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| approved | Dean |  |  |  |  |  |  | approved | Staff |
|  |  |  |  |  |  |  |
| Reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Request Form for Recognition of****Excuse for Failure to Take Examinations** College/Division: \_\_\_\_\_\_\_\_\_\_\_ Division/Department (Major): \_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I, whose identifying details are recorded above, failed to take the (midterm·final) examination(s) for the course(s) listed below for the reason(s) stated below and hereby request, by submitting this form with relevant supporting documents attached, that the failure(s) be excused and credits granted in accordance with Korea University Constitution Article 45, Paragraph 2 and Academic Regulations Article 69. 1. Semester/Year: 20\_\_ (Spring·Fall) 2. Reasons(s) for failure to take examination(s):  3. Date of occurrence of reason:  4. Period of failure to take examination: -  5. Failure to Take Examinations in: All Courses ( ) / Fewer than all Courses ( )

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| --- | --- | --- | --- | --- | --- |
| Course Code | Course Name | Instructor’s Approval | Course Code | Course Name | Instructor’s Approval |
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Date 20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 󰂙 signature**Respectfully Submitted to the Dean** |

Reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Receipt for Request Form**

(**Recognition of Excuse for Failure to Take Examinations**)

Semester/Year: 20 Spring/Fall

College/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division/Department (Major): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above-mentioned student successfully filed a request form for the recognition of excuse for failure to take (midterm·final) examination(s) for the (spring·fall) semester of the year of 20\_\_.

Date 20\_\_\_\_\_\_\_\_\_\_\_\_\_\_

※ Note

1. In Section 5 of the Request Form, indicate either **“All Courses”** or **“Fewer than all Courses”** depending on whether you failed to take examinations in all courses registered in or only a few of them .

2. Medical reasons must be verified by documents issued by a **Korea University Hospital** or a **general hospital**.

3. Reasons related to military affairs must be verified by a copy of the conscription notice.

4. Attendance at a funeral of immediate family members must be verified by a copy of the **obituary notice**. Other legitimate reasons for failure to take examination must also be verified by **relevant documents**.