

Guide for Grading Consideration in Cases of Non-Participation in an Exam

1. Procedure for Granted Grading in case of Non-Participation in an 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. The student must complete the **<Application Form of Granted Grade>** form, obtain confirmation from the professor in charge of the course, and submit it to the administrative office of the respective college (department).

※Refer to p.4 for the request form

C. The administrative office of the respective college (department) shall submit the **<Application Form of Granted Grade>**form along with supporting documents electronically to the Educational Affairs Team. (Approval Line: Final approval by the Dean of the College/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. Illness: medical certificate issued by the director of a hospital affiliated with the University or the director of another general hospital

B. Military service or summons for other military reserve training: copy of notice of enlistment (military conscription notice)

C. Death of a family member (limited to spouse, lineal ascendants or descendants, spouse's lineal ascendants or descendants, and siblings): obituary (submit a copy of the family member's death certificate thereafter)

D. Participation in international games or professional training or

educational practicum: relevant supporting documentation

E. Other unavoidable reasons equivalent to those specified in subparagraphs 1 to 4: relevant supporting documentation.

3. Determination of Granted Grades for Non-Participation in an 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.

4. Relevant regulations

A. 「Constitution of Korea University」 Article 45

Article 45 (Eligibility for Exams and Grading) (1) Grades for courses shall not be assigned to students who have not met attendance requirements.
(2) Students unable to attend exams due to military service, illness or other unavoidable reasons may have grades assigned by complying with prescribed procedures.

B. 「Regulations of the Academic Affairs of Korea University」 Article 69 & Article 70

Article 69 (Recognition of Excuse to be Absent from an Exam: Reporting) (1) Students unable to attend an exam due to military service, illness, or other unavoidable reasons must report this fact to the dean of their affiliated college (division/school) before the commencement of the exam.
(2) Students failing to report such fact in advance due to unavoidable reasons must report the fact with supporting documentation within ten days from the date when the reason for reporting ceases to exist.

Article 70 (Recognition of Excuse to be Absent from an Exam: Supporting Documentation) (1) The reasons for requesting the recognition of excuse to be Absent from an exam and required documents to be submitted shall be as set forth in the following subparagraphs:
1. Illness: medical certificate issued by the director of a hospital affiliated with the University or the director of another general hospital;
2. Military service or summons for other military reserve training: copy of notice of enlistment (military conscription notice);
3. Death of a family member (limited to spouse, lineal ascendants or descendants, spouse's lineal ascendants or descendants, and siblings): obituary (submit a copy of the family member's death certificate thereafter);
4. Participation in international games or professional training or educational practicum: relevant supporting documentation;
5. Other unavoidable reasons equivalent to those specified in subparagraphs 1 to 4: relevant supporting documentation.
(2) In the event of any of the circumstances specified in paragraph 1, the results of midterm or final exam may be acknowledged as the grade for the semester concerned.
(3) In the event any document submitted when requesting recognition of excuse to be absent from an exam is false, a grade shall not be granted and an already finalized grade shall be canceled. *Newly inserted*

on Jan. 1, 2022

C. 「Guidelines on Attendance Recognition」 Article 2

Article 2 (Principles on Attendance Recognition and Grade Processing) (1)
Grades shall not be assigned to students who have failed to attend the course for a period of one-third or more of the total course hours.
(2) The provisions of Articles 69 and 70 of the *Regulations of the Academic Affairs of Korea University* on the recognition of excuse for absence from an exam shall apply to students unable to attend the midterm or final exam.
(3) Evaluation of students unable to attend a special exam for a course shall be at the discretion of the faculty member in charge of the course.

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 |
|--------------|--------------|--------------------------|--------------|--------------|--------------------------|
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_____ : _____ : _____ (Day/Month/Year)
 Applicant : _____ (Signature)

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

「Regulations of the Academic Affairs of Korea University」

Article 69 (Recognition of Excuse to be Absent from an Exam: Reporting) (1) Students unable to attend an exam due to military service, illness, or other unavoidable reasons must report this fact to the dean of their affiliated college (division/school) before the commencement of the exam.

(2) Students failing to report such fact in advance due to unavoidable reasons must report the fact with supporting documentation within ten days from the date when the reason for reporting ceases to exist.

Article 70 (Recognition of Excuse to be Absent from an Exam: Supporting Documentation) (1) The reasons for requesting the recognition of excuse to be Absent from an exam and required documents to be submitted shall be as set forth in the following subparagraphs:

1. Illness: medical certificate issued by the director of a hospital affiliated with the University or the director of another general hospital;
2. Military service or summons for other military reserve training: copy of notice of enlistment (military conscription notice);
3. Death of a family member (limited to spouse, lineal ascendants or descendants, spouse's lineal ascendants or descendants, and siblings): obituary (submit a copy of the family member's death certificate thereafter);
4. Participation in international games or professional training or educational practicum: relevant supporting documentation;
5. Other unavoidable reasons equivalent to those specified in subparagraphs 1 to 4: relevant supporting documentation.

(2) In the event of any of the circumstances specified in paragraph 1, the results of midterm or final exam may be acknowledged as the grade for the semester concerned.

(3) In the event any document submitted when requesting recognition of excuse to be absent from an exam is false, a grade shall not be granted and an already finalized grade shall be canceled. Newly inserted on Jan. 1, 2022