Chapter 7 Securing Leave, Reinstatement or Withdrawal; Removal from the School

Article 23 (General Leave) ① A student wishing to take a general leave of absence during a semester due to unavoidable circumstances shall submit a completed Application for Leave of Absence for approval by the Head Professor, the Head of the Division, and the President of the University. <amended on Oct. 1, 2010>

② General leave shall not exceed two semesters in one granting of leave, nor can leave be granted more than six semesters during the period of attendance. However, if a student is recognized that she/he cannot handle classes for unavoidable reasons such as disease, military service, pregnancy, childbirth, childcare, overseas study, language study, or a deliberation leave of absence exceeding a year, are exempted from the above clause. <amended on Oct. 1, 2010>, <amended on Mar. 1, 2013>, <amended on Sep. 1, 2014>

③ A leave of absence for start-up business may be granted for a maximum of four semesters, and the period of leave corresponding to Clause 2 shall not be included in calculation. <Newly established on Mar. 1, 2014>

④ Deliberation leave may be granted up till one semester for only one time. However, if the student failed to complete courses due to the leave of absence for one semester, the leave of
absence may be extended up to two semesters. <newly established on Sep. 1, 2014>

**Article 24 (Military Leave)** ① A student who cannot attend lectures due to enlistment for military services (including voluntary enlistment) shall also acquire permission of the President of the University pursuant to the procedure under Paragraph 1 of Article 23, and the period of military leave may be recognized as a separate leave period despite the provisions of Paragraph 2 of Article 23. <amended on Oct. 1, 2010>

② In the case of enlistment during the period of general leave of absence, the student must submit the application for delay of general leave of absence.

**Article 25 (Return)** ① The student whose leave of absence has expired or whose reason for the leave of absence is no longer valid shall return to this University by submitting an application for return and securing the permission of the Division Dean, Dean of Academic Affairs and the President of the University.

② Return from military service shall be permitted only within one year after discharge, and if the date of discharge occurs within the period of elapsing 1/3 of class days in a semester, return may be permitted despite the provisions of Paragraph 1. <amended on Oct. 1, 2010>

**Article 26 (Voluntary Withdrawal)** A student who intends to withdraw from this University voluntarily shall prepare a specified application for voluntary withdrawal and obtain permission from the Academic Advisor, the Division Dean, the Dean of Academic Affairs and also from the President of the University.
Article 27 (Removal from School Register) In the event that a student is subject to any one of the following clauses, the student shall be removed from the school register. <amended on Sep. 1, 2012>

1. A person who did not return to the University after the leave period has elapsed.

2. A person who did not complete registration during the specified period of every semester.

3. A person who received consecutively three academic warnings or a total of four academic warnings. <amended on Oct. 1, 2010> <Sep. 1, 2012> <Mar. 1, 2015>

4. A person with dual enrollment.

5. A person who could not complete the required coursework after the period of attendance has elapsed.