

General Principle

The purpose of academic regulation is to decide the detailed standards over wide areas of school affairs and to manage academic affairs democratically and rationally in accordance with regulations of the Ministry of Education and general regulations of the University.

The academic regulations are applied to all areas of academic affairs. However, any decision must first be examined in a faculty meeting and approved by the President prior to its application.

Registration

Each freshman should pay the specified amount of tuition and complete the registration within the designated period. Failure to comply with the procedures specified in the academic regulations may result in failure of enrollment in the course.

A second year student should pay the specified amount of tuition and complete the registration within the designated period.

A student who wants to return to University should have the appropriate semester designated at the Office of Academic Affairs and have it approved by the President.

A student who failed to complete the credits required for graduation should register for the following semester and complete the remaining credits.

A student pays half the tuition when he takes less than 6 credits and pays the entire amount of tuition when he takes 6 or more credits.

Course Registration

Students who paid their tuition should take courses according to curriculum and course schedules. All students should take at least 15 credit hours but cannot take courses amounting to more than 24 credit hours in a semester. When there is an inevitable reason not to follow this regulation, he or she should obtain permission from the President.

A student who failed to take necessary courses in the first year should take the courses in the second year when the same course is offered.

Taking two different courses offered during the same class hours is not allowed.

Taking a course in departments other than his should be approved by the chairman of the department.

The courses once begun can not be canceled. But when the change of a course is inevitable, a student should submit a cancellation form signed by the faculty member teaching the course to the Office of Academic Affairs before the end of the first third of the semester.

Change Of Courses

Change of course is permitted in the second year when it is necessary because of employment or unavoidable reasons. In this case a student should get permission from the chairman and submit an application form for change of course to the Office of Academic Affairs within the first four weeks of the semester. A student can take night time classes instead.

Course Repetition

When a student repeats courses, he should give compulsory courses a priority.

When a student cannot repeat the same course due to a change in curriculum, he can take a related course approved by the chairman.

Curriculum

The curriculum of Dong Seoul University should be examined by the Curriculum Committee and approved by the President.

Disciplinary Punishment

The University gives students disciplinary punishment such as academic warning and expulsion from the school when his or her academic record is too low or s/he was excessively absent from school.

The disciplinary punishment is discussed in a faculty meeting and should be approved by the President..

Academic Warning

The University gives an academic warning to students when a student's GPA has fallen below 1.00. The academic warning will be given to the student and his/her sponsors. S/he should be guided by the faculty and the chairman of his/her department in improving GPA.

Expulsion

A student is expelled from the University

when a student fails to earn a GPA lower than 0.50 or shows no hope of improvement after s/he gets an academic warning.

when s/he fails to return to school after the expiration date of temporary leave or, fails to register during the designated period each semester.

Graduation

For graduation, 80 or more credit hours must be earned. Twelve general education courses and all obligatory major courses should be completed.

Classes

The University can have daytime classes, evening classes, summer/winter classes, field works and classes on air or by correspondence.

One class hour is a 50-minute class. The duration of evening classes is decided separately by the President.

The details concerning class schedule are decided by the President each semester.

Syllabus

Each faculty member should submit a syllabus of his/her course before the semester.

The syllabus of each course should be handed out to students.

Checking Attendance

The faculty should check attendance at the beginning of each class and any student who is absent from the class more than one-fourth of the total class hours cannot get the final grade.

Cancellation

When faculty faces cancellation of a class, s/he should submit a class make-up form to the President to get permission in advance. When a prior report of cancellation is not possible, s/he should submit a posterior make-up schedule later to the Office of Academic Affairs.

Officially Approved Absence

Absences due to the following reasons are considered official and are not counted when s/he

submits the certificate to the Office of Academic Affairs. Reasons for absence Maximum length of absence

physical examination prior to military service : within 3 days

death in the immediate family 5 days

student's wedding : 5 days

official calls requested by government organization days indicated in an official verification paper

illness verified by a doctor's certificate : within 2 weeks (6) other occasions approved by the President

Examinations

Examinations are divided into regular examinations and quizzes. Students' class activities are also included in the grades.

Examinations should be so designed as to give a fair evaluation of students.

When a student joins military service he can have a test if he attended the class more than three-fourths of class hours and took quizzes. In this case, the test can replace the final examination.

A student who was absent from the class more than one-fourth of class hours cannot earn the final grade.

A professor can give a complementary examination to students who failed to take regular examinations. The highest grade earned on the complementary examinations is B+ (89).

Grades

Grades are decided on the basis of class attendance (20%) and examinations (80%) which include a final exam, quizzes and other means of evaluation during class hours. In case of practicum or laboratory classes, a practical examination can replace a written examination.

Cancellation And

A student who used or attempted unauthorized aids in examinations is subject to punishment. The grade for the course is cancelled.

Once the grade is reported, it will not be corrected. But when mistakes like omission of grade by faculty are found, the grades can be corrected within 2 weeks from the day the course transcript was delivered to a student. In this case, answer sheets, class roll proving presence in class hours, and other verification materials should be submitted to the President to get his

permission to make the correction.

Temporary Leave

When a student is unable to attend classes because of illness, military service, or financial difficulty, he can apply for temporary leave from the University with proper documentation or certification. The Period of leave and necessary documentation vary depending on the reasons for the leave.

Military service: the entire period of military service. An application form for leave and a copy of government orders calling one to military service are required. The student should apply for leave one week before he enters military service.

Illness: period indicated in a doctor's certificate. An application form for leave, a letter from the student's professor, and a doctor's certificate should be submitted.

Financial difficulty: one year. An application form for leave, a letter from the student's professor and other necessary documentation are necessary.

Returning To School

A student who has completed his military service must submit his discharge papers and carry out the other requirements for returning to school. The request for returning to school should be made within the first four weeks of the semester.

A student who is returning to school should be assigned a semester and an academic year by the Office of Academic Affairs and approved by the President. S/he should follow the same registration procedure specified in the case of freshmen.

Re-Admittance To School

When a student has voluntarily withdrawl from the University and seeks re-admittance, s/he should submit a re-entrance form at the beginning of the semester. S/he should pay the entire amount of the designated tuition and fees.