



Intensive English Center (IEC)
Fall 2026 Program Requirements
Aug 31 – December 10, 2026 (15 weeks)

1. IEC Courses

The IEC class schedule consists of:

- **Core Classes (Reading & Writing, and Speaking & Listening)**
- **Electives**

Classes meet daily from **Monday to Thursday, 9:00 am ~ 3:00 pm.**

Class Schedule				
	Monday	Tuesday	Wednesday	Thursday
9:00-9:50 AM	Reading and Writing	Reading and Writing	R/W Electives	Reading and Writing
10:00-1050 AM			R/W Electives	
11:00-11:45 AM			L/S Electives	
Lunch				
1:00-1:50 PM	Listening and Speaking	Listening and Speaking		Listening and Speaking
2:00-2:50 PM			L/S Electives	

Level 113

Reading & Writing
R&W Electives
Professor: **Madison Brand**
Room: **A-702**

Listening & Speaking
L&S Electives
Professor: **Victor Reeser**
Room: **A-703**

Level 114

Reading & Writing
R&W Electives
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Listening & Speaking
L&S Electives
Professor: **Madison Brand**
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2. IEC Course Grading

Grading ranges from **A** through **F**. Students must earn a **B** average (**83%**) or better to pass the IEC class.

- The **final grade** is the average of **all** course components: **30% Reading, 30% Writing, 30% Listening/Speaking, 10% Electives.**
- Grading is based on participation, attendance, homework, classwork, exams, quizzes, and assignments.

Specific criteria for attendance, grading and evaluation will be explained in detail by the instructors.

For those who are **underperforming** and **might not pass** the IEC, **Counseling** will be offered in the **middle** of the semester.

3. Attendance

Attendance is **mandatory**, and students are expected to be **on time**. Excessive absences and/or tardies (lates) will affect final scores.

- Students will be **dismissed** and receive an **F** if they have **40 hours of absences** in one semester.
- Excessive absences will lower your final grade by (1) one grade point value (for example, **B** would become **B-**).
- In case a student needs to be absent, he/she must notify the professor **prior** to the class.
- Any absence due to serious illness or medical circumstance requires official documentation from a doctor/clinic/hospital.
- When a student is absent, it is their responsibility to contact instructors or classmates and see what work was missed. The student is expected to complete all work and submit it on time.

4. Additional Assignments

Mandatory:

- Students must attend **10 Conversation Practice** sessions with native/fluent speakers of English. Each session is **30 minutes**, and students can attend a maximum of **2 sessions per week**.
- Students must **not** visit the same Conversation Practice partner each time. You **must** visit each Conversation Practice partner at least **3 times**.
- Failing to complete this assignment will reduce the final grade by one grade point value (for example, **B** would become **B-**).

Optional:

Students can earn **bonus points** by taking part in 3 different contests: **Bookworm, Presentation & Essay**.

The bonus points can improve your chances of passing the semester.

5. Textbooks

Students will need to purchase textbooks. Information about where to purchase books will be provided to students.

6. Classroom Protocol

- All students are expected to behave in a respectful manner towards their teachers and classmates. That means staying awake, participating fully, and exhibiting polite behavior at all times.
- Mobile phones must **not** be used during class.
- Students are expected to be in class on time.
- Students are expected to speak in English during class.

7. English Only Policy

IEC Korea wants all students to get the most out of their English studies, and the best way to do this is to use English as much as possible.

Additionally, SUNY Korea has students from other countries, so it is important that we all use the **same language**.

English must be used in class as well as outside of class.

Being immersed in an English-speaking environment will give students the opportunity to improve

their English skills. This is why we actively enforce an “English Only Policy” on our campus.

8. Academic Integrity & Plagiarism

The concept of **academic integrity** requires that you pursue your academic goals in an **honest** way that does not put you at an unfair advantage over your fellow students.

You are expected to uphold **academic integrity** in everything you do: every paper you write, every assignment you submit, every test you take.

Plagiarism – intentionally or knowingly representing the words or ideas of another as your own words – is one of the things that represents **academic dishonesty** and is not permitted.

Examples of plagiarism include:

- submitting material that is partially or completely not your own work without giving a source
- copying from a source without quotation marks or documentation
- copying any source and just changing a word or two
- rewording an idea found in a source and omitting documentation
- having someone else write a paper for you
- copying a paper or part of a paper that someone else has written
- cloning someone else’s ideas without quoting the source of ideas
- submitting your own previously submitted work – such as an essay, report, or project – as if it were new and original for a different assignment or course, without proper acknowledgment

Please also note that using **AI** (such as ChatGPT) or **translation** apps/services (for example, Google Translate or Papago) is **not acceptable** for any assignment and will be considered **plagiarism**, *unless given explicit permission by the professor*.

- If accused of **plagiarism** or other **inappropriate behavior**, such as cheating on exams or copying from a classmate, you will be brought up on the official charge of **academic dishonesty**.
- Any assignments that a student **plagiarizes** or **cheats on** will receive a **zero (0)** for the score, and the student will meet with the ELP Director to determine final action.
- If a student cheats a **second time**, he/she will **fail** the class.

9. Warning

Attendance Warning

- **12 hours of absences:** 1st attendance warning
- **20 hours of absences:** 2nd attendance warning
- **30 hours of absences:** 3rd attendance warning
- **40 hours of absences:** **Dismissal & F grade**

When students receive a warning, their Academic Advisor will be cc-ed in the email.

10. Moving up to the next IEC level

- Students who complete their class level (112 or 113) with a grade of **B** (83%) or higher **are automatically enrolled in the next level** for the following semester/session.
If a student decides **not** to attend the following semester/session, they must go through the **official withdrawal process**.
If they do not go through the **official withdrawal process**, they will **receive an F** for that semester/session and **be dismissed permanently** from the IEC.
- Students who **fail** any semester/session (Spring, Summer, Fall or Winter) with a grade of **B-**, **C+** or **C** will automatically be enrolled in the **same level** in the following session/semester.

- Students who **fail** any semester/session with a **C-** or lower must submit an official **petition** to the IEC Director to be considered for re-enrollment. (Re-enrollment is **not** guaranteed.)
- Students who **fail** any semester/session due to **excessive absences** must submit an official **petition** to the IEC Director to be considered for re-enrollment. (Re-enrollment is **not** guaranteed.)

Note: A **petition** will require a **letter of explanation** and a **meeting** with the IEC Director.

- Students who **fail** two (2) consecutive semesters/sessions (for example, Fall 2026 and Winter 2027) will be **dismissed permanently** from the IEC Program.

11. Matriculating (graduating from the IEC Program)

- **Level 114:** students who successfully complete level 114 with a grade of **B** or higher will automatically matriculate.
 - An **English Proficiency Score** is **not** required.
 - There is **no need** to take the Writing Placement Exam.
Students will **automatically** be placed in a Writing Class, and their Writing Class level will be determined by their 114 Reading & Writing professor.
- **Level 113 & 112:** students who successfully complete level 113 or 112 with a grade of **B** or higher *and* receive an English Proficiency Score will matriculate.
 - They **must** take the Writing Placement Exam.

English Proficiency Score Options:

Test	Minimum Score	Submit To	Scores can also be submitted directly to: admission@sunykorea.ac.kr iec@sunykorea.ac.kr (Please submit to both email address.)
TOEFL (iBT)	4.0/6.0	SUNY Korea School Code: 7499	
IELTS (Academic)	6.5/9.0	Find: 'State University of New York, Korea'	
Duolingo English Test	105/160	Find: 'SUNY Korea'	

-  **Deadlines** for submission of English Proficiency Scores are announced at the beginning of each semester/session. Those deadlines will **not** be extended for any reason.

-  After matriculating from the IEC Program, students must contact their **Academic Advisor and (Specific Department) Program Coordinator** as soon as possible, in order to start the **registration** process as a **mainstream SBU student**:

- Applied Mathematics & Statistics (AMS)

Soojin Lee ams@sunykorea.ac.kr / soojin.lee1@sunykorea.ac.kr

- Business Management (BM)

Hyejung Kim bm.dept@sunykorea.ac.kr / hyejung.kim@sunykorea.ac.kr

- Computer Science (CS)

Yujeong Choi cs@sunykorea.ac.kr / yujeong.choi@sunykorea.ac.kr

- Electrical & Computer Engineering (ECE)

Seongwon Yoon ece@sunykorea.ac.kr / seongwon.yoon@sunykorea.ac.kr

- Mechanical Engineering (ME)

Sunju Kim me@sunykorea.ac.kr / sunju.kim@sunykorea.ac.kr

- Technology & Society (DTS)

Hyerin Lee ts@sunykorea.ac.kr / hyerin.lee@sunykorea.ac.kr

Note: Students who successfully complete the IEC program must follow the **bulletin** and **SBU visit policy** of the semester in which they enter the **mainstream** program, *not* the semester they entered the IEC.

For example: A student enters the IEC in Fall 2026, and finishes and enters the mainstream program in **Spring 2027**. That student will be subject to the regulations and policies of **Spring 2027**.

Note:

- + Students who **withdraw** or are **dismissed** from the IEC program **without** matriculating must wait an **entire semester** before re-applying for *regular* admission.
For example, a student who **withdraws** or is **dismissed** in **Spring 2026** can only apply for *regular* admission in **Spring 2027** (or later).
- + Students who stop attending the program without submitting official documentation will automatically **fail** the course and be **dismissed** from the IEC Program.
- + IEC students wishing to **temporarily withdraw** must submit official documentation.
Temporary withdrawal is limited to two (2) academic semesters. Beyond 2 semesters, the student will be dismissed from the IEC Program.
Temporary withdrawal is only granted for exceptional cases such as military duty or physical/mental health issues.

12. Additional Enrollment

Students in level **114** may dual-enroll in **one mainstream class** (up to 3-credit hours) *after* consultation with their Academic Advisor and (Specific Department) Program Coordinator and the ELP Director/Coordinator.

- The mainstream course *cannot* conflict with **IEC core classes**. (In other words, IEC students can only dual-enroll in a class which meets after 2:50 pm on Monday/Tuesday/Thursday, or any time on Wednesday/Friday.)
- Courses available will be **limited** to classes such as introductory math, science, geology or art (courses which are *not* English-intensive).
- Students will need to pay the **regular tuition** amount per credit for a dual-enrolled class (in **addition** to the **IEC tuition** payment).
- This option is only available during the **Spring** or **Fall** semester.

Please Note:

IEC students *are* SUNY Korea students, so the semesters you spend in the IEC program are *included* as part of the **8-semester** academic timeline. Enrollment *beyond* the 8th semester is regarded as extended enrollment.

IEC students are eligible to: receive official documents such as enrollment verification; use SUNY Korea facilities (library, cafeteria, dormitory, etc.); and receive a student ID number and card.

✕ Male students should be aware of the student reserve military (학생 예비군) benefit (up to 8 semesters).

Summer/Winter Session

All IEC students who have **not** matriculated **must** enroll in the **Summer/Winter** session. Therefore, please make sure to apply for the dormitory *within* the deadline.

(✕ If you are unsure about passing the Spring/Fall semester, it is better to apply for the dormitory, as you can receive a 100% refund before the vacation.)