

Intercultural Institute of California (IIC)

GRADUATE STUDENT HANDBOOK 2002-2003



Intercultural Institute of California (IIC)
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The Student Handbook is a compilation of the official policies and procedures for student in the IIC. Please read it carefully and keep it as a reference during the period of your studies. The contents of the Handbook and the policies and procedures contained in the Handbook are subject to change, deletion, or addition at the sole decision of the Institute with or without notice.

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Welcome to the Institute

From the President

Dear Students,

It is a pleasure to welcome you to the Intercultural Institute of California located in the center of San Francisco, one of the most culturally rich metropolitan areas in the world. Furthermore, IIC is not far from the Silicon Valley, the heart of the information revolution.

From its inception as the Multi Service Center for Koreans in 1974 to its transformation in 1995 to a higher educational institute which grants M. A. in Korean Studies, our mission has been to serve our community by addressing its rapidly changing needs. As this community faces economic and cultural globalization, we strive to continue to provide opportunities to anyone interested in empowering themselves with information and knowledge.

The IIC is committed to meeting your needs with the cutting-edge technology provided by our online courses, a flexible schedule, and excellent academic support. More importantly, we offer students from all over the world a unique opportunity to grow intellectually, socially, and culturally.

We are pleased to have you as a part of the IIC, and on behalf of the faculty, staff, and administration, I commend you. As you progress towards your goals, I urge you to take full advantage of what the IIC has to offer. Together we can build a better world.

Youn-Cha Shin Chey, Ph. D.

Mission Statement

The Intercultural Institute of California (IIC) was incorporated with the mission of providing students with educational opportunities designed to fulfill their learning needs, enrich their lives, broaden their vision, and empower them with the knowledge and skills necessary to participate in a multicultural society and to function in the global community.

The Intercultural Institute of California offers a graduate program that will provide practical knowledge as well as a wider view of the challenges and rewards of participation in the emerging global civilization encompassing a diversity of linguistic and cultural perspectives specifically relating to Korea. Education at the Intercultural Institute of California will provide coherence and purpose to the knowledge gained against the background of our dynamic and rapidly changing world.

Those completing the graduate program in Korean Studies will have gained the knowledge and research skills required for advanced study and successful participation in Pacific Rim business and education.

Those completing a certificate program at the Institute will have accomplished a first step toward integration into the cultural and business world in which they find themselves.

Objectives

The integration of language learning, communication, and intercultural awareness is accomplished by providing a learning environment which:

- offers an appropriate balance between academic knowledge of language fundamentals, cultural experience and actual communication
- emphasizes the interrelationship between language, thought and culture
- assumes proper sequencing of courses in all areas of study, maximizing the educational experience of each student
- offers advanced courses in language and literature, culture, society and economics, history and art that serve as a platform for individual research
- personalizes the educational process, making relationships a high priority throughout the learning experience

III. General Information about the Institute

□ Academic Freedom

The Intercultural Institute of California embraces those aspects of academic freedom that guarantee the freedom to teach and the freedom to learn. Free inquiry and free expression for both students and faculty are indispensable and inseparable. Students, whether from the United States or from foreign countries, as members of the academic community are encouraged to develop a capacity for critical judgment and to engage in a sustained and independent search for truth.

For its part, IIC guarantees all students the freedom of silence. No student is required to engage in research on any topic or to make statements of any kind, unless it is the student's wish to do so.

□ History and Founding Purpose

IIC has grown out of over twenty-seven years of experience in providing training to Bay Area residents. The IIC's roots go back to the Multi-Service Center for Koreans (MSCK) which was founded in 1974 with the mission to help Korean Americans and other Bay Area residents realize their full potentials through education, training, social and cultural services. In the 1980's programs were expanded to take on a multi-ethnic dimension and to serve a greater part of the Bay Area community. Partnership and support from private and public funding agencies as well as many dedicated patrons and sponsors enabled the increase in the scope of MSCK's services. MSCK was renamed the Korean Center, inc. (KCI) in 1988.

Since then, KCI continued to develop programs to meet the challenges of the 21st century by providing community service programs for all ages and ethnic groups and by embracing the importance of lifelong learning. The success in this area has pointed to the need to develop more comprehensive educational programs in advanced job skills training in the field of computer applications, as well as in areas of English as a Second Language and Korean language and culture.

In 1991, the Intercultural Institute of California (IIC) was founded by KCI in order to fill a growing need for educational opportunities in the community at large. While continuing to offer skills training programs, the IIC broadcasted its mission by developing programs to promote intercultural education. In 1995, the IIC was incorporated as a not-for-profit public benefit corporation to help address the unmet in the US for an "independent" academic program in the field of Korean Studies.

□ Non-Discrimination Policy

IIC does not discriminate on the basis of race, color, national origin, religion, sexual orientation, age, or handicap in any of its policies, procedures, or practices. This policy of non-discrimination covers admission, access to, treatment and employment in the IIC programs and activities including, but not limited to academic admissions, educational services, and employment.

IV. Student Service

□ Wu Jung Library

The Wu Jung Library is located on the first floor. Regular library hours are:

Monday through Friday	9:00am to 5:30pm
Saturday	9:00am to 1:00pm
Sunday	Closed

The library offers publications and services directly related to all course work offered by the Institute. Print acquisitions such as books, journals, and newsletter are made available to both students and faculty. The students may check out books with valid student identification. The Wu Jung Library currently holds over 7,000 volumes of books and other printed materials in Korean Studies. In addition, the IIC students have access to the East Asian Library, University of California at Berkeley containing one of the nation's top three collections of Asian research materials, the University of San Francisco's Ricci Institute for Chinese-Western Cultural History with over 70,000 volumes in Chinese, Japanese, and Korean, and Hoover Institute at Stanford University.

□ Student Orientation

The orientation program, held as a part of the institutional program during the first week of class, is designed to familiarize students with the organization and operation of the Institute. During the orientation, students are introduced to the mission and history of the Institute, rules and regulations, study techniques, academic standards, and counseling. Accordingly, all new students are urged to attend the orientation. The program affords new students an opportunity to meet members of the faculty and administration.

Students who take on-line courses only can go to "Orientation" on our web site at www.iic.edu

□ Change of Address or Name

Obtain the form for change address and name from the Administration office (Youngae@iic.edu) and submit it to the Registrar upon changing your address or name.

□ E-mail Service & Mailboxes

We encourage students to communicate with other students and faculty on-line. All the students at IIC can open an account through the school's network. To open an account, contact the IT Help Desk at room 203. Mailboxes for faculty and staff can be found on the first floor near reception.

□ Student Identification Card

Student Identification Card can be obtained every semester at the Administration Office. Please submit your class registration form and a picture (2"x2") when you request the Student Identification Card. There is no fee for the process. Students, who take on-line courses, should send a picture (2"x2") and a copy of class registration form to Administration office to obtain a Student Identification Card. The original picture will be returned to the students.

❑ **Admissions Office**

Admission Office is located on the third floor, room 302 of the Institute. If you have any questions, and don't know where to get help needed, the Admissions Office will be glad to assist you any time.

❑ **Administration Office**

The Administration Office provides a number of services for IIC students, including registration for classes, keeping academic records, producing grade reports and transcripts, and clearing students for graduation and preparing diploma. The Office also assists with the annual commencement ceremony.

▪ **Class Registration**

Class registration starts approximately 3-4 weeks prior to the beginning of the semester. Please check the current tuition and any requirements at the Administration Office before registering classes.

▪ **Cancellation and Refund Policy**

The student is entitled to a full refund of the tuition, registration, and other fees if he or she cancels the enrollment agreement within 72 hours (3 business days). If the student cancels after 72 hours of signing the enrollment agreement but before the first day of class, the student is entitled to a refund of the tuition fee but not the registration fee.

If the student cancels after 72 hours of signing the enrollment agreement and after the scheduled class has commenced, he or she is entitled to a pro rata refund, exclusive of the registration and application fees, for the tuition attributable to the remaining portion of the class. To qualify for this refund, the student must seek refund before the 60 % of the scheduled classes has been completed. The request must be made in writing.

If the student cancels after completing more than 60% of the instruction from the day he/she first started attending the class, the student is not entitled to any refund.

If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

▪ **Add/Drop Period**

After a student has officially registered in classes, the student may add or drop classes within dates specified in the Academic Calendar. After this period, they must receive special permission from the instructor if the student wishes to add or drop classes.

▪ **Attendance Policy**

Students are expected to attend all scheduled classes in order to achieve the learning goals of their programs. Attendance is recorded every hour of each class meeting. Classes are based on a 50-minute hour. Students with unexcused absences of 25% or more of the scheduled classes, may be requested to drop the course by the instructor.

Students who are absent from classes due to illness, death in the family, jury duty, military annual training, or other circumstances beyond the student's control should contact the instructor to arrange for the time to make-up work for missed classes.

- **Leaves of Absence**

Leaves of absence are considered approved interruptions in the student's program at IIC. The student granted a leave of absence may return to the Institute without formally applying for readmission, within a period of one year following the start of the leave of absence. A student must receive prior approval from the Program Director before going on a leave.

Students may be granted a leave of absence if they follow the required steps:

- Obtain approval from instructor
- Obtain written approval from the Program Director
- Complete a leave of absence form

- **Withdrawal from School**

A student wishing to withdraw from the Institute for any reason must officially contact the Program Director. Regardless of the circumstances of withdrawal or the date of notification, the official withdrawal date is the last date the student attended class. Both refunds and final grade determination are based upon the last date of attendance (LDA).

- **Student Tuition Recovery Fund**

California law requires that upon enrollment a fee will be assessed by the institution in relation to the cost of tuition (Education Code, Sec 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse California students who might otherwise experience a financial loss as a result of, (a) the closure of the institution, (b) the institution's breach of the agreement for the course of instruction, or (c) a decline in the quality or value of the course of instruction within a 30-day period before the institution's closure. Institutional participation is mandatory. The STRF is available only to students who are California residents.

It is important that prospective students keep a copy of any enrollment agreement, contract, or applications to document enrollment, including tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substitute as a claim for reimbursement from the STRF, which must be filed in accordance with BPPVE procedural regulations. For further information or instructions contact:

The Bureau for Private Post-Secondary and Vocational Education
1027 10th Street, 4th Floor
Sacramento, CA 95814-3517
(916) 445-3427

- **Student Records**

Student records are maintained by the Institute for five years from the time a student graduates or withdraws from the program. The student transcript is maintained for fifty years. To request a copy of records, students may contact the Registrar as to the cost of processing such a request. Students may review their files by requesting an appointment in writing with an administrative assistant. Students have the right to request corrections, complain about alleged violations of privacy, consent to the release of personally identifiable information, and file complaints (see Grievance Policy). Student names, dates of attendance, and programs in which the student has been enrolled are considered public information. All other information is considered private and is used for record keeping purposes only.

▪ **Termination of Enrollment**

All students are expected to attend classes regularly, and to maintain satisfactory academic progress (see GRADING SYSTEM). The Institute reserves the right to dismiss (terminate enrollment) any student who:

- Exhibits conduct which is found by the administration to be detrimental to the individual, other students, the community, or the institute.
- Fails to maintain satisfactory academic progress.
- Fails to attend classes regularly.
- Fails to meet the agreed-upon financial obligations with the IIC.
- Sells, uses, or has possession of alcohol or controlled substances on school property.

□ **Financial Aid & Fellowship**

For complete information on financial aid programs, including Work Exchange program and Fellowship, please contact Administration Office.

□ **International Student Services**

The International Student Office is dedicated to supporting international students in their experience of the United States and the Institute. Please contact Director of Student Services for more information about our services, social events, or cultural opportunities.

V. How to Access to On-line Courses

To undertake an online course successfully, student will need access to a computer, which has the following:

- Web Browsers:
Internet Explorer 5.0, 5.5 and above
- Modem Speed: 56K and up
- Standard sound and graphic cards
- Pentium II with at least 64mb RAM is recommended
- E-mail address and access to the web (an ISP)

Students may use the open computer labs on the campus.

For more information, please go and check www.iic.edu

□ Textbook Ordering Procedures

1. Each instructor should inform the IIC library two months before the semester begins of which textbook he or she intends to use for his or her course.
2. After receiving notice from each instructor, the IIC librarian will notify the Institute's webmaster to include this information on the IIC's Internet website.
3. Students are required to purchase the necessary textbooks for each class. However, if students have any difficulty in acquiring the required texts, then they can contact IIC's librarian (skbarch@iic.edu) for assistance in obtaining the needed material.

VI. Master of Arts in Korean Studies

□ General Information about the Program

The IIC's Master of Arts Program in Korean Studies consists of two areas of concentration:

Teaching Korean as a Foreign Language (TKFL)
Professional Application of Korean Studies (PAKS)

The Master of Arts in Korean Studies is designed for students who:

- have a clear motivation and defined objective for entering graduate study
- understand and appreciate cultural differences and are sensitive to the needs of others
- show competence in oral and written communication
- know how to use logical and investigative reasoning processes integrated with creative thought and applied to the course of study
- are skilled in quantitative thought and critical analysis of data and argument
- are prepared for entrance into other advanced study, or a selected profession
- plan to enter a Pacific Rim oriented profession or educational field

Concentrations:

Teaching Korean as a Foreign Language (TKFL)

For admission to the Master's Program in TKFL, applicants must have:

- Bachelor's Degree
- TOEFL score (Foreign students only)
- Korean Proficiency Test Result (Test is available at IIC)
- Statements of Purpose: English and Korean
- Two Letters of Recommendation
- Official Colleges and Universities Transcripts

Professional Application of Korean Studies (PAKS)

For admission to the Master's Program in PAKS, applicants must have:

- Bachelor's Degree
- TOEFL score (Foreign students only)
- Korean Proficiency Test Result (Test is available at IIC)
- Statement of Purpose: English
- Two Letters of Recommendation
- Official Colleges and Universities Transcripts

Application Requirements

I. Placement Testing

Students for whom English is not the first or native language are required to take an English as a Second Language (ESL) test and achieve a minimum score of 550. Counselors will use the test scores and other pertinent information to assist the student in deciding on a program of courses appropriate to the students' needs and interests.

II. English Language Service

Students who do not meet the TOEFL requirements for the Master's Program and students who need additional language instruction may enroll in the English as a Second Language (ESL) program at the IIC. Students, who are pursuing Master's degree, should provide TOEFL score 550 to IIC administration office. For more information, please see the Director of Student Services. Students also can consult the Tuition and Fees section for further information

III. Admission and Application Process

For students wishing to be admitted into the Program, follow next steps:

- Send an application form for admission and all support materials to IIC. Application materials are available from the Academic Support Office. The Statement of Purpose should address your life goals and the reasons for attending the IIC. Submit a non-refundable application fee of \$65.00. Forward official transcripts of all postsecondary institutions and letters of recommendation directly to IIC.
- Required support materials include an official transcript confirming completion of a bachelor's degree from an institution recognized through United States Department of Education or state approved school, or, if the degree was completed out of country, affirmation that the degree level is comparable to those awarded in the United States.
- Where appropriate, take placement test(s) to measure their level of competence. Forward score(s) directly to IIC. 500 level Korean language courses may be required as prerequisite toward the M.A. Degree, if expected language skills are not evidenced through placement testing.
- Students will receive an acknowledgement of their application. It is students' responsibility to complete all application materials. Each application is carefully considered by the Admission Committee, and students normally should expect to receive a response within 4 weeks, unless faculty members are on leave.
- After successful admission to the M.A. program, students are strongly advised to meet with the director of a particular program, or a faculty member to arrange a program of studies that best suits the student's educational objectives.
- An insurance waiver must be signed and returned. Students who do not have insurance may be required to participate in a student insurance program.

Send all application materials to:

Intercultural Institute of California
Admission and Records
1362 Post Street
San Francisco, California 94109, U. S. A.

IV. Foreign Students- Visa Information

Please contact the Director of Student Services for further information.

V. Readmission

Students wishing to restart after withdrawing may do so without penalty and will be assessed tuition as a proportion of the total program cost only for the classes which the student is re-entering. Any prior balances must be paid-in-full before the student can re-enter.

VI. Tuition and Fees

The Intercultural Institute of California reserves the right to change tuition and other fees upon giving notices to the students and the appropriate agencies. The charges for each program offered by the School are delineated under Tuition and Fees.

Program Requirement for the Degree

I. Teaching Korean as a Foreign Language (TKFL)

Major Requirements

Students in TKFL program must take the following courses for the total of 19 to 22 units as part of the 36-unit requirement for completion of the Master of Arts Degree.

<u>Teaching Korean as a Foreign Language</u>	Units
K702 Teaching Korean As a Foreign language	3
K710 Materials Development for Teaching Korean	3
K720 Pedagogical Korean Linguistics	3
K730a Seminar in Teaching Korean	5
K730b Practicum in Teaching Korean	3-6
K760 Thesis Writing	2
<u>Total TKFL Units Required</u>	19-22

Electives

Students in TKFL must choose courses from the list of elective courses other than required courses for a total of thirty-six (36) minimum requirement units in the program. (See Elective course list on p. 31)

Master's Thesis (1) – P/NP

Master's Degree candidates must complete a Master's Thesis with the guidance of their advisors during the final semester of coursework. Students are required to take Research Tools and Methods for Koreanists (K695) prior to beginning of their research.

II. MA in Professional Application of Korean Studies (PAKS)

Major Requirements

Students in PAKS program must take the following courses for the total of 19 units as part of the 36-unit requirement for completion of the Master of Arts Degree.

Professional Application of Korean Studies	Units
K600 Theories of Korean Studies	3
K604 Traditional Korean History	3
K605 Modern Korean History	3
K610 Economic Development of Korea	3
K630 History, Culture, and Civilization	3
K695 Research Tools and Methods for Koreanists	2
K760 Thesis Writing	2
Total PAKS Units Required	19

Students with no prior knowledge of the Korean language must begin with K501. Students with some prior knowledge will be placed according to the results of the proficiency examination in Korean.

Electives

Except for the 19 units major requirements, students are open to take any courses in the 500, 600 and 700 levels upon their area of specialty upon the advise of their advisor. Students are strongly advised to take courses considering their future specialization and thesis.

Master's Thesis (1) – P/NP

Master's Degree candidates must complete a Master's Thesis with the guidance of their advisors during the final semester of coursework. Students are required to take Research Tools and Methods for Koreanists (K695) prior to beginning of their research.

Master's Degree Requirements

Candidates must complete 36 semester units that include a Master's Thesis to graduate. The Master's Thesis is to be related to any course the student has taken during the academic year and completed under the supervision of a faculty advisor. The thesis must be completed and submitted to the faculty advisor at least two weeks before the last day of instruction.

❑ Transfer of Graduate Credit

Students may petition to transfer credit from another university under the following conditions. It is recommended that students petition during their first semester in order to plan their academic program accurately. Transfer petitions for previous work will not be accepted in the student's final term. Upon matriculation at IIC, students must receive approval prior to taking course work outside IIC if they plan to transfer it into a degree program. Students may petition the president of IIC in which the program resides for an exception to the following regulations, but should do so only after consulting with the advisor and director of the graduate program, whose recommendations must appear on the Petition for Transfer of Graduate Credit.

1. Credit must be from an U.S. Department of Education recognized accredited institution, a BPPVE-approved university, or an out-of-country institution that is the equivalent.
2. Credit must be at the graduate-level at the university of origin. The student is responsible for submitting acceptable supporting documentation.
3. Credit must be relevant to the IIC degree program and be approved by the program director.
4. Credit is not usually granted for individual field placement, professional seminars, work experience, life experience, or elementary skills by the Office of the Registrar. However, the Committee of Academic Evaluation, composed of president, director of MA program and departmental faculty, will assist students in determining which learning experiences may be evaluated for credit towards a MA program. Unanimous approval from all members of the committee is required.
5. Transfer courses cannot repeat essentially the same content of work taken at IIC.
6. Typically, credit earned more than five years prior to matriculation at IIC will not be accepted.
7. A grade of "B" or higher must have been earned (grade of "pass" or "satisfactory" ordinarily is not acceptable).
8. Students must supply satisfactory documentation regarding course content for independent study or self-directed courses.
9. If IIC has a credit transfer agreement with the foreign institution, students can transfer units based on the agreement between IIC and the institution.
10. The number of credit hours transferred will be based on IIC's semester credit system rounded down to the nearest full- or half-unit (multiply the number of quarter hours by .67 and round down). For example, 4 quarter-hours \times .67 = 2.68, which will be, recorded as 2.5 IIC semester-hour units). It is the student's responsibility to make up the difference if the total number of degree credits falls short of the requirement for the degree. The amount of IIC credit awarded may not exceed the equivalent amount on the originating transcript.
11. Although transfer credit grades from other universities will be posted on the IIC transcript, the grades will not be computed in the IIC grade point average for probation/disqualification review.

12. The non-refundable application fee of \$30.00 has to be paid in full when students submit completed petition.

See table below for the maximum number of non-IIC credits allowed:

Maximum Number of Credits Allowed for Transfer:

Teaching Korean as Foreign Language (TKFL)	6
Professional Application of Korean Studies (PAKS)	6

□ **Procedure for Transfer of Credit**

▪ **Courses Taken from Universities Prior to Enrollment at IIC**

The student should discuss the possibility of credit transfer with the advisor and program director. Any exceptions to transfer credit policies must also have the approval of the president of IIC. The student should secure the appropriate signatures on the *Petition for Transfer of Graduate Credit* and submit it to the Registration Office (Room 303). The student must also request that an official transcript of the course be sent to the Graduate Records Office if the transcript was not included among the admission documents. When both the petition and transcript are on file, they will be reviewed in the Graduate Records Office for conformity to IIC policies.

▪ **Courses Taken After Enrollment at IIC**

IIC students planning to take a degree requirement or elective at another university must process the transfer petition as described above prior to taking the course. Immediately upon completion of the course, the student must request that an official transcript be sent to the IIC Graduate Records Office. A grade of "B" or better is required in order to receive credit (units only) when transferring a course from another institution. Grade(s) awarded by the issuing institution will not be calculated in the student's overall grade point average. After the petition and transcript are on file, they will be reviewed by the Registrar's Office for conformity to IIC policies.

□ **Schedule of Classes**

The Intercultural Institute of California leads the distance learning, providing many on-line courses to accommodate the large number of working students and those who study from abroad. Our program schedules on-site classes no earlier than 6:30pm. No graduate courses meet on Friday.

□ **Faculty/Adjunct Faculty in the Program**

Chul Heo	Ph.D., U of Iowa, Cinema
Clare You	M. A., UC Berkeley, Linguistics
Eun-Joo Lee	Ph.D., UC Los Angeles, Applied Linguistics
Gin Pang	Ph.D., UC Berkeley, Sociology
Grace Yoo	Ph.D., San Francisco State University
H.D. Kim-Foreman	Ph.D., U of Wisconsin, Education
Hea-Kyoung Koh	Ph.D., Pacifica Graduate Institute, Mythological Studies
Hildi Kang	M.A., San Jose State, Learning Disability
Hye Kyong Sung	Ph.D., Stanford University, Linguistics
Jacqueline Y. Pak	Ph.D., U of London, History
Jung-Sook Park	Ph.D., University of Georgia, Education
Kay Richards	M. A., UC Berkeley, Linguistics
Kichung Kim	Ph.D., UC Berkeley, English Literature
Kyoung-Kook Kim	Ph. D., University of Hawaii at Manoa
Kyung Hwan Mo	Ph.D., UC Berkeley, Education
Kyung Won Lee	M. S., U of Illinois, Journalism
Lenore Blank	Ed. D., University of San Francisco, Education
Lewis Lancaster	Ph.D., UC Berkeley, Religious Studies
Lewis Rambo	Ph.D., U of Chicago, Psychology
Michael Pettid	Ph.D., University of Hawaii at Manoa
T. Taehwan Han	Ph.D., University of Hawaii at Manoa
Wayne Patterson	Ph. D., University of Pennsylvania
William Unsong Kim	Ph.D., U of Wisconsin, English Literature
Won Kim	Ph.D., Northwestern University, Sociology
Yong Chul Kim	Ph.D., UC San Diego, English Literature

VII. Academic Honor, Disciplinary Procedure, & Student Grievances Procedures

□ Student Academic Honor

Academic Honesty

Graduate students at IIC are expected to follow a high standard of academic honor. The integrity of a learning institution depends upon academic honesty, which consists of independent learning and research. Academic honor for IIC students is integral to the graduate program. Academic dishonesty includes cheating and plagiarism. The following are examples of violations of the student code for academic honesty that may result in suspension or expulsion from the Institute:

Cheating

Cheating includes, but is not limited to, giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering an answer after an examination has been submitted, falsifying any official Institute record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism

Plagiarism includes, but is not limited to, submitting, to satisfy an academic requirement, any document that has been copied in whole or in part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style; paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; and "dry-labbing," which includes obtaining and using experimental data from other students without the express consent of the instructor, utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms, and fabricating data to fit the expected results.

□ Suspension & Dismissal

All graduate students have to maintain at least the semester grade-point average 3.0 or better ("B" or better). Otherwise, students will receive one of the following notices:

Academic notice

Indicates that the semester grade-point average is less than 3.0 but the cumulative grade-point average is at least 3.0.

Academic Warning

Indicates either: a) the cumulative grade-point average is below 3.0, or b) the student had been on Academic Notice, or Warning at the end of the previous semester.

Academic Suspension

Indicates that the student was on Academic Warning at the end of the previous semester and the cumulative grade-point average is below 3.0.

Return From Academic Suspension

Students who wish to return after suspension should apply to the Admissions Office—for the fall semester between November 1 and June 1 and for the spring semester between June 1 and

November 1. Students readmitted after suspension are placed on probation and must meet the terms and conditions of probation as specified below. Failure to do so will result in dismissal.

Academic Probation

Indicates that the student was readmitted after an academic suspension. A student who achieves the required minimum grade-point average (3.0) during his or her probation is automatically reinstated as a student in satisfactory academic standing.

Academic Dismissal

Indicates that a student was on academic probation and failed to achieve satisfactory academic standing during the probationary semester.

Return From Academic Dismissal

Once dismissed, a student is not eligible for readmission to any degree- or credit-bearing program at the Intercultural Institute of California for a minimum of one academic year.

The following stipulation applies to students who have been dismissed one or more years:

To apply for readmission at IIC, the student should do so on the admissions application form, following established procedures and deadlines. The student must meet the standard admission criteria applicable to all students. IIC further requires a written statement from the student explaining the circumstances of the dismissal and a rationale for reinstatement. If readmitted, the student is placed on academic probation and must meet the established terms of probation.

□ Equal Opportunity

It is the policy of the Institute to provide all persons with equal opportunity in its educational programs without regard to race, color, ethnic group identification, national origin, religion, gender, sexual orientation, marital status, age, handicap or disability.

The Intercultural Institute of California complies with the Americans with Disabilities Act of 1990 and Rehabilitation Act of 1973 (Section 504), which requires that no qualified disabled person will be excluded by reason of disability from enrolling in a course of instruction. Certain programs may require manual dexterity. Please consult the Admissions Officer for further information.

□ Disabled Students' Rights

The Intercultural Institute of California complies with the Americans with Disabilities Act of 1990 and Rehabilitation Act of 1973 (Section 504), which requires that no qualified disabled person will be excluded by reason of disability from enrolling in a course of instruction. Certain programs may require manual dexterity. Please consult the Admissions Officer for further information.

□ Drug Policy

Intercultural Institute of California is in compliance with Federal Government Regulations for a drug-free workplace for students and employees. It does not allow the unlawful possession, use, or distribution of illegal drugs and alcohol by students on school premises. Any student or employee caught in possession, use, or distribution of any illegal substances will be expelled and/or arrested.

□ Crime Awareness & Campus Security

The institute is required to compile and report any criminal activity which takes place on the campus. The institute must report statistics on the following crimes: sex offenses, forcible or

non-forcible, burglary and motor vehicle theft, drug and alcohol abuse. This report is available to all prospective students and employees, upon request. Should a student or staff member be affected by a crime, they should report the occurrence to the School Director. The School Director will record the incident and refer the case to the proper law enforcement officials.

□ **Student Grievance Policy**

Any student who wishes to lodge a complaint may take the following steps:

- Discuss the complaint with the instructor first.
- If the grievance remains unresolved, the student may discuss the complaint with the Director of Student Services.
- If this does not yield satisfactory results, the student may register a formal complaint by stating the exact nature of his or her grievance in writing and submitting it to the President of the Institute.
- If the student still feels that his or her grievance remains unresolved, the student may contact the Bureau for Private Postsecondary and Vocational Education, at 400 R Street, Sacramento, CA. 95814, or call (916) 445-3427.

□ **Sexual Harassment Policy**

The Institute is committed to maintaining the campus community as a place of work and study for faculty, administrators, staff and students, free of sexual and other unlawful harassment and discrimination. Any behavior constituting unlawful harassment or discrimination toward any individual in the course of any Institute-administered program or activity is prohibited. The Institute does not tolerate unlawful harassment or discrimination and will take prompt and effective corrective action including, where appropriate, disciplinary action up to and including dismissal or expulsion.

VIII. Procedural Steps For Completing a Graduate Degree

□ Apply for Admission to the Program

1. Receive form(s) and file an application to the Admissions office
2. Contact the MA Program Office and submit additional materials required
3. Consult the program coordinator regarding any necessary test scores that are required

□ Fulfill the Basic Requirements for the Degree

1. Accumulate 36 semester units as specified
2. Complete the research and thesis as required for all MA candidates
3. Complete the Practicum as required for TKFL MA candidates
4. Maintain a GPA of 3.00 ("B" average) or higher

**In addition, candidates for graduation from the PAKS program must demonstrate a level of proficiency in Korean as described above.*

IX. Applying for Graduation

□ File an Application for Award of the Master's Degree

1. Students who meet all the requirements for the degree can file an application for graduation.
2. Complete 'Application For Graduation' form and submit it to the Registrar's Office together with graduation fee \$100.00. This form should be submitted by the fifth week of the semester in which you wish to graduate.
3. Complete the top portion of 'Graduation Clearance' form and submit it to the Registrar's Office with the Graduation Application and Fee.
4. Both forms must be approved and signed by Director of the program and President of the IIC.

X. Useful Information about the Bay Area

□ Transportation

SF MUNI

Public transit system for the city of San Francisco, including electric trolleys, cable cars, underground subways, and buses. Fare: \$1.00 with one transfer. Tel) 415-673-6864
www.sfmuni.com

AC Transit

Public transit system for the East Bay; provides services to BART stations and to downtown SF.
www.actransit.org Tel) 510-839-2882

BART

The rail transportation, which serves East Bay and San Francisco. Tel) 650-992-2278
www.bart.gov

Golden Gate Transit

Provides services to San Francisco, Marin and Sonoma Counties and Ferry services to Larkspur and Sausalito, www.goldengatetransit.org Tel) 415-923-2000

Cal Trains

Provides regional rail service around San Francisco, the Peninsular and San Jose
www.caltrain.org Tel) 800-660-4287

Sam Trans

Provides services to San Francisco, San Mateo and Palo Alto counties. Tel) 800-660-4287
www.samtrans.com

□ Housing

The housing in San Francisco is very expensive. However, there are some choices you can make before you first arrive. There are a few residence clubs in the area where you can stay on a weekly or monthly basis. Make sure to check the rooms, meal plans, availability and actual rate. For more available hotels in San Francisco, please check www.stayinsanfrancisc.com, or www.hotels.com

The Kenmore
1570 Sutter Street
SF, CA 94109
415-776-5185

Miyako Inn
1800 Sutter Street
SF, CA 94115
415-921-4000

The Monroe
1870 Sacramento Street
SF, CA
415-474-6200

Alisa Hotel
Grant/Bush
415-986-4400

There are some bulletin boards where housing information is posted around San Francisco. City College of San Francisco, San Francisco State University, UCSF, USF and Japan town Groceries are some of the examples.

Other than these, there are some agencies you can contact to find suitable accommodations, and newspaper with housing listed in the classified section.

www.roommatelink.com

www.renttech.com

www.rentinmarin.com

www.homefinders.com

www.ehousing.com

www.craigslist.com

www.therentalsource.com

SF Examiner/Chronicle

SF Bay Guardian

Contra Costa Times

Oakland Tribune

❑ **Department of Motor Vehicle (DMV) and Driver's License**

To obtain a driver's license, it is necessary to take a written test, a vision test and a road test. The license fee is \$12.00. An Identification card is also available for those who don't have a car. The fee is \$6.00, or \$3.00 for Senior Citizens. A first time applicant must present military ID, passport or birth certificate, and social security number, or a green card and I-94 card. DMV is located on 1377 Fell Street, and its business hours are Monday, Tuesday, and Friday from 8 to 5pm, Thursday from 8 to 6:30pm and Wednesday from 9 to 5pm. For more information or for an appointment, call 415-557-1179.

❑ **Utility & Other Services**

Pacific Gas and Electric Company (PG & E)

Tel) 800-743-5000

San Francisco Water Department

Tel) 415-923-2400

Pacific Bell Telephone Company

Tel) 800-310-2355

Emergency & Police Department

Tel) 911

Telephone Directory

Tel) 411

❑ **Health**

Currently, the Institute is not providing health or dental insurance plans, and all health insurance and dental insurance plans are elected by individual students.