

## Spring 2020 Guidelines for Changes to the Graduate Student Record

Online application available for the following: advisor selection/change, withdrawal from the integrated master's-doctorate program, and reduction in coursework hours in the integrated master's-doctorate program

**\* Period: February 3 to February 25, 2020 (4:00 p.m.)**

### 1. Applying for Leave of Absence & Re-enrollment

**\* New students are not permitted to take a leave of absence in the first semester.** (However, maternity leave, parental leave, military leave, and business start-up leave are permitted.)

- Procedure: Submit the application forms for Leave of Absence & Re-enrollment with the signatures of both the advisor and department chair to the department office in person (online application not available).
- Types of Leave of Absence & Details

Type of Leave	Number of Semesters Permitted	Included in the Enrollment Period	Included in the Leave of Absence Period	Required Documents	Notes
Military Leave	6 semesters	×	×	Notice of enlistment or confirmation of military service	- Submit required documents.
Maternity Leave	1-2 semesters	×	×	Medical confirmation of pregnancy (issued within the last 45 days)	- Submit required documents. - Not applicable to male students - Up to one year
Parental Leave	1-2 semesters	×	×	Certificate of family relationship or resident registration records	- Submit required documents. - Applicable to those with children under the age of 8 - Up to one year
General Leave	1-2 semesters	○	○	None	

#### A. Military Leave

- Military leave is excluded from the thesis submission period. In the case that military enlistment is canceled or postponed, students must report the change within 7 days to cancel military leave.
- Required Documents: a copy of the enlistment notice (with the enlistment date), confirmation of military service, or certificate of

military service (including an e-mail sent from the Military Manpower Administration)

#### B. Re-enrollment After Completing Military Service

- Students must return to school within a year from the date of military discharge (refer to the example below)

★Example: A student who has completed military service on April 30, 2020 may return to school either in August 2020 or February 2021. If he attempts to return to school in August 2021, he cannot re-enroll because more than one year has passed since the date of discharge.

However, in the case that returning to school by February 2021 is not possible, an application form requesting general leave of absence (with a copy of the certificate of military discharge) must be submitted by February 2021.

- Required Documents: a copy of the certificate of military discharge or certificate of military service (with the date of discharge)

#### C. Maternity Leave

- In order to apply for maternity leave, students should submit a medical certificate confirming pregnancy (issued within the last 45 days).
- Students may take a leave of absence for up to one year for each childbirth, and the term of leave of absence is excluded from the thesis submission period.

#### D. Parental Leave

- In order to apply for parental leave, students should submit a copy of the family relationship certificate or resident registration record.
- Students may take a leave of absence for up to one year for each child under the age of 8, and the leave of absence is excluded from the thesis submission period.

#### E. General Leave

- Students may take a leave of absence for six months or one year at a time and the term may be extended continuously. Master's and doctoral (including master's-doctorate integrated) students may take a leave of absence for up to two years and three years, respectively.
- For students who want to extend the term of leave of absence after the application deadline, they must re-apply.
- Students must apply to re-enroll for the semester when the thesis

examination takes place.

- Those who have completed coursework do not need to take a leave of absence except for maternity, parental, military, and business start-up leaves, the term of which is excluded from the thesis submission period.

## **2. Withdrawal & Readmission**

- Submit the application forms for withdrawal and readmission with the signatures of both the advisor and department chair to the department office in person (online application not available).
- Those who were expelled due to withdrawal, unpaid tuition, and an excessive leave of absence period may be readmitted once depending on the admission quota for that year.
- Readmitted students may maintain their enrollment status from the date of enrollment up to the thesis submission deadline (master's: 6 years; doctorate: 10 years; master's-doctorate integrated: 12 years).
- Readmission is allowed only if students are able to complete their program while maintaining their enrollment status.
- The leave of absence term taken prior to readmission is included in the total leave of absence period.

## **3. Change of Advisor**

- Visit <http://portal.korea.ac.kr> → Student Records/Graduation → Student Record Details → Change of Advisor

## **4. Change of Major**

- Submit an application form for change of major to the department office.
- Change of major is not available after program completion.

## **5. Advisor Selection for New Students**

- Period: **March 2 to March 6, 2020 (4:00 p.m.)**
- Visit <http://portal.korea.ac.kr> → Student Records/Graduation → Student Record Details → Select Advisor

## 6. Withdrawal from the Integrated Master's–Doctorate Program & Reduction of Coursework Period (Early Completion)

### A. Withdrawal from the integrated master's–doctorate program

- 1) Period: **February 3 to February 25, 2020 (4:00 p.m.)** (Same as the period for changing student records)
- 2) Procedure: Visit <http://portal.korea.ac.kr> → Student Records/Graduation → Student Record Details → Master's–Doctorate Integrated Program
- 3) Withdrawal Application: Students in the integrated master's–doctorate program who wish to withdraw from the integrated program and enter a master's program instead should apply for withdrawal.
  - However, in this case, only the program itself is changed to a master's program, thus a master's degree cannot be obtained directly after withdrawing from the integrated program even if completion requirements for the master's degree are met.
  - Candidates for program completion are decided at the end of the semester of application after grades have been finalized.
  - ★Example: A student who withdraws from the integrated master's–doctorate program on February 2, 2020 does not complete the master's program on February 25, 2020. Should the student apply for withdrawal in the first semester of 2020 and meet completion requirements for the master's program, he/she shall complete the program in the first semester of 2020 (August 25, 2020).
- 4) **Withdrawal from the integrated master's–doctorate program is not available after program completion.**

### B. Applying for Reduction of Coursework Period (Early Completion)

- 1) **Period: March 2 to March 20, 2020 (4:00 p.m.)** (To accurately reflect the current semester, registration is necessary before applying for early completion)
- 2) Procedure: Visit <http://portal.korea.ac.kr> → Student Records/Graduation → Student Record Details → Reduction of Coursework Period Application
- 3) Semesters: Reduction is limited to either two semesters (one year) or one semester.
  - Reduction by two semesters: Apply during the student record changing period at the beginning of the 6th semester
  - Reduction by one semester: Apply during the student record changing period at the beginning of the 7th semester

- ※ However, early completion and graduation is only available to students who have attained an average GPA of 4.0 or higher by their 6th or 7th semester (after the grade finalization and program completion evaluation period).

## 7. Payment of Tuition (Refer to the Treasury Bulletin)

- A. **Formal Registration Period: February 21 at 9:00 a.m. to February 27 at 4:00 p.m., 2020**
- B. Visit <http://portal.korea.ac.kr> → Registration/Scholarships → Tuition Bill → Print Bill] Pay at the designated bank)
- C. Final Registration Period: **March 11 at 9:00 a.m. to March 13 at 4:00 p.m.**

## 8. Course Registration when Re-enrolling

- A. **Period: February 19 at 10:00 a.m. to February 21 at 17:00 p.m., 2020**
- B. Procedure: Visit <http://sugang.korea.ac.kr/graduate/> to register
  - Students re-enrolling for the first semester of 2020 may register for courses during the course registration period for regular students regardless of their record or registration status (however, if the re-enrollment process is not completed by February 25 2020, course registration data will automatically be deleted).

February 2020

Dean of the Graduate School