

## Notification on Punishment for Cheating on a Final exam

If a student gets caught cheating on the midterm, the student will be **punished as follows according to the school's zero tolerance policy**. So please be careful not to commit such offense.

### **Types of cheating (applicable to both in-person and remote exams)**

1. Looking at others' answers or showing others your own answers
2. Looking at notes, textbooks, memos, or other reference books during an exam
3. Forcing others to show you their answers
4. Discussing with each other during an exam
5. Making a list of expected questions and keeping it during an exam
6. Writing notes on a desk, plastic sheet, etc.
7. Sharing the answer sheet or writing notes on the question sheet and sharing it
8. Writing down answers before the exam and submitting those answers
9. Taking a test in someone else's name or asking others to do so for you
10. Disobeying, protesting or rebelling against the exam supervisor's instructions during exams
11. Using AI(Chat GPT, etc.) without permission by professor
12. Other acts of cheating

### **Punishment for Cheating**

- Once a cheating is detected, the student will receive a penalty of an "F" for the course or all courses for which exams are scheduled on the same exam day or all courses taken in the semester. And if the matter is serious, the student may receive disciplinary measures such as probation, fixed-term suspension, indefinite suspension and expulsion.
- **Students who receive disciplinary measures will be disqualified as recipients of various scholarships until graduation.**

### **Disciplinary Procedure for Cheating**

- The exam supervisor identifies the student's act of cheating → The exam-offering college confirms the validity of cheating after fact-finding → That college requests the student's own college to take disciplinary action → The student's college reviews the case, and its Dean decides on the disciplinary measure → The final decision is reported to the Office of Academic Affairs.

Also, when taking a remote exam, using software and other tools which are not permitted for the exam may be considered cheating, so please completely power off **messenger programs and other software** before taking the exam.

Once again, **zero tolerance will be given to those found cheating during the exam**, and thus students are advised to be more cautious against cheating during the exam.