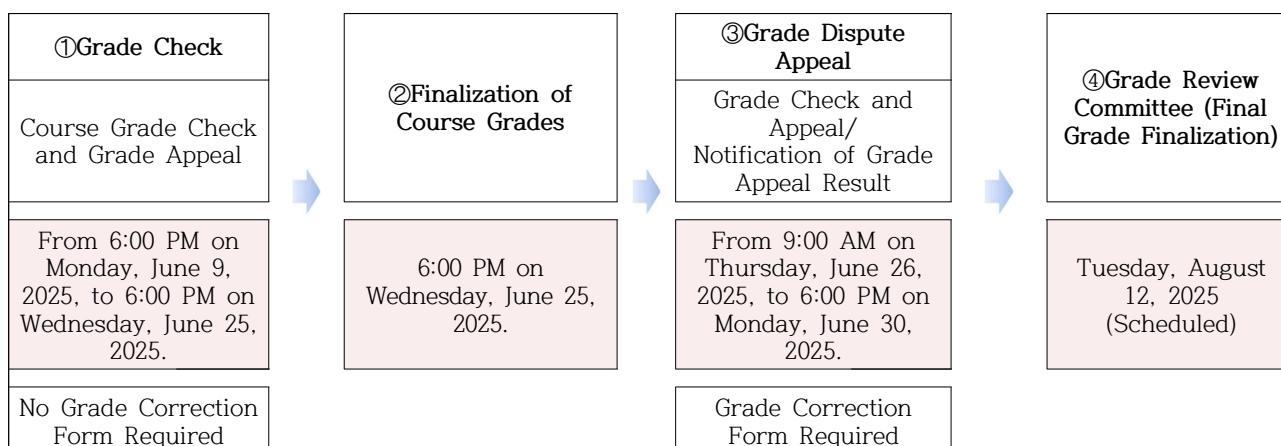


Methods and Procedures for Course Evaluation, Grade Check, and Grade Appeal for the 2025 Academic Year 1st Semester (For Students)

□ Grade Viewing Schedule and Correction Period Information

1. Finalization of Course Grades: Wednesday, June 25th, 6:00 PM
2. If There Are Grade Disputes, follow the grade appeal procedure (refer to page 4) after reviewing the grade viewing schedule and appeal procedure.

1) Grade Viewing Schedule and Appeal Procedure



- 2) If there are any objections to the grade assigned through grade verification, the student must submit a grade appeal through the Integrated Information System before the Grade Review Committee.
- 3) For any submitted grade appeals, after confirming the accuracy of the announced grades, a response will be provided through the Integrated Information System.
- 4) If the grade appeal is deemed valid, the grade correction will be processed through the Integrated Information System.
 - ① Before the Finalization of Course Grades (18:00 on June 25): Grade corrections can be made through the 'Grade Appeal' menu in the Integrated Information System, without the need for a grade correction form.
 - ② After Finalization of Course Grades (18:00 on June 25):

Students must use the 'Grade Correction Request' menu in the Integrated Information System to submit a request. The professor will then attach the grade correction form and supporting documents, and submit them to 1) the department, which will draft the request and forward it to 2) the Office of Educational Innovation. 3) After verification, the Office of Educational Innovation will approve and process the correction.

- 5) The corrected grade will be finalized through the Grade Review Committee.

□ Basic Principles of Grade Assignment

- Students who are absent for more than 1/4 of the total class hours will not be assigned a grade.
- Grade Assignment According to the Academic Regulations

Academic Regulations

Article 41 (Examinations and Evaluation) ①Grade evaluation for each course is based on the midterm and final exams as a general rule. However, depending on the nature of the course, periodic assessments may be conducted during the semester.

②Examinations and evaluations will follow the methods specified in the course syllabus.

③Students who are absent for more than 1/4 of the total class hours will not be allowed to take the exam and will receive a failing grade (F) for the course.

④Students who fail to attend exams or periodic assessments without a valid reason may receive a failing grade (F) for the course.

Article 43 (Grades) ①Academic grades for each course are based on a total score of 100 points, considering factors such as attendance, regular academic performance, assignments, and exam scores. The grades and grade points are as follows

Grade	Scores	GPA	Grade	Scores	GPA
A+	100 ~ 95	4.5	D+	69 ~ 65	1.5
A°	94 ~ 90	4.0	D°	64 ~ 60	1.0
B+	89 ~ 85	3.5	F	Under 59	Not Acquired
B°	84 ~ 80	3.0			
C+	79 ~ 75	2.5	P		No Grade
C°	74 ~ 70	2.0			

☐ Provision for Grade Appeal Based on Grade Processing

Regulations for the Implementation of the Academic Rules

Article 39 (Grade Correction)

The submitted grades cannot be arbitrarily corrected. However, if there is a mistake or omission in the submitted grade report, the grade can be corrected by submitting the Grade Correction Form (Form No. 5) before the Grade Review Committee.

☐ Handling of Students on Academic Probation and those Who Fail After Grade Processing

○ Provision

Regulations for the Implementation of the Academic Rules

Article 46 (Academic Probation) ①Students whose semester GPA is below 1.50 on average during their enrollment will be placed on academic probation.

②Academic probation will be notified to the student via home communication (such as a letter or email) before the start of each semester.

③Students placed on academic probation are required to receive guidance from their academic advisor.

○ Selection of Students on Academic Probation and Those Who Fail through the Grade Review Committee After Grade Processing is Completed

☐ Grade Check and Grade Appeal Using the Integrated Information System

1. Integrated Login System Login (imsi.seojeong.ac.kr)

- ID: Student ID (7 digits)
- Password: Initial password is your 6-digit birthdate (e.g., 990608)
(After changing the password, use the new password)

The screenshot shows the SJU Integrated Login System interface. At the top, there are navigation links for '대표홈페이지', '통합정보시스템', '그룹웨어', 'NCS시스템', '온라인강의 (LMS시스템)', and '학생성공지원시스템'. Below these is a '학습 로그인' (Study Login) button. The main content area has three authentication options: '일반 인증' (General Authentication), '간편번호 인증' (Quick ID Authentication), and '공동 인증' (Joint Authentication). The '일반 인증' section is highlighted with a red box and contains the following text: '학번 또는 교직원 이메일을 입력하세요.' (Enter student ID or staff email), '비밀번호를 입력하세요.' (Enter password), and a '로그인' (Login) button. Below the login button are links for '로그인 안내' (Login Guide) and '비밀번호 안내' (Password Guide). The '간편번호 인증' section includes '학번으로 로그인하세요.' (Login with student ID) and a '간편 로그인' (Quick Login) button, with links for '간편인증 안내' (Quick Authentication Guide) and '간편인증 발급' (Quick Authentication Issuance). The '공동 인증' section includes '공인인증서 로그인' (Login with Public Key Certificate) and a '공동인증서 로그인' (Public Key Certificate Login) button, with links for '공동인증서 안내' (Public Key Certificate Guide) and '공동인증서가 없으신가요?' (Don't you have a Public Key Certificate?). At the bottom right, there are links for '아이디 찾기' (Find ID), '비밀번호 찾기' (Find Password), and '로그아웃' (Logout).

- Click on the Integrated Information System after logging in

The screenshot shows the SJU Integrated Login System interface after logging in. The '통합정보시스템' (Integrated Information System) icon is highlighted with a red box. The '일반 인증' (General Authentication) section is highlighted with a red box and contains the following text: '로그인' (Login) button, '공동 인증' (Joint Authentication) section, and '공동인증서 등록/재등록' (Public Key Certificate Registration/Re-registration) button. Below the login button are links for '로그인 안내' (Login Guide) and '비밀번호 안내' (Password Guide). The '공동 인증' section includes '공동인증서 안내' (Public Key Certificate Guide) and '공동인증서가 없으신가요?' (Don't you have a Public Key Certificate?). At the bottom right, there are links for '아이디 찾기' (Find ID), '비밀번호 찾기' (Find Password), and '로그아웃' (Logout).

2. Course Evaluation, Grade Check, and Grade Appeal

① Menu Location: Grades - Course Evaluation

The screenshot shows the Sejeong University portal interface. On the left is a navigation menu with options like '홈', '학사정보시스템', '강의평가', '개인성적조회', '성적이의신청', '등록', '장학', '기숙사', '수강신청', '성적확인', and '출결확인'. The '강의평가' (Course Evaluation) menu item is highlighted. The main content area displays a table of courses with columns for '과목코드' (Course Code), '분반' (Section), '과목명' (Course Name), '학점' (Credits), '대수구분' (Level), '담당교수' (Instructor), '평가과목여부' (Evaluation Course), and '평가완료여부' (Evaluation Complete). A red box highlights the '평가완료여부' column, showing 'Y' for completed and 'N' for not completed. Below the table, there is a section for '강의평가 (한 과목 평가 후 꼭 저장하세요.)' (Course Evaluation (Save after evaluating one course)). This section contains a list of evaluation questions in Korean, English, and Mongolian, with radio button options for 'Strongly Agree', 'Agree', 'Neutral', 'Disagree', and 'Strongly Disagree'. A red box highlights the 'Save' button at the bottom right of this section.

- ② Select the above path to complete the course evaluation. If the evaluation status shows "Incomplete" for a course, clicking on that course will display a menu like the one below, allowing you to complete the course evaluation. After evaluating one course, simply click "Save."
- Students who have not completed the course evaluation will be able to check their grades starting from July 1, 2025. (Please note that grade appeals and corrections will not be possible, so make sure to complete the course evaluation.)

③ Current semester grades can be checked in the "Personal Grade Inquiry (Course Records)" section, while previous semester grades can be checked under the "Personal Grade Inquiry (Final Grades)" menu.

Students who have not completed the course evaluation will be able to check their grades starting from July 1, 2025.

(Please note that grade appeals and corrections will not be possible, so it is essential to complete the course evaluation.)

④ Grade appeals can be submitted under Grades - Grade Appeal

(June 9, 9:00 AM to June 25, 6:00 PM).

Click on New in the bottom-right corner, search for the course name, write the reason for the grade appeal, and click Save.

The professor will review the appeal and, if deemed valid, may individually change the grade.

(Please note that the grade will not automatically be changed.)

⑤ Grade correction requests can be submitted under Grades - Grade Correction Request (June 26, 9:00 AM to June 30, 6:00 PM).

Click on New in the bottom-right corner, search for the course name, write the reason for the grade correction, and click Save.

The professor will review the request and, if deemed valid, will approve it, after which the grades will be changed in bulk.

(This is scheduled for Mid-July.)

(As it is not the correction period yet, the New and Save buttons are currently inactive; they will be activated during the specified period.)

(Please note that the grade will not automatically be changed.)

※ Important Notes for Grade Appeals!!

- Information related to grade appeals (such as applicant details, appeal history, etc.) will be stored in the database. If any issues arise regarding the grade appeal in the future, this information will be used as supporting documentation, so please submit your appeal carefully.
- Submitting a grade appeal does not guarantee that the grade will be raised. Please be aware that after a thorough review, the grade may even be lowered.