost) or leave of absence, the student who ranked after Academic Prestige Scholarship recipient may be granted Academic Prestige Scholarship or Academic Excellence in form of Room and Board on behalf. This may also occur in case mentioned in statement 6.
8. This scholarship can only cover tuition; program fees are not included.
9. Candidate(s) of each scholarship in each group may be determined in compliance with the following standards:

Title	Minimum Criteria	Benefits	Max. Capacity per term
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<b>Academic Excellence</b>	<ul style="list-style-type: none"> <li>- Outstanding Academic GPA (min. 3.5/4.0) no I's, U's, NR's, W's, NC's, F's, R's or Q's</li> <li>- Credits Earned Toward GPA: <b>15</b> credits (13/14 for 1<sup>st</sup> semester freshmen)</li> <li>- Other personal and non-academic qualities</li> </ul>	Full tuition / (Room & Board) in compliance with <b>statement 6</b>	1 per class from each major
<b>Academic Prestige</b>	<ul style="list-style-type: none"> <li>- Outstanding Academic GPA (min. 3.5/4.0) no I's, U's, NR's, W's, NC's, F's, R's or Q's</li> <li>- Credits Earned Toward GPA: <b>15</b> credits (13/14 for 1<sup>st</sup> semester freshmen)</li> <li>- Other personal and non-academic qualities</li> </ul>	Half tuition	1 per class without reference to major

- A. The amount of benefits and the number of capacity are subject to change without notice depending on the availability of funds and evaluation of the scholarship committee.
- B. One student only will be nominated as the recipient of this scholarship benefit from a class with less than 25 students who are reviewable with actual grade point average.

## [Appendix 3] THE TIE-BREAKER

1. In the event of a tie for the highest semester GPA for Academic Excellence Scholarship after the semester, the tiebreaker process for determining the Academic Excellence Scholarship will be the following in the order from first to last:
  - 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

### Direct Questions To:

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### Revised:

September 25, 2017

December 15, 2017: Format changed

# SKAP151: SUNY Korea-FIT SCHOLARSHIP AND FINANCIAL AID GUIDE

**Issued by:**

Academic Team

**Established:**

November 06, 2017

## I. QUALIFICATIONS FOR SCHOLARSHIP REVIEW CANDIDATES

1. Every student who submits SUNY Korea Fashion Institute of Technology (FIT) scholarship application is basically the candidate being reviewed for their qualifications of scholarships provided from SUNY Korea-FIT. Students can submit their applications to the SUNY Korea-FIT Admissions office by proposed deadlines.
2. For current students who look for financial support, they may apply for scholarship review by filling out all information in the application form along with the statement of reason.
3. Continuing students who may individually have a minimum cumulative grade point average of 3.5 and pass the SUNY Korea-FIT Residential College program courses, as well as college volunteer/work experience, may have a chance to submit applications for their scholarship review.

## II. SCHOLARSHIP APPLICATION DEADLINES

1. The purpose of the SUNY Korea-FIT Scholarship Committee meeting is to determine and select students who are qualified or eligible for scholarship secured from SUNY Korea-FIT. This is the step where the committee selects qualified candidates for scholarship within applications and written documents. In finalization process, the committee needs to observe if the student is qualified as a role model of SUNY Korea-FIT with the manner and behavior.
2. Effective in 2017, the SUNY Korea-FIT Scholarship Application deadlines are as follows (dates are subject to change annually):
  - A. For new students,
    - i. Thursday, Five Weeks prior to the First day of the New Semester.
  - B. For continuing students,
    - i. SPRING: Within two weeks after the last day of the fall term

- ii. FALL: Within two weeks after the last day of the spring term

### III. OVERALL SCHOLARSHIP REVIEW PROCEDURES

1. Depending on the status of each candidate and their application submission date, the SUNY Korea-FIT Scholarship Committee reviews each individual with different procedures.
  - A. For new students:
    - i. Who complete and submit their scholarship applications within a proposed deadline:
      - 1) Office will collect applications until a proposed deadline.
      - 2) The committee will review for scholarship or financial aid.
      - 3) The result will be announced after final approval.
  - B. For continuing students:
    - i. Who complete and submit their scholarship applications within a proposed deadline:
      - 1) The office will collect applications until a proposed deadline.
      - 2) Candidates will first be reviewed by its screening process:
        - a) A cumulative college GPA of 3.5 or higher
        - b) Pass on RC program
        - c) College volunteer/work-study experience
      - 3) The committee will review for the scholarship.
      - 4) The result will be announced after final approval.
  - C. Each procedure may be processed in different steps depending on situations which may possibly require a different method of approach for its review.

### IV. SCHOLARSHIP REQUIREMENTS AND BENEFITS

1. SUNY Korea-FIT Scholarship Committee will apply for the following scholarship criteria and benefits as a reference. External references such as leadership, extracurricular activities, honors/awards, essay, and etc. will also be taken into account. The criteria may be revised and enhanced upon committee's decision due to the availability of funds and its competitiveness. The number of scholarship recipients may vary each semester upon the availability of funds for each scholarship secured from SUNY Korea-FIT. Moreover, the committee has the right to decide not to provide all scholarships exactly as listed below in case that the committee agrees that they find the rest of the candidates and the applicants as inappropriate for the scholarship. The scholarships may not be applied to summer/winter session courses. Here are the following scholarship criteria and benefits:
  - A. For New Students:

Title	Requirements	Benefits	Remark
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<b>Presidential Scholarship</b>	<ul style="list-style-type: none"> <li>- Outstanding performance in application</li> <li>- Outstanding academic record in most recently attended school</li> <li>- High achievement in standardized tests</li> <li>- Other personal and non-academic qualities</li> </ul>	- from \$ 5,000 up to full tuition	This scholarship maybe renewable upon a review.
<b>Grand Scholarship</b>	<ul style="list-style-type: none"> <li>- Outstanding application</li> <li>- Outstanding academic record in most recently attended school</li> <li>- High achievement in standardized tests</li> <li>- Other personal and non-academic qualities</li> </ul>	- \$ 7,000 (from tuition)	A newly admitted student from each major with the top distinction will be awarded
<b>Prestige Scholarship</b>	<ul style="list-style-type: none"> <li>- Outstanding application</li> <li>- Outstanding academic record in most recently attended school</li> <li>- High achievement in standardized tests</li> <li>- Other personal and non-academic qualities</li> </ul>	- \$ 5,000 (from tuition)	A newly admitted student with the second distinction will be awarded
<b>Encouragement Award</b>	<ul style="list-style-type: none"> <li>- Competitively outstanding academic record in most recently attended school</li> <li>- High achievement in standardized tests</li> <li>- Other personal and non-academic qualities</li> </ul>	- \$1,000 ~ \$ 3,000 (from tuition)	
<b>Financial Aid</b>	<ul style="list-style-type: none"> <li>- Completion of Financial Aid Application</li> <li>- Proof of refugee record or low-income status</li> </ul>	- \$1,000 ~ \$ 3,000 (from tuition)	

B. For Continuing Students:

<b>Title</b>	<b>Requirements</b>	<b>Benefits</b>
<b>Academic Excellence Scholarship</b>	<ul style="list-style-type: none"> <li>- Outstanding Academic GPA (min. 3.5/4.0) no I's, U's, NR's, W's, NC's, F's, R's or Q's</li> <li>- Credits Earned: (Refer to Appendix 2) <b>15</b> credits (13/14 for first-semester freshmen)</li> <li>- Other personal and non-academic qualities</li> </ul>	<ul style="list-style-type: none"> <li>- A student with top distinction of each major: \$ 7,000 (from tuition)</li> <li>- A student with the second distinction of each major: \$ 5,000 (from tuition)</li> </ul>
<b>Encouragement Award</b>	<ul style="list-style-type: none"> <li>- Competitively outstanding Academic, Artistic performance in SUNY Korea-FIT</li> <li>- Full-time students in SUNY Korea-FIT.</li> <li>- Other personal and non-academic qualities</li> </ul>	- \$ 1,000 ~ \$ 3,000 (from tuition)
<b>Financial Aid</b>	<ul style="list-style-type: none"> <li>- Completion of Financial Aid Application</li> <li>- Proof of refugee record or low-income status</li> </ul>	- \$1,000 ~ \$ 3,000 (from tuition)

- i. Only one student will be nominated as the recipient of the Academic Excellence Scholarship benefit from a class with less than 25 students who are reviewable with actual grade point average.
- ii. For continuing students who apply for the scholarship, they will need to meet these following requirements in addition to the requirements listed in the table:
  - 1) A cumulative college GPA of 3.5 or higher (for scholarship)
  - 2) Pass the RC courses
  - 3) College volunteer/work-study experience

## V. RESPONSIBILITY OF SCHOLARSHIP RECIPIENTS

1. Students who finished their semester at SUNY Korea-FIT and are about to continue their next semester will need to fulfill the following conditions in order to be selected as a scholarship recipient for next semester.
2. All recipients of the scholarship are required to submit Self-Evaluation Report to Academic and Student Affairs within 7 days after the end date of each semester. Self-Evaluation Report must describe how much the recipient has contributed to the community with the spirit of SUNY Korea-FIT and how much he or she has performed as a role model or a representative of SUNY Korea-FIT and be demonstrative of good manner and attitude to colleagues. Upon review of recipients' Self-Evaluation Reports and upon reference check from relevant departments or personnel, the SUNY Korea-FIT Scholarship Committee will evaluate the recipients. For students who miss keeping the submission deadline, this may cause disadvantage when they apply for the scholarships in the future.
3. A scholarship recipient who enrolls less than full-time, withdraws, or is suspended or dismissed from the University will lose his/her scholarship eligibility.
4. A student who declines an initial offer of the scholarship will not retain his or her scholarship offer if he/she reappplies at a later date as a Freshmen/Transfer Student. However, a student may have a chance to reapply for scholarship review through submission of scholarship application form. The scholarship review will be made by the SUNY Korea-FIT Scholarship Committee, but the re-applicant for the scholarship must be aware that the University does not guarantee any offer and the same benefits.

## VI. SCHOLARSHIP RENEWAL AND PROBATION

1. For students who fail to meet the renewal criteria mentioned above, the letter of official scholarship discontinuation will be announced in compliance with the SUNY Korea Undergraduate Scholarship/Financial Aid Guideline. Students may have a chance to petition to the SUNY Korea Scholarship Committee with the statement of reason. The Petition will be reviewed by SUNY Korea Scholarship Committee and approved on a case-by-case basis. Here are the minimum GPA requirement for petition;

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)
<b>2nd Petition</b>	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). Also, the benefit granted may decrease significantly
<b>3rd Petition and thereafter*</b>	Petition is not allowed		

- A. Students may petition for the third time due to the special circumstances.
- B. After petition reviewed, the Committee can assign a scholarship probation period. This will lead the termination of the scholarship offer, and the student is required to exceed the semester GPA of 3.5 as a full-time student. If the student meets the minimum satisfactory academic requirements during the semester of scholarship probation, the student might be able to restore the previous scholarship.
- C. Notwithstanding any provision above to the contrary, the Committee shall have discretion of the decision to grant/deprive/reduce any scholarship benefit to the students.

## VII. SCHOLARSHIP OVERLAP GUIDELINE

1. In SUNY Korea-FIT, the scholarship overlap may possibly occur due to the scholarship system we offer for Academic Excellence Scholarship. In case a student who has selected as a scholarship recipient is nominated as a recipient of Academic Excellence scholarship, a scholarship which provides a larger amount will be applied and will be deducted from their tuition for the following semester.
2. In case of a recipient NOT receiving his/her Academic Excellence Scholarship due to cases like scholarship overlap (for scholarships, which cover whole education cost) or leave of absence, the student who ranked after Academic Prestige Scholarship recipient may be granted Academic Prestige Scholarship on behalf. This process cannot be applied to Academic Prestige scholarship.

## [Appendix 1] SCHOLARSHIP TERMS AND CONDITIONS

1. 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 Conduct Code, the Student Handbook, and class schedules.
2. Acceptance of an individual scholarship is an agreement to the terms and conditions of that award as well as all policies governing SUNY Korea-FIT scholarship. Every student's financial award package is subject to audit with the final determination to be made by the SUNY Korea-FIT Scholarship Committee in compliance with rules and regulations. A student's funds may not exceed the direct cost (tuition, fees, room, and board). If the student also receives non-SUNY Korea-FIT funds (including all forms of external assistance), the total of all funds cannot exceed the total direct and indirect costs of education. Indirect costs include allowances for personal expenses and transportation. Value/amount of scholarship is determined by the SUNY Korea-FIT Scholarship Committee in consideration of students' academic excellence, extracurricular activities, individual talents and external factors such as financial circumstances and it may vary.

- A. Full-time enrollment on SUNY Korea-FIT is required for all SUNY Korea-FIT scholarship recipients.
- B. It is the duty of each recipient to act as an exemplary model and be demonstrative of good manner and attitude as well as academic excellence; therefore, the University reserves the right to cancel scholarship once the University defines a student's behavior as inadequate for the scholarship.
- C. Recipients have a responsibility to meekly follow the University expectations and the Residential College (RC) Program. Students are required to Pass the RC courses in each semester to apply for the scholarship.
- D. Recipients must give permission for their information to be shared with scholarship donors if they request it.
- E. SUNY Korea-FIT reserves the right to adjust individual scholarship awards after letters have been accepted to ensure effective use of University funds.
- F. If a recipient discontinues his or her study at SUNY Korea-FIT, the scholarship will be terminated.
- G. For any incidents that may affect the scholarship like intermission or leave of absence, recipients must report first to Academic and Student Affairs before any incidents happen.
- H. Even after the scholarship has been given, it can be cancelled and the amount of scholarship received has to be refunded to the University if the students get into academic action, misbehave or violate University student conduct code.
- I. Renewable awards are contingent upon maintaining a minimum grade point average mentioned in their offer, completion of the donor appreciation letter, commitment to getting involved in University advancement events, maintaining their campus residency status and meeting all other conditions of the renewal criteria as specified for each scholarship.
- J. Any amendments which may occur in terms and conditions or in any University policies and laws will be applied and must be kept by all scholarship recipients, and it is recipients' responsibility to follow up with any amendments made in its terms and conditions.

## [Appendix 2] STATEMENTS ON SCHOLARSHIPS FOR ACADEMIC EXCELLENCE

1. The University selects students who are qualified for scholarships for their academic excellence each semester. The University selects top ranks among same-year class (includes students in spring and fall in the same year as well as re-matriculated students in that particular year) from each department. [The number of recipients in each group is subject to change without notice based on the availability of funds.]
2. It is the norm for the scholarship committee to review on students who have earned more than 15 credits toward GPA; however, 1st semester freshmen students' eligibility may also be reviewed once they have earned more than 14 credits.
3. Students with term GPA of 3.5 or above in each group will only be thoroughly reviewed for the qualification of this Academic Excellence Scholarship. Students must have no I's, U's, NR's, W's, NC's, F's, R's or Q's on their semester records to be reviewed for its scholarship.
4. 7,000 USD from the tuition for the following semester will be supported for the beneficiary of Academic Excellence Scholarship among the class in the same year. 5,000 USD will be supported for Academic Prestige Scholarship from the enrolled class without reference to major.
5. In case a student who has already been supported by a certain scholarship is nominated as a

recipient of this scholarship, a scholarship which provides a larger amount will be applied and will be deducted from their tuition for the following semester.

6. In case of a recipient not receiving his/her Academic Excellence Scholarship due to cases like scholarship overlap (for scholarships which cover whole education cost) or leave of absence, the student who ranked after Academic Prestige Scholarship recipient may be granted Academic Prestige Scholarship. This may also occur in case mentioned in statement 6.
7. This scholarship can only cover tuition; program fees are not included.
8. Candidate(s) for each scholarship in each group may be determined in compliance with the following standards:

Title	Minimum Criteria	Benefits	Max. Capacity per term
<b>Academic Excellence</b>	<ul style="list-style-type: none"> <li>- Outstanding Academic GPA (min. 3.5/4.0)</li> <li>- no I's, U's, NR's, W's, NC's, F's, R's or Q's</li> <li>- Credits Earned Toward GPA: <b>15</b> credits (13/14 for 1st semester freshmen)</li> <li>- Other personal and non-academic qualities</li> </ul>	<p style="text-align: center;">7,000 USD (A student with top distinction of each major)</p>	<p style="text-align: center;">1 per class from each major</p>
<b>Academic Prestige</b>	<ul style="list-style-type: none"> <li>- Outstanding Academic GPA (min. 3.5/4.0)</li> <li>- no I's, U's, NR's, W's, NC's, F's, R's or Q's</li> <li>- Credits Earned Toward GPA: <b>15</b> credits (13/14 for 1st semester freshmen)</li> <li>- Other personal and non-academic qualities</li> </ul>	<p style="text-align: center;">5,000 USD (A student with the second distinction of each major)</p>	<p style="text-align: center;">1 per class from each major</p>

- A. The benefits and the number of capacity are subject to change without notice depending on the availability of funds and evaluation of the scholarship committee.
- B. One student only will be nominated as the recipient of this scholarship benefit from a class with less than 25 students who are reviewable with actual grade point average.

## [Appendix 3] THE TIE-BREAKER

1. In the event of a tie for the highest semester GPA for Academic Excellence Scholarship after the semester, the tiebreaker process for determining the Academic Excellence Scholarship will be the following in the order from first to last:
  - 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

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**Revised:**

September 25, 2017

December 15, 2017: Format changed

# SKAP160: ACADEMIC STANDING POLICY FOR SUNY Korea-SB PROGRAM (CASA: Committee on Academic Standing and Appeals)

**Issued by:**

Academic Team

**Established:**

December 15, 2017

## I. Academic Progress & Standing

### 1. Academic Progress

- A. The University expects students to earn at least 18 credits in two consecutive semesters (credit requirement waived for part-time students enrolled in less than 12 credits) to ensure timely degree progress. Summer and fall credits are considered one semester; winter and spring credits are considered one semester. Students who do not meet this expectation will receive communication from the University to speak with an academic advisor.

### 2. Academic Standing

- A. 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.
- B. 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.
- C. Only remarks of suspension, conditional reinstatement, and dismissal appear on students' official Stony Brook transcripts.
- D. 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.

- E. Students who withdraw from the University and whose cumulative GPA is less than 2.0 are required to wait for at least one fall or spring semester before they are permitted to re-enroll. To learn more about taking a leave of absence, please refer to the "Leave of Absence and Returning to the University" section in this Bulletin.

## II. Good Academic Standing

1. Good Academic Standing
  - A. Students who earn at least a 2.0 cumulative GPA and are not on academic warning are in good academic standing.
2. First Semester Warning
  - A. 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.
3. Warning
  - A. 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.
4. Probation
  - A. 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.
  - B. Continuing students in good academic standing who earn less than a 2.0 cumulative GPA are placed on probation.
5. Suspension
  - A. 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.
  - B. 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.
  - C. Suspended students are not eligible to enroll in subsequent semesters at Stony Brook until they successfully petition for conditional reinstatement
  - D. Petition for reinstatement will be reviewed and approved on a case-by-case basis by CASA (Committee on Academic Standing and Appeals) at SUNY Korea
6. Conditional Reinstatement
  - A. Students who have been suspended and successfully petition for reinstatement are placed on conditional reinstatement.

B. 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.

7. Dismissal

A. Academic records for students on conditional reinstatement are reviewed at the end of each fall and spring semester.

### III. ACADEMIC DISHONESTY

1. Academic dishonesty matters and appeal process will be managed by the SKAP170 (POLICY AND PROCEDURE GOVERNING UNDERGRADUATE ACADEMIC DISHONESTY (AJC: Academic Judiciary Committee))

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**Revised:**

# SKAP170: POLICY AND PROCEDURE GOVERNING UNDERGRADUATE ACADEMIC DISHONESTY (AJC: Academic Judiciary Committee)

**Issued by:**

Academic Team

**Established:**

December 15, 2017

## I. ACADEMIC DISHONESTY

1. Intellectual honesty is a cornerstone of all academic and scholarly work.
2. The Academic Judiciary Committee (AJC) is responsible for the establishment of general guidelines for dealing with academic dishonesty in the SUNY Korea, and for the consideration of individual complaints as outlined below.
  - A. Definition
    - i. Academic dishonesty includes any act that is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition that is not properly earned or that adversely affects another's grade. The following represents examples of this and does not constitute an exhaustive list:
    - ii. Cheating/ Collusion/ Ringers/ Plagiarizing ...
  - B. Electronic Devices
    - i. Must be turned off during any examination.

## II. PROCEDURES IN MAKING AN ACCUSATION OF ACADEMIC DISHONESTY FOR STUDENTS AT SUNY KOREA-STONY BROOK

1. Complaints
  - A. The complaint should be submitted in writing within three weeks of the discovery of the alleged offense.
  - B. Instructors who suspect academic dishonesty must report their suspicions to the AJC; they should not assign a penalty without also informing the committee.
  - C. When the AJC receives a timely complaint, it will send to all people named in the complaint a copy of the report of dishonesty brought to its attention, the proposed penalty, and a copy of this document.
2. Penalties for Academic Dishonesty in Coursework
  - A. A student who is found guilty of a first offense will usually be given a Q grade for the course, signifying that he or she has committed an act of academic dishonesty.
  - B. The Q is computed in the student's GPA as an F.
  - C. When the student completes a non-credit course (the Q course) designed for those who have been found guilty of academic dishonesty, the Q grade is automatically removed and replaced with the penalty grade assigned by the instructor.
  - D. An F for the course is usually considered to be an appropriate grade for an act of academic dishonesty, though a more lenient or more severe penalty may be recommended.
  - E. A course for which a penalty grade has been assigned cannot be dropped or taken Pass/NO Credit.
3. The Q Course
  - A. Students who are found guilty of academic dishonesty must take the Q course no later than the next academic semester in which they are registered.
  - B. The Q course meets for one hour per week for 10 weeks during the semester.
4. Multiple Offenses
  - A. The usual penalty for a second offense is suspension from the university, a permanent notation on the student's academic record, and a permanent Q grade for all courses for which the student has committed acts of academic dishonesty.
  - B. In some instances, the penalty may be expulsion.
  - C. The final decision to suspend or expel rests with the campus president.

### III. PROCEDURES IN MAKING AN ACCUSATION OF ACADEMIC DISHONESTY FOR STUDENTS AT SUNY KOREA-FIT

1. Penalties
  - A. Students who are found to have committed academic dishonesty or fail to adhere to established collaboration policies will be subject to penalties for breach of academic integrity.
  - B. If an instructor believes that a student has committed a breach of academic integrity, the instructor will notify the student and the department chair.
  - C. The instructor will discuss the misconduct with the student and with the department chair,

determine a penalty applicable to the particular course(s) involved—a failing grade on the project or exam, or a failing grade in the course—and notify the student, in writing, of the penalty.

- D. The notification letter from the instructor must be sent to the student not later than five business days following the date that the course instructor meets with the student to discuss the misconduct and verbally informs the student that the decision has been made to move forward with a formal charge of academic misconduct.
- E. Upon receipt of the notification letter the student may elect either to accept the determination of the course instructor or to challenge the determination.

## IV. APPEALS AND HEARINGS

1. Appeals of Academic Dishonesty Allegations.
  - A. Anyone accused of academic dishonesty may appeal the accusation to the appropriate committee.
  - B. An accusation that is not appealed will be considered a finding of academic dishonesty.
  - C. By appealing the charge, the student asserts that he or she did not violate University policy governing academic dishonesty.
  - D. All appeals must be presented in writing no later than one month after notification.
  - E. On receiving an appeal from any student in SUNY Korea-Stony Brook program, the hearing officer will ensure that an “I” is entered on the student’s record and that a hold is placed on the student’s transcript until the matter is adjudicated.
  - F. Students who challenge an accusation for a course that is in progress should continue attending the class and completing coursework.
  - G. Any student who is granted a hearing and is found guilty will receive penalties as described earlier.
  - H. Note: A student who is found guilty and determined to have presented false evidence or false testimony at the hearing may have a second accusation of dishonesty brought against him or her by the hearing board, which would be associated with multiple, and more serious, penalties.
2. Hearing Boards
  - A. A hearing board will consist of a hearing officer, at least two chairs or professors and an executive director and at least one staff of academic & student affairs. An executive director of academic affairs or a professor will usually serve as hearing officer.
  - B. When there are not enough committee members available to form a quorum, the hearing officer may identify other members of the University community to serve on a hearing board.
  - C. In cases where the hearing officer is affiliated with the department from which an accusation arises, he or she will not serve as a voting member of the hearing board but will be replaced by another faculty or staff member.
3. Evidence
  - A. Students may be found guilty of academic dishonesty on the basis of direct evidence, circumstantial evidence, or a combination of the two.
4. The Hearing

- A. The appellant will be given an opportunity to address the hearing board.
- B. The appellant may bring an advisor and/or witnesses.
- C. Advisors may counsel their advisees during the hearing but do not have the privilege of the floor.
- D. The hearing officer must be notified of the intention to bring advisors or witnesses no later than one working day prior to the hearing.
- E. The accuser should be present at the hearing and may also bring an advisor and/or witnesses.
- F. The hearing officer must be notified of the accuser's intention to bring advisors or witnesses no later than one working day prior to the hearing.
- G. If the accuser is unavailable for the hearing, the charge must be detailed in writing and the accuser represented by a member of his or her department.
- H. The board may call its own witnesses and introduce pertinent information to the hearing.
- I. The accuser and the appellant may ask each other questions, as well as ask questions of each other's witnesses.
- J. The hearing officer may dismiss any participant who exhibits disruptive behavior during the hearing.
- K. The board will attempt to reach a decision on the basis of the evidence regardless of the presence or absence of the persons concerned their witnesses, or their advisors.
- L. In cases where reasonable notice of absence for cause has been given (at least 24 hours), the hearing will be postponed and rescheduled as soon as possible.
  - i. Hearing usually proceed as follows:
    - 1) The person or persons reporting the act of academic dishonesty make a statement summarizing the case. Evidence may be presented at this point to support the charge. This statement cannot be interrupted by questions or challenges.
    - 2) Then, the accused student makes a statement responding to the charge. The student may present evidence at this point supporting his or her innocence. The student's statement cannot be interrupted by questions or challenges.
    - 3) If the hearing concerns multiple students accused of collaborative cheating, all accused students will be present for the instructor's statement. Each will make a separate response statement with the other accused students not present. If a statement by any of the students implicates any of the others, that student will be informed so that he or she can respond.
    - 4) The members of the hearing board may ask questions of any of those present, including witnesses. Witnesses will usually not be present for the initial statements and will be called in to the hearing room only after initial statements are presented and the hearing board's initial questions are answered. Their presence will usually be permitted only during their testimony. Either party may call witnesses.
    - 5) Although there is substantial variance, hearings usually are completed in one to one and a half hours. The outcome of the hearing is usually available 24 hours later. Students and instructors will be notified via email or a phone call.

## 5. Committee Action

- A. At the conclusion of the hearing, the board will make a decision of "guilty" or "not guilty." All decisions will be made by the majority of the members present (including the hearing officer). The individual votes and tally are not divulged.



- B. In the case of a guilty finding, the board will make specific recommendations regarding the penalty to the instructor and/or the chair of the department, as appropriate.
  - C. When suspension or expulsion is recommended, the board will convey this recommendation to the appropriate Dean/Associate Dean of Academic and Student Affairs or the Vice President of Academic Affairs, who may then recommend suspension or expulsion to the president or who may impose a lesser penalty than that recommended by the hearing board.
6. Appeal of Committee Action
- A. The accused or the accuser may appeal the board's finding to the appropriate Dean/Associate Dean of Academic and Student Affairs or the Vice President of Academic Affairs for SUNY Korea. It is strongly recommended that the appeals to must be based on new evidence and/or errors in procedure or conduct on the part of the hearing board. The vice president of Academic Affairs for SUNY Korea can communicate with the related vice president of Academic Affairs from each home campus, such as Stony Brook or FIT. The vice president of Academic Affairs for SUNY Korea may elect to interview individual(s) that he or she deems appropriate to assist in reaching a decision on whether to uphold or reverse, in whole, or in part, the decision of the hearing board.
  - B. This new appeal should be presented within one week of the original hearing board's decision and the vice president of Academic Affairs for SUNY Korea will communicate his/her decision to the student in a timely fashion.
  - C. The decision of the vice president will be final.

## V. COMPLETION OF CASES

- 1. Once a charge has been initiated, the hearing or review procedures prescribed by these rules will be completed whether or not the complainant or student remains associated with the University.

## VI. CONFIDENTIALITY

- 1. All committee records of findings of academic dishonesty are confidential and are accessible only to the committee and the chairs of academic departments.
- 2. However, for those who are taking SUNY Korea-Stony Brook program, the Q grade and any relevant notation are accessible to anyone with access to the student's transcript for the period during which they appear on the transcript. Generally, both the Q grade and notation are temporary and students can remove both from their transcript by taking the Q course.

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### **Revised:**

# SKAP180: SUNY KOREA GRIEVANCE RESOLUTION COMMITTEE GUIDELINES

**Issued by:**

Academic Team

**Established:**

November 06, 2017

## I. GENERAL

1. The Grievance Resolution Committee (GRC) considers students, and faculty's complaints of arbitrary, capricious, malicious, or otherwise improper actions related to academic or non-academic matters.

## II. SUBMISSION OF GRIEVANCES

- A. The purpose of the GRC is to assist in the resolution of problems.
- B. Thus, the grievance should be filed in good faith.
1. Grievances should be brought to the GRC only after unsuccessfully pursuing other avenues of redress, such as discussion with the instructor, the department coordinator, and department chairperson. Grievances should be put in writing, including all pertinent details and evidence, and should be submitted using the reporting form with less than ten (10) pages of attachments, if any, within thirty (30) days of the alleged impropriety. Grievances must be written in English and submitted to the dean of the Department of Academic & Student Affairs.
2. Further information about grievance procedures may be obtained from the Department of Academic & Student Affairs ([academicaffairs@sunykorea.ac.kr](mailto:academicaffairs@sunykorea.ac.kr) or +82-32-626-1122).

## III. COMPOSITION OF THE GRC

1. To foster an impartial committee, a GRC will consist of at least three department chairpersons or designated professors, and one or two professional staff members. At the discretion of the GRC, one or two students may be invited to join the committee for resolution of particular cases. The dean of the department of Academic & Student Affairs will serve as the chair of the committee. In a case where the dean is not able to serve as the chair, the dean may select an interim chair for the committee, such as the associate dean of the Department of Academic & Student Affairs or any department chair. The vice president for Academic Affairs will serve as an ex-officio member of the GRC. When there are not enough committee members available to form a quorum, the chair or the designated interim chair of the committee may identify other members of the University community

to serve in order to form a quorum. Also, the chair may have a secretary for administrative purposes.

2. Usually, the person filing a grievance (PFG) does not attend the GRC meeting. However, the PFG may attend, if a majority of the committee members so request. In this case, committee members should be notified by the chair in advance.

## IV. PROCESS OF FACT FINDING

1. Once the grievance is submitted, it should be shared among GRC members. The GRC should define the scope and the person in charge of fact-finding. Normally, the dean or the associate dean of the Department of Academic & Student Affairs leads fact finding in the presence of a third person from GRC members. Finding fact should be done in consultation with both parties (i.e., PFG and Person Being Accused (PBA)) and witnesses. After fact finding, the result shall be reported to the GRC.

## V. DECISIONS OF THE GRC

1. On receiving a grievance, the chair will inform the GRC members and schedule a GRC meeting within two (2) weeks from the date a grievance is received. The chair might provide a summary of the grievance to the members of GRC in advance.
2. When the GRC makes decisions, the PFG shall not be in the meeting. The GRC can resolve a reported grievance by making final decisions. Such final decisions can be made by a majority vote of committee members. The record and findings from the GRC may not be introduced as evidence in any other proceeding.

## VI. LIMITATIONS ON GRC'S AUTHORITY AND REMEDY

1. The GRC considers only charges of clearly improper practices or improper treatment of the PFG. They will not intervene in disagreements about an instructor's intellectual judgment.

## VII. RETURN TO GRIEVANCE PROCEDURES

1. The GRC shall notify the resolution (i.e., GRC committee's final decisions) to both the PFG and the PBA within five (5) working days after the close of the GRC meeting.

## Grievance Against Faculty and Students

Note: Your complaint must be initiated within 30 days after the incident which forms the basis for your grievance. Before submitting a grievance, the following steps must be completed.

(1) You must speak with the instructor, faculty member, or department coordinator about your grievance and try to resolve the matter. (2) If you were not able to resolve the matter, you can speak with the Chair of the department. (3) If it is not resolved, you can submit your grievance for resolution by the GRC of SUNY Korea. You may include documented proof / detailed statement of your interactions with the instructor, faculty member, department coordinator, related staff or the chair of the department and the outcome of your discussions to try to resolve the matter.

If you have any questions, please contact the Academic Team of the Department of Academic & Student Affairs at [academicaffairs@sunykorea.ac.kr](mailto:academicaffairs@sunykorea.ac.kr) or +82-32-626-1122.

Please complete this form in its entirety.

•Name of the Person Filing This Grievance:	
•Student/faculty ID# (if any):	
•Email Address:	
•Mobile Phone Number:	
•Department related to Grievance:	
•Course Number and Section related to Grievance (if any):	
•Semester of Enrollment related to Grievance:	
•Name of the Person You Are Filing Grievance Against:	

Note: Please email this form with all other documentation, less than 10 pages (A4 size, 12 point, single spaced), appropriate for supporting your grievance to [academicaffairs@sunykorea.ac.kr](mailto:academicaffairs@sunykorea.ac.kr). For example, if you are accusing a professor of deviating from the stated formula for calculating grades, it is best if you can send copies of the syllabus in which the formula was announced and copies of your exam and assignment scores. Be sure that you maintain copies for yourself of everything you submit.

### Summary of Your Grievance

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(Continued)

[Empty box for grievance details]

**To Resolve the Grievance, What Do You Request?**

[Empty box for resolution request]

Name of Person Filing the  
Grievance:

Date of Submission  
(mm/dd/yyyy):

Signature:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Direct Questions To:**

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