

Fall 2023 Grade Submission Schedule (Graduate School of Energy and Environment)

1. Grade Input and Revision

Due Dates for Grade	Dec. 15 09:00 ~ Dec. 29 08:30
Grade Open to Students and Revision	Dec. 29 10:00 ~ Jan. 5 17:00
Grade Confirmation	Jan. 8 12:00

※ Same schedule as undergraduate course

2. Input Grades

- 1) Faculty may input grades through the following procedure.
 KUPID (<http://portal.korea.ac.kr>) Log In > Course > Course Evaluation > Save E-mail address and emergency contact > Input grade
- 2) ID and password : KUPID Single-ID and password (If you forget your KUPID ID and/or password, please click Finding your portal ID/Password.)

3. Note

- 1) New users should apply for a Single-ID by clicking "Regist Single ID" button on the right side of the KUPID log-in page. If you have inquiries about the Single-ID, please contact 3290-4777.
 - 2) After you submit grades, check them again and SAVE and LOCK the Final Grades on the system. If the grades remain unlocked, they show up as "I" (incomplete) to students during the 'Open to Students and Revision Period'. You can not print out the grades unless they are locked. After the Revision Period ends, the grades "I" will turn to "F".
 - 3) You are kindly asked to keep the document used for grading (attendance book, answer sheets, essays, materials for evaluation, grades sheet printed from the input system, and so on) for 10 years(attendance book for 5 years) from the grade confirmation date according to Korea University Regulations. (Non-regular Faculty and part-time instructor should turn in their grading documents to the department offices instead)
 - 4) Pursuant to Articles 5, 6 and 7 of the Improper Solicitation and Graft Act, student requests done directly (or through a third party) face to face (or online) to faculty members and instructors to alter grades (whether upward or downward) without an error in grading, constitute improper solicitation. Faculty members and instructors receiving improper solicitation must notify the person making the improper solicitation that such request amounts to an improper solicitation and clearly express their intent to reject such request. Faculty members and instructors receiving the same improper solicitation for a second time are advised to consult the Grad School Administration Team (extension: 5142) or the Office of Audit (extension: 2752, 2755) and proceed with the reporting process by following the instructions.
- ※ Reporting violations of Improper Solicitation and Graft Act: Korea University website (www.korea.ac.kr)(한국어) – 대학생활 – 참여와제안 – 청탁금지법 위반 신고 - Report