Chapter 11  Attendance and Absence

Article 55 (Attendance)  ① Three times of tardiness or three times of early leave shall be recognized as one time of absence.

② The in-charge professor must enter the attendance record of students attending the course on the attendance management system after each class. <newly established on Mar. 1, 2015>

Article 56 (Attendance Recognition) For students who have submitted an absence with leave form for the following reasons shall be recognized for attending the University during the applied period.

1. A leave of absence for seven days shall be allowed for death of immediate family members or a similar reason.

2. A leave of absence for three days shall be allowed for enlistment matters (physical checkup, etc.).

3. A student attending a special event under the request by a government institution shall be recognized for the period that the Dean of Student Employment and Welfare Office has checked. <amended on Jan. 30, 2008> <amended on Sep. 1, 2010>

4. A student who has missed the class due to a survey for major study or field trips shall be recognized as a leave of absence for the period notified by the major Department Chair.

5. A leave of absence for seven days shall be allowed in the case of wedding.
6. The holiday of Article 8 of School Regulations shall be exempt in Clause 1 and Clause 5.

**Article 57 (Recognition of Attendance for Absence from Illness)** For absence due to illness, if a student submits an absence with leave form enclosed with a doctor diagnosis, within two weeks per semester may be recognized for attendance.

**Article 58 (Period to Submit the Absence with Leave Form and Location)**

① A student must submit an absence with leave form within a week before and after the reason of absence occurs, together with a document that can prove the absence reason, then receive a confirmation by the advising professor and submit to the Office of Academic Affairs.

② To recognize the attendance according to Clause 3 and Clause 4 of Article 56, the Head of Department must submit names to the Dean of Academic Affairs. <amended on Sep. 1, 2014>

③ The Dean of Academic Affairs who has received the absence with leave form or the confirmation document must send an approval for absence with leave to the corresponding student, and the student must present the absence with leave approval document to the in-charge professor to be acknowledged of attendance.