

Petition for Excused Absence

Student's Personal Information					
Student ID No.			Name		
Affiliation	College			Major	Year
Contact	Mobile			E-mail	
Causes Of Absences	<p>Check the box below in front of the cause of your absence.</p> <p><input type="checkbox"/> Death of the immediate family members</p> <p><input type="checkbox"/> Military duty (Reserve duty or physical examination for conscription)</p> <p><input type="checkbox"/> Participating in Teaching Practice (교육실습 이수) - Verification document issued by the College of Education and Science is required.</p> <p><input type="checkbox"/> Menstruation Absence for Female Students</p> <p><input type="checkbox"/> Participation in the event pre-approved by the University President * Title of the Event:</p> <p><input type="checkbox"/> Emergency disaster or infectious disease case given prior approval from the University President * Name of the disaster or disease:</p>				
Period of Absence	From year / month / date to year / month / date				
Missed Class(es)					
Course Code	Course Title			Time	Lecture Room
<p>To. Professor _____</p> <p style="text-align: center;">I am petitioning as above to have my attendance acknowledged.</p> <p style="text-align: center; color: gray;">Year. Month. Date.</p> <p style="text-align: right; margin-right: 100px;">Applicant: _____</p> <p style="text-align: right; margin-right: 50px;">(Signature)</p>					
Attachment: Document for evidence					

- Number of days that attendance can be acknowledged due to family events: Calculated from the day of incident
 1. 5 days in case of death of parents including spouse's parents
 2. 2 days in case of death of grandparents including spouse's grandparents
 3. 1 day in case of death of siblings
 4. 5 days for student's marriage, 20 days for student who has given birth, 5 days for students whose spouse has given birth

- Conditions for allowing menstruation absence
 1. Maximum 5 days per semester, up to 2 days per application. Menstrual absence can be allowed after 2 weeks from the previous menstruation absence.
 2. Absence waivers are not accepted for Chapel, examinations, and evaluations.

- Petition for attendance should be submitted to the professor in charge of the class, along with supporting documents, within 7 days from the date of absence.