

Introduction to the granted grading in case of the non-participation of exam

1. Procedure for granted grading in case of non-participation of exam

A. In case of granted grading in case of non-participation of exam, advance application through the portal system shall be required, but if unavoidable, application shall be made within 10 days after the end of the non-participation of exam reason.

B. Any student who wants granted grading, student shall fill out the form and get the signature of confirmation from the professor in charge of the subject and submit to the administration office of the each college or department.

※Refer to p.3 for the request form

C. Staff in charge at the administration office of the each college shall submit the <Request form> and supporting documents received as an electronic document to the educational affairs team (approved by the head of the college or department)

D. The professor may grant and apply the evaluation scores of the midterm exam, final exam, provisional exam, assignments, etc. as grades for the semester in accordance with the application of the student.

2. Supporting documents

A. Due to illness: Medical certificate issued by the head of the hospital affiliated with the university or other general hospitals

B. Due to military enlistment or other calls for military service: A copy of the summons

C. Due to death of Family (Limited to spouse, lineal ascendants and descendants(of oneself or spouse), brothers and sisters): Obituary (additional copy of death certificate must be submitted later).

D. Failing to attend due to dispatch due to international competitions, training, and educational practice: relevant documentary evidence

E. Other non-compliance due to unavoidable circumstances corresponding to the level of subparagraphs A through D: the relevant document

3. Determination of granted grades for non-participation of exam

It is at the own discretion of the professor in charge of the subject whether the student's request for grades will be granted or not.

con firm	Head of department

Application Form of granted grade

College : _____ Department(major) : _____
 Student No. : _____ Name : _____

I am unable to take the exam for this semester (mid-term/final) due to the following reasons, so I am requesting an accreditation score in accordance with Article 45 (2) of the school regulations and Article 69 of the Academic Operation Regulations

1. Requested Semester: () semester of the academic year
2. Reason for non-participation of the exam:
3. Date of occurrence of cause:
4. Period of non-participation of the exam:
5. Subjects : All () Some ()

Subject Code	Subject Name	Confirm of the professor	Subject Code	Subject Name	Confirm of the professor

_____.(Day/Month/Year)

Applicant : _____ (Signature)

**To Whom it may concern
(Head of College/Department)**