

Excused Absence Application Form

1. Applicant Information

Major	Name	Student ID	Class Year
AI & Big Data	John Green	20221234	2

2. Details of Absence (Date and Reason)

Absence Type	Date(s) missed	The Number of Request
	05.27	1
State Reason(s) For Absence (Detail)		Note
I was sick so I went to the hospital.		

3. Course(s) missed

Department	Course	Section	Day	Class Time	Professor	Date
AI & Big data	English Reading	001	Mon	9:00~12:00	Amanda Smith	05.27
SIS.ECIS 교양	Basic Korean I	002	Mon	13:00~15:00	Kim Yiyeon	05.27

※ Attached: Relevant Documentation or a copy thereof

< Confirmation >

Applicant (John Green) is (Aware) of the officially excused (Periods) and the (Requirements) based on the Grading Policy (Article 8).

2022 . 05 . 28 .

Applicant John Green

To President of Woosong University

Approved By	Register	Department Chair

Grading Policy: Article 8 (Attendance)

[Table1]

※ Types of Official Excuse and Permissible Period

Absence Type	Permissible Period	Relevant Documents
1. Funeral Services For an Immediate Family Member	7 days (Holidays included)	Death certificate, family relation certificate or other verifiable documentation
2. Hospitalization or Quarantine Under Government Direction	7 days (Holidays included)	Medical documentation issued by medical institutions
3. Illness	Stated date ONLY (Permitted maximum 3 times per semester)	Doctor's note with the receipt
4. One's Own Marriage	7 days (Holidays included)	Providable proof of marriage
5. Medical Check-up for Conscripts	Stated date ONLY	Medical check-up note for conscripts
6. Reserved Force Training	Stated Period	Participation note
7. Participation in National Events (Educational conference, seminar, contest, and other relevant activities)	Stated Period (Permitted maximum 7 days per semester)	Identifiable official document and invitation from the government
8. Participation in Campus Events (with prior Principal approval)	Stated Period (Permitted maximum 7 days per semester)	Official documentation approved by the Dean or other relevant Principal
9. Employment	Stated Period (The first day of working ~ the end of semester)	Working certificate or receipt of national health insurance. (ONLY applied to students completed 2.5 years of the School curriculum)
10. Other Cases Approved by Principal	7 days (Holidays included)	Official documentation approved by the President

Absence Information

Major: AI & Big Data Name: John Green Student ID: 20221234

Date missed	Reason For Absence	Class Time	Note
05.27	I was sick so I went to	9:00 ~ 12:00	
	the hospital	13:00 ~ 15:00	

I hereby certify that the foregoing information is all true and correct.

2022 . MM . DD .

Applicant: John Green 

To President of Woosong University