Chapter 12 Class Cancellation, Makeup Class Management

**Article 59 (Class Cancellation)** Class cancellation can be classified into cancellation due to legal holiday, cancellation due to school official event, cancellation due to official trip and cancellation due to personal business trip. <newly established on Mar. 1, 2015>

**Article 60 (Make-up Method)** ① The legal holiday is a holiday according to the Regulations on Public Office Holiday, and if a class was missed due to a legal holiday, the class should be supplemented during the make-up class week in principle. <newly established on Mar. 1, 2015>

② For class missed due to school official events (academic expo, Minseok festival, school anniversary, enrichment program, athletic competition, rolling interview and etc.), the class should be supplemented during the make-up class week in principle. <newly established on Mar. 1, 2015>

③ For official trips, the professor must enter the make-up class plan after obtaining the approval for the trip and supplement the class according to the plan. <newly established on Mar. 1, 2015>

④ For personal trips, in principle, trips during the semester is forbidden. However, if the professor has obtained an approval for the trip, he or she must enter the make-up class plan and supplement the class according to the plan. <newly established on Mar. 1, 2015>
⑤ For class cancellation for other reasons, the professor must enter the cancellation reason and make-up class plan upon occurrence of the reason and supplement the class according to the plan. <newly established on Mar. 1, 2015>

Article 61 (Class Cancellation Restriction) If the professor does not make-up class after cancelling a class without any special reason, the professor may be restricted from holding a lecture in the next semester. <newly established on Mar. 1, 2015>