

Excused Absence Application Form

1. Applicant Information

Major	Name	Student ID	Class Year

2. Details of Absence (Date and Reason)

Absence Type	Date(s) missed	The Number of Request
State Reason(s) For Absence (Detail)		Note

3. Course(s) missed

Department	Course	Section	Day	Class Time	Professor	Date

※ Attached: Relevant Documentation or a copy thereof

< Confirmation >

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

20 . MM . DD .

Applicant (인)

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 <u>ONLY</u> (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 <u>ONLY</u>	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

