

Excused Absence Application Form

1. Applicant Information

Major	Name	Student ID	Class Year

2. Details of Absence (Date and Reason)

Absence Type	Date(s) missed	The Number of Request
State Reason(s) For Absence (Detail)		Note

3. Course(s) missed

Department	Course	Section	Day	Class Time	Professor	Date

*** Attached: Relevant Documentation or a copy thereof**

< Confirmation >

Applicant (write your name) is (Aware) of the officially excused (Periods) and the (Requirements) based on the Grading Policy (Article 8).

2025 . MM . DD .

Applicant (인)

To President of Woosong University

Approved By	Register	Dean

Absence Type		Permissible Period	Relevant Documents
1. Death of a family member	1-1. Death of a parent or sibling (including spouse's family)	Up to 5 days from the incident (including holidays)	Death certificate and family relation certificate, or other supporting documents that can verify this.
	1-2. Death of a grandparent or great-grandparent (including spouse's family)	Up to 3 days from the incident (including holidays)	
2. Hospitalization (Due to illness or accident)		Hospitalization period (up to 4 weeks)	Medical documentation issued by medical institutions. (Official hospitalization admittance date to discharge not to exceed 4 weeks)
3. Quarantine (due to a Class 1 or Class 2 legally designated infectious disease)		Designated quarantine period (up to 4 weeks)	Relevant documents such as a confirmation of infectious disease diagnosis, vaccination certificate, self-quarantine certificate, or official notice from the public health center (a simple medical certificate is not accepted).
4. Illness		Stated Date on Medical Document Only (Max 3 times per semester)	Required Documents: (1) Official medical diagnosis certificate and (2) Receipt Formalised Diagnosis (1) 진료확인서 및 (2) 진료비납부 영수증/ 외래영수증
5. Own Marriage or Childbirth		Own marriage: Within 7 days from the wedding date (including holidays) Own childbirth: Within 4 weeks Spouse's childbirth: Within 7 days from the date of childbirth (including holidays)**	Documents that can verify marriage or childbirth.
6. Military service obligations (examinations, call-ups, or training as prescribed by military service-related laws, excluding regular active duty)		Stated Date Only	Relevant documents (e.g., military conscription physical examination notice, training attendance confirmation certificate)
7. Participation in Official Events (in on- or off-campus competitions, seminars, or events approved by the President)		President-approved period (up to 14 days)	Official confirmation document from the university
8. Participation in certification exams and employment-related procedures (including interviews, entrance exams, and medical examinations)		Stated Date	Relevant supporting documentation for verification You must check with the TAs before going to the exam or interview to ensure that you can get an excused absence.
9. Employment		Stated Period of Employment	Certificate of employment and certificates of insurance. (Eligible after 2.5 years with proof of the 4 insurances)
10. Other Cases Approved by Principal		Stated Period	Official documentation approved by the President
11. Passing a Special Examination		Stated Semester	Supporting documents verifying successful completion of the special examination *You have to apply for this online and do the excused absence once it's approved.