**Notice on Authorized Absence for Offline Final Exams  
(기말시험 응시 불가 사유의 인정)**

1. Acceptable Reasons for Exemption (인정가능 사유) : All students are required to come to campus for their final-term exams, except for the following cases. The student must file an exemption request for offline exams in accordance with the designated procedure.

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| **Acceptable Reasons** | **Supporting Evidence** | |
| 1. Students who are currently (as of 2020.05.19) abroad and are unable to enter South Korea due to a shortage of flights or state policies | - Concerned students will be sorted out by the Office of International Affairs and the list will be provided by the upcoming week (If not included in the list, the student must provide an official document that proves their inability to enter South Korea) | [Applicable for all] File an Exemption Request for Offline Examination (See attached file 2) |
| 1. Students who are under quarantine and their quarantine period overlaps with the day of the test | An official document that states the period of quarantine (If isolated due to a family member being tested positive for the virus, the student must also provide a Family Relations certificate) |
| 3. Students with authorized medical conditions (physical or psychological) approved by a doctor | - Doctor prescription or a written diagnosis |
| 4. Students who are applicable for an allowed absence according to the Allowed Absence Regulation (See attached file 3 for details) | - Authorized absence application form (Submit an application through the HY portal website, file will be accessible for print after an approval by the student’s department) |

2. Exemption Request Application Process (사유 인정 신청 절차)

1) The student must submit an exemption request (see attached file) with supportive evidence to the lecturer of the course via e-mail (if requested by the professor, the student must also submit a hard-copy)  
\* Deadline for Submission: At least 3 days prior to the test date

2) After the course lecturer reviews the student’s exemption request, the professor will send an approval / rejection e-mail back to the student.

3. For the student who has been approved by the lecturer as a student that is unable to take the final exam, the lecturer must provide an alternative evaluation measures for the student (Online evaluation, assignments, etc.).