

# Regulations on Academic Evaluation and Grade Processing

## Article 1 (Purpose)

The purpose of these Regulations is to prescribe detailed matters concerning academic evaluation and grade processing pursuant to Chapter 9 of the Academic Regulations of Woosong University (hereinafter referred to as the “University”).

## Article 2 (Examinations)

- ① Midterm examinations shall be conducted under the responsibility of the course instructor during the semester.
- ② Final examinations shall be conducted at the end of each semester.
- ③ Practical, experimental, or performance-based courses may be evaluated based on continuous assessment instead of formal examinations.

## Article 3 (Examination Schedule)

Final examination schedules shall be announced at least one week prior to the examination period. Additional examination schedules shall be announced separately.

## Article 4 (Examination Supervision)

- ① The course instructor shall serve as the primary proctor.
- ② Additional proctors may be assigned if the number of examinees exceeds 50.

## Article 5 (Cheating During Examinations)

- ① Any case of cheating shall be reported to the Office of Academic Affairs with evidence.
- ② The grade for the course shall be recorded as F (0 points).

## Article 6 (Absence from Regular Evaluations)

- ① Students unable to attend exams must submit supporting documents and obtain approval for a make-up exam.
- ② Make-up exams shall be conducted within 7 days after the regular exam period.
- ③ For employed students in their final year, make-up exams may be replaced by assignments.
- ④ If a student who is absent from a regular examination does not fall under Paragraphs 1 through 3, the student’s grade shall be recorded as **F (0 points)**.

## Article 7 (Attendance Management)

Instructors shall monitor and record attendance for every class session.

## Article 8 (Recognition of Attendance)

- ① Attendance may be recognized in cases specified in *Appendix 1*. However, cases falling under Subparagraphs 8 through 10 shall require approval from the President.
- ② In accordance with Article 28, Paragraph 3 of the Academic Regulations, students who are granted permission for self-directed learning may have their attendance recognized through faculty supervision and assignment-based learning.
- ③ Delays in course registration due to reinstatement or readmission after the beginning of the semester shall, in principle, be treated as absences. However, exceptions may be recognized as attendance if specified separately by the President.
- ④ Detailed procedures related to Paragraphs 1 and 3 shall be determined separately by the President.

[ 4-1-4a-wsuk ]

**Article 9 (Evaluation of Attendance Grades)**

- ① If a student is absent for more than one-third of the total class hours of a course, the attendance score for that course shall be 0.
- ② Attendance scores shall be calculated according to the attendance scoring table.
- ③ If a student engages in fraudulent attendance practices—such as proxy attendance (both the requesting and the acting student), non-participation after attendance recording, or manipulation of excused absences—disciplinary measures may be imposed in accordance with Article 54 of the Academic Regulations after departmental review, as follows:
  1. First offense: The relevant class session shall be recorded as an absence;
  2. Second or subsequent offenses: The attendance score for the course in that semester shall be recorded as 0.

**Article 10 (Grading)**

- ① A course in which a student is absent for more than one-third of the total class hours shall be graded as **F (0 points)**.
- ② If a student fails to complete a registered course, the grade for that course shall be **F (0 points)**.
- ③ If a student does not take the regular examination (final exam), the grade for that course shall be **F (0 points)**. However, this shall not apply to students who have taken a make-up exam or completed an alternative assessment in accordance with Article 6.
- ④ Courses withdrawn through prescribed procedures shall be excluded from grading.
- ⑤ If no evaluation is recorded in the grade report, the grade shall be treated as **F (0 points)**.
- ⑥ For retaken courses under Article 9, Paragraphs 1 and 4 of the *Regulations on Course Registration*, the maximum grade that may be awarded is **B+**. However, exceptions may apply for level-based classes, teacher training courses, military education courses, special programs, or other unavoidable cases.

**Article 11 (Credit Management for Self-Directed Learning)**

Matters concerning grade recognition for students approved for self-directed learning under Article 28, Paragraph 3 of the Academic Regulations shall be determined separately by the President.

**Article 12 (Method of Evaluation)**

- ① The grading distribution for academic performance shall follow the prescribed table. However, depending on the nature of the course, the instructor may adjust evaluation components and weightings (excluding attendance). In cases such as field practice or graduation project research where separate regulations exist, those regulations shall apply

Category	Pure Theory	Theory+Practice	Pure Practice
Attendance	20%	20%	20%
Final Exam	40%	40%	-
Continuous Assessment	20%	20%	-
Assignments/Attitude	20%	-	-
Practical Performance	-	20%	60%
Practical Attitude	-	-	20%
Total	100%	100%	100%

- ② In accordance with Article 36, Paragraph 1 of the Academic Regulations, grading shall, in principle, be based on relative evaluation by course, distinguishing between day and evening classes and by individual class sections. However, courses designated as P/F under Article 38, Paragraph 3 of the Academic

[ 4-1-4a-wsuk ]

Regulations, or courses approved by the President due to unavoidable circumstances, may be evaluated on an absolute basis.

- ③ The grade classifications and grade points shall follow Article 38, Paragraph 2 of the Academic Regulations.
- ④ The relative grading distribution ratios by grade, as stipulated in Article 38, Paragraph 2 of the Academic Regulations, shall follow the table below as a general rule. However, the ratios may be adjusted in accordance with separate guidelines to ensure flexibility in grading

Grade	Ratio
A (A+~A0)	≤30%
B (B+~B0)	≤40%
C~D	≥30%
F	Exclude
P / I	Exclude

**Article 13-2 (Absolute Grading Criteria)**

Grade	Score
A+	≥95
A0	90–94
B+	85–89
B0	80–84
C+	75–79
C0	70–74
D+	65–69
D0	60–64
F	<60

**Article 14 (GPA Calculation and Ranking)**

- ① Grades recorded in the academic record shall be expressed as A+, A0, B+, B0, C+, C0, D+, D0, and F, and the semester GPA shall be recorded. However, depending on the course, grades may be recorded as Pass (P).
- ② The GPA of completed credits shall be calculated by dividing the total grade points (obtained by multiplying the credit value of each course by its grade point) by the total registered credits, and rounded to three decimal places. Grades marked as Pass (P) shall be excluded from this calculation.
- ③ Courses withdrawn from registration and excluded from grading shall be deleted from the record.
- ④ Grades for courses taken during the summer or winter semesters shall be recorded separately from the first and second semesters. However, they shall be included in the total earned credits, graduation credits, and cumulative GPA calculations.
- ⑤ In cases where students have the same GPA, academic ranking shall be determined in the following order:
  1. Total grade points;
  2. Total credits earned;
  3. Number of graded courses completed.

**[ 4-1-4a-wsuk ]**
**Article 15 (Grade Processing for Retaken Courses)**

- ① If a student retakes a course and achieves a higher grade than previously earned, the new grade shall be recognized and recorded in the semester in which the course was retaken.
- ② In such cases, the previous grade shall be invalidated and excluded from both earned credits and GPA calculations.

**Article 16 (Cumulative Grade Classification)**

The cumulative academic performance shall be calculated using the arithmetic mean, and the overall grade classification shall be as follows:

Avrg GPA	Avag Grade	
4.25~4.50	A <sup>+</sup>	
3.75~4.24	A <sup>0</sup>	
3.25~3.74	B <sup>+</sup>	
2.75~3.24	B <sup>0</sup>	
2.25~2.74	C <sup>+</sup>	
1.75~2.24	C <sup>0</sup>	
1.25~1.74	D <sup>+</sup>	
0.75~1.24	D <sup>0</sup>	
0~0.74	F	
Pass / Fail	P	I

**Article 17 (Grade Processing)**

- ① The course instructor shall calculate evaluation scores within 7 days from the completion of continuous and final assessments, and students shall be able to review the calculated scores.
- ② The course instructor shall calculate final grades within 10 days from the end of the semester (including the make-up week), enter them into the information system, and submit supporting documents such as grade reports.
- ③ Grades submitted pursuant to Paragraph 2 shall be finalized following prescribed procedures at the time academic records are confirmed—by the end of September (for the first and summer semesters) or by the end of March (for the second and winter semesters)—and recorded in the academic record.
- ④ If it is deemed difficult to complete grading within the prescribed period due to ongoing instruction or other reasons, grading may be deferred with the approval of the head of the academic affairs office. In such cases, the grade shall be recorded as “I” (Incomplete) and shall not be included in the GPA calculation.
- ⑤ Notwithstanding Paragraph 3, if grades need to be reflected for graduation review or issuance of transcripts, they shall be processed based on the grades assigned at the relevant time.

**Article 18 (Access to Grades)**

Students may review their grades as announced by the University.

**Article 19 (Objection to and Correction of Grades)**

- ① Students who have objections to announced grades may file an appeal with the course instructor within the designated grade correction period.
- ② In principle, grade appeals shall be made directly to the course instructor. However, if unavoidable

#### [ 4-1-4a-wsuk ]

circumstances arise, applications may be submitted through the information system.

③ The course instructor shall review the appeal and notify the student of the result within the grade correction period. For appeals submitted through the system, a record of the response must be maintained electronically.

④ If a grade correction is to be made, the instructor shall submit a written explanation and supporting evidence to the academic affairs office and obtain approval from the President.

⑤ Notwithstanding Paragraph 1, students who fail to complete course evaluations may have limited access to grade inquiries for that semester.

⑥ As a general rule, grade appeals and corrections are not permitted outside the designated period. However, in cases of clear errors such as input mistakes or omissions, the instructor may request a correction following the procedure in Paragraph 3.

#### **Article 20 (Cancellation and Waiver of Grades)**

① Grades shall be canceled in the following cases:

1. Grades of students who took examinations without registration;
2. Grades of students who did not register for the course;
3. Grades exceeding the maximum allowable credits;
4. Grades obtained through error, mistake, or misconduct.

② Students may waive previously earned grades during enrollment under the following conditions:

1. Eligibility: students in their third year or above;
2. Applicable courses: courses with grades between C+ and D0;
3. Maximum credits: up to 9 credits during enrollment.

③ Grades canceled or waived under Paragraphs 1 and 2 cannot be reinstated, and tuition paid for the relevant semester shall not be refunded.

④ Waived grades shall not be retroactively applied to scholarship selection, academic probation, or academic dismissal decisions.

⑤ Students must ensure that waiving grades does not affect graduation requirements, teaching certification, or qualification acquisition.

#### **Article 21 (Retention and Preservation of Grade Records)**

① Documents related to academic evaluation, including answer sheets, grading rubrics, and model answers, shall be compiled and retained for five years. Full-time faculty shall be responsible for their own records, while records of adjunct or other faculty shall be managed under the responsibility of the department head.

② Notwithstanding Paragraph 1, if a full-time faculty member retires, their evaluation records shall be transferred to and retained by the department for five years.

#### **Article 22 (Grade Processing for Transfer and Related Cases)**

Matters concerning credit recognition and grade processing for transfer, readmission, and similar cases shall follow the relevant regulations, and matters concerning open learning shall follow the regulations on open learning.

#### **Article 23 (Miscellaneous)**

Matters not specified in these regulations or the Academic Regulations regarding grading and grade processing shall be determined by the President following deliberation by the Curriculum Operation Committee.

## Appendix 1: Types of Recognized Attendance, Periods, and Supporting Document

### 1. Recognized Reasons, Periods, and Required Documents

Reason		인정기간 (Recognized Period)	Supporting Documents
<b>1. Death in the Family</b>	1-1. Death of parents or siblings (including spouse's family)	Within 5 days from the date of occurrence (including holidays)	Death certificate + family relationship certificate or equivalent
	1-2. Death of grandparents (including spouse's family)	Within 3 days from the date of occurrence (including holidays)	
<b>2. Hospitalization due to illness or treatment for infectious diseases</b>		Actual hospitalization period (up to 4 weeks). For infectious diseases: until full recovery	Official medical certificate confirming hospitalization
<b>3. Outpatient treatment (same-day medical visit)</b>		On the day of treatment (max. 3 times per semester)	Medical confirmation + payment receipt
<b>4. Marriage or childbirth (self)</b>	4-1. Student's own marriage	Within 7 days from the date (including holidays)	Government-issued marriage certificate
	4-2. Childbirth	- Student: within 1/3 of total class days within 7 days from date	Birth certificate or equivalent
<b>5. Military physical examination</b>		On the examination day	Official military examination notice
<b>6. Military training (reserve or civil defense)</b>		Training period	Certificate of participation
<b>7. National obligations or official government events (excluding 5 &amp; 6)</b>		Applicable period (within 14 days)	Official government request/invitation document
<b>8. Participation in university-approved events (competitions, seminars, etc.)</b>		Period approved by the President (within 14 days)	Official confirmation from department and related office
<b>9. Employment during enrollment</b>		From employment start date through the semester of employment	Certificate of employment + health insurance enrollment proof
<b>10. Other cases approved by the President</b>		Approved period	Official approval document

### 2. Procedures and Submission Requirements

1) Students who wish to receive attendance recognition must:

- Submit an **Attendance Recognition Request Form** with supporting documents, and
- Obtain **prior approval from the Dean of Academic Affairs**.

※ However, for cases under Items 1–6, approval from the **Department Chair** is sufficient.

2) Application of Item 9 (Employment):

- Applicable only from **the second semester of the 3rd year onward** (i.e., after completing more than 2.5 years of study).