

# Academic Policy Guide for Regular Korean Program

## I. Assessment and Completion Requirements

1. Grading policy for the Regular Korean Program is as below.

Assessment	Midterm (40%)		Final exam (40%)		Assignment	Participation	Total
	Test	Writing I Speaking I	Test	Writing II Speaking II			
Application	30%	10%	30%	10%	10%	10%	<b>100%</b>

2. Students must accomplish minimum attendance rate of 80% to complete a level.
3. Students must acquire minimum score of 70 for both Writing and Speaking to complete a level.
4. Students must satisfy above qualification of '2' and '3' to complete a level.
5. Students who complete levels 1 to 5 are awarded a certificate of level completion for the corresponding level; those who complete level 6 are awarded a certificate of course completion.

## II. Attendance

1. Attendance rate of a session is a ratio of a student's attended hours to cumulated class hours.
2. Three tardiness counts as one absence.
3. Absence caused by one of following cases is acknowledged as attendance if the student submits an authentic evidential documents.
  - a. Getting medical treatment or being hospitalized due to disease or accident(Excludes beauty treatments)
  - b. Family events related to the student and/or their immediate family
  - c. Participating in official activities hosted by a sponsor organization (Scholarship student only)
  - d. Natural disasters

## III. Failure and Re-enrollment

1. Students who fail to fulfill level completion requirement stated in I-2) are unable to move onto the next level and will only receive a report card.
2. Students whose attendance rate is below 60% are ineligible to continue into or re-enroll for the next session.

3. Students who accumulate 3 fails in the same level are ineligible to continue into or re-enroll for the next session.
4. Students in above case of '2' or '3' are able to re-apply after a respite of successive 2 sessions. These students must take a placement test again when they return.
5. Students expelled as set forth 'Dismissal' are ineligible for re-application.

#### **IV. Dismissal**

1. As per the Korean Immigration Law, students who commit an unexcused absence for successive 10 days or more are dismissed from the program and reported to the Korea Immigration Service.
2. Students who result in any of following may be dismissed from the program after a SLI academic committee's deliberation. The dismissed students are ineligible for re-application.
  - a. Two accumulated warnings from Sungkyun Language Institute for misbehaviors causing disturbance during class
  - b. Part-time or full-time work against law and purpose of visa
  - c. Verbal/non-verbal violence, use of drugs, mental or physical harassment to others
  - d. Any violation to Korean Law