

35.Academic Bylaws Related to Completing a Bachelor's Program

Team in charge: Academic Affairs Team 1075-6 ♥

Established on Jan. 21, 2005 Academic Affairs 81410-21

Amended on Feb. 21, 2017 Regulation No. 238

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Chapter 1 General Provisions

Article 1 (Purpose)

These bylaws seek to specify matters serving as standards for the implementation of the necessary academic affairs prior to and after completing a bachelor's program.

Article 2 (Definitions)

“Persons who completed a bachelor's program (hereinafter referred to as “Completer”)” refer to the following persons from among those who have completed the study period specified in Clause 1, Article 5 of the university regulations and acquired at least the graduation credits specified by the university regulations:

1. Persons who have not yet satisfied the English condition for graduation
2. Persons whose graduation theses have not yet passed the examination

Article 3 (Cases Wherein a Student is not a Completer)

Among those who have completed the study period and acquired at least the graduation credits specified by the university regulations, the following persons may not be considered completers:

1. Those whose grade point average is lower than 2.0
2. Those who lacking compulsory credits for courses of the general studies(Amended on Feb. 21, 2017)
3. Those who lacking compulsory credits for courses of the global convergence studies(Amended on Feb. 21, 2017)
4. (Deleted on Feb. 21, 2017)

5. (Deleted on Feb. 21, 2017)
6. (Deleted on Feb. 21, 2017)
7. Those whose credits for their major or minor are insufficient or those who have not completed the compulsory courses
8. (Deleted on Feb. 21, 2017)
9. (Deleted on Feb. 21, 2017)
10. Others who should continue attending classes to be able to graduate

Chapter 2 Management of Academic Affairs Related to Completion

Article 4 (School Register)

The school records of completers shall indicate completions; if an application for registration for courses prior to completion under Article 6 is submitted by a student prior to the closing date for formal objections in relation to graduation, however, the student's school record will indicate "in school" instead of completion even if the student has satisfied the requirements for completion under Article 2. In this case, those whose school records have already indicated completions prior to the relevant semester may not submit an application for registration for courses prior to completion.(Amended on Feb. 21, 2017)

Article 5 (Certificate)

Certificates of completion and expected graduation shall be issued to completers, however, the certificate of attendance shall not be issued.

Article 6 (Registration for Courses)

1. Completers may not register for courses; however, they may register for courses by submitting an application for registration for courses prior to completion (Attached Form). In this case, if 1 or more credits are not registered for, or the registration fee is not paid even if the student registered for some courses, the student shall be considered temporarily suspended from school due to failure to register.
2. Applications for registration for courses prior to completion shall be submitted by the closing date for formal objections in relation to graduation.
3. The principles of examination for graduation on the year of graduation shall be applied to those who submitted applications for registration for courses prior to completion. Therefore, if the principles of examination for graduation are changed, they shall be subject to the changed principles of examination for graduation.

Article 7 (Date of Completion)

The date of graduation of students who are set to graduate in the relevant semester shall be the date of completion.

Article 8 (Graduation of Completers)

1. Completers may graduate if they submit their graduation theses and graduation English performance records. The period of submission is the same as that for students who are set to graduate in the relevant semester.
2. Persons who submitted the graduation requirements that had not been satisfied pursuant to Clause 1 will graduate on the date of graduation of students who are set to graduate in the relevant semester.
3. The submission of graduation requirements that have not been satisfied is not limited to the number of years after completion; any student who makes the submission pursuant to Clause 1 will graduate.

ADDENDUM

1. (Effective Date) These bylaws shall enter into force as of December 1, 2004.
2. (Abolishment of Other Guidelines) The guidelines for academic affairs management governing those who completed bachelor's courses (academic affairs 81410-256, May 27, 2003) shall be abolished.

ADDENDUM

1. (Effective Date) These bylaws shall enter into force as of February 21, 2017.
2. (Interim Measure) Regarding the Article 3 (Cases Wherein a Student is not a Completer), the existing bylaws shall be applied to students who are not a completer and need to earn 140 credits for graduation.

[Attached Form]

수료전 수강신청서 (Application for registration for courses prior to completion)

담당 (Person in charge)	전산입력확인필 (Entered into the computer)

1. 학번(Student no.): _____
2. 성명(Name): _____
3. 수강신청사유(Reason for applying for registration for courses): _____

4. 수료자의 수강원칙 및 유의사항(Principle of application for registration for courses by completers and remarks)

가. 당해학기전 이미 학적이 수료로 확정된 자는 수료전수 강신청서를 제출할 수 없다.(Those whose school records have already been confirmed to indicate completions before the relevant semester may not submit an application for registration for courses prior to completion.)

나. 수료자는 수강신청을 할 수 없다. 수강신청을 원할 경우 “수료전 수강신청서”를 제출해야한다. 이때 1학점이상 수강신청을 하지 않거나, 수강신청을 하고도 등록금을 납부하지 않으면 미등록휴학처리 된다.(Completers may not register for courses; however, they may register for courses by submitting an application for registration for courses prior to completion. In this case, if 1 or more credits are not registered for, or the registration fee is not paid even if the student registered for some courses, the student shall be considered temporarily suspended from school due to failure to register.)

다. “수료전 수강신청서”를 제출하면, 학적은재학으로한다. (If an application for registration for courses prior to completion is submitted by a student, the student's school records shall indicate "in school".)

라. “수료전 수강신청서”를 제출한자의 졸업사정원칙은 졸업하고자 하는 학기의 졸업사정원칙을 적용한다. 따라서 졸업사정원칙이 변경될 경우 변경된 졸업사정원칙을 적용받게 된다. (The principles of examination for graduation on the year of graduation shall apply to those who submitted applications for registration for courses prior to completion. Therefore, if the principles of examination for graduation are changed, they shall be subject to the changed principles of examination for graduation.)

5. 상기 본인은 수료자의 수강원칙 및 유의사항에 동의하며, 향후 졸업사정원칙의 변경으로 인한 불이익이 있더라도 이의를 제기하지 않을 것을 서약하며, 이 신청서를 제출합니다. (In submitting this application, I hereby agree to the principle of taking classes for completers and the remarks. I promise to abide by the covenant and refrain from raising any objection even if I am placed at a disadvantage due to the changes in the principles of examination for graduation.)

신청일(Date of application): _____ 년 _____ 월 _____ 일(Month/Day/Year)

신청인 : _____ (서 명)
Applicant: _____ (Signature)

To: President of Handong Global University
한 동 대 학 교 총 장 귀 하