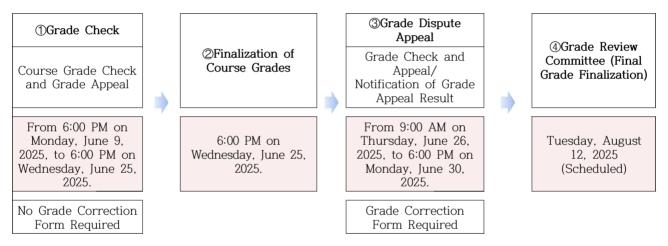


Methods and Procedures for Course Evaluation, Grade Check, and Grade Appeal for the 2025 Academic Year Ind Semester (For Students)

## $\Box$ 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.
- 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.

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



# $\square$ 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)

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			아이다 찾기 비밀번호 찾기 로그아웃	

- Click on the Integrated Information System after logging in

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### 2. Course Evaluation, Grade Check, and Grade Appeal

서정대학교 메인화면 🎯 강의평가 🐸 과목코드 분반 ☆ 평가과옥여부 과목명 학점 미수구분 담당교수 평가완료며부 완료 미완료 미완료 미완료 ☆ 즐겨<u>찾기</u> 5건이 조회되었습니다 🕋 학사정보시스템 강의평가 (한 과목 평가 후 꼭 저장하세요.) 질문배용 평가 교수는 수업시가를 주수하고, 호간 시에는 보간을 삭지하였다. 이태우그박다.] [Strongly Agres.] [रवतापूर्वल महमत.] (маш их санал нийлик байна.] [Rât dùng. haqiqa 이 그 방다.] Карка.] (тарка.] [завшевери байна.] [болд.] (shunday.) 이 [보통.] [Neutral.] (तटल्प.) [тевиял: самисан.] [Sinh funding.] [odatlagiday.] O (미나다.] (Josarei, ] Жарта.] (самал нийлихитй байна.] [Không dùng.] [unday emas.] 이 (배우이나다.). [Strongly Disagree.] खरात. अस्त्रमत.] (санал огт нийлихгүй.] [Hoàn toàn không.] [haq 강의평가 (명유고정다,) [Strongly Agree,] (इत्रतापुर्वन समार), (Mau, их санал нийлж сайна,] [Rid ding, haqiqa (그렇다,) [Agree,] (इस्पत,] (зөвшөөрч байна,] [Bong,] [shonday] (보황,] [Neutral,] (हरस्प,] (зөвшөөрч байна,] [Shonday] (보양,] [Neutral,] (हरस्प,] (тевийн сажисан) [Binh futthon,] [Idaddajday,] (이니니다,) (Disagree,] (अस्पत्स,] (саман имлажуну байна) [Kaho gina,] (unday emas.] (명우이나[L-], [Strongly Disagree,] (अस्पत्स,] (саман огт нийлэхүл,] [Hoan ban không,] [haq Professor dars vaqilarini kuzatib bordi va dars bekorqilini 교수는 학생들을 물질꾼리를 불가하게 하였다. The professor strictly managed the students' attendance sumurand Baufgraven pillenting storgen साथ ucuruun नी: Балш окултнуданн крацийг сайтар занкая бургтэсэн Giáo sư quán lý tilt að viða slíða, atanh cúa ainh kian Professor Islabalar davomalni qarly nazonat gildi, 개인성적조회(확정성적) 성적이의신경 교수는 강의계획서에 부합하는 내용으로 수업을 진행하였다 The professor taught accordingly to the lecture plan. 이(바우그발티) [Strongly Agree,] (इतायूर्वल सहमत,] (Маш их санал нийлж байна,] [Rât dúng, haqiqa 이그학티),] (Agree,) [सहमत,] (зевшеерч байна,] (búng,] (shunday,] 이보물,] (Neutral,] (तटस,] [тевийг сахисан,] (Binh thưởng,] [odatdagiday,] The professor taught accordingly to the lec प्राध्यापकले लेक्बर/व्याख्यान योजना अनुसार पढाए। Багш хичээ далуу ж 12건이 조회되었습니다 선전화인 충격화인 분 과목의 평가 점수 신장에 반영되는 중요한 운장이니 신중하게 평가해 주시기 바랍니다.
 적장은 한번만 됩니다. 수장이 안되니 신중하게 평가해 주시기 바랍니다.
 강의평가와 관련이 없는 내용 (허위사실 유포, 명예훼손, 성적희롱, 인신공격)은 작성을 하지 마시기 바랍니다. 🗎 저장

1) Menu Location: Grades - Course Evaluation

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.)



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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.)



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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.)

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(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.