

## **TKU Implementation Guidelines on the Cancellation of Student Demerits**

Secretariat Regulation No. 1000000019 (11/21/2011)

Amended in Student Affairs Meeting (10/21/2011)

1. The *TKU Implementation Guidelines on the Cancellation of Student Demerits* (herein referred to as “These Guidelines”) were formulated with the function of educational counseling, to encourage students to change and strive for improvement.
2. Students who have violated the *TKU Regulations on Student Rewards and Sanctions*, who have received two or less major demerits, and who show deep and genuine regret for their actions may apply to have their demerit(s) cancelled.
3. Within two weeks from the day after receiving a Letter of Punishment, the offending student must fill in a Cancellation of Demerit Application Form, and after having the application reviewed and approved by their mentoring teacher, advising military instructor, and a member of their department’s managerial staff, they must submit the application to the TKU Guidance Section, Office of Student Affairs. If there is an unavoidable reason as to why he / she could not submit the application in time, the offender must submit the application – along with documentary proof of the unavoidable reason – the day after the insurmountable obstacles subside (at the latest).
4. To have their demerits cancelled, students must partake in “campus care” service, as outlined below:
  - a) The Office of Student Affairs organizes “campus care” service, while the office or department that holds the actual campus care activities oversees and evaluates the student’s performance.
  - b) The scope of campus care service includes tasks that uphold the general maintenance and cleanliness of the campus environment, as well as other tasks that fall within an appropriate scope. Such service should not involve tasks that may compromise the safety of participants.
  - c) Those with two reprimands must complete six hours of campus service; those with two minor demerits must complete 18 hours of service, and so on. These hours of service must be rendered on separate days, with no single service session exceeding four hours. The provision of service should not affect students’ class schedules.

- d) Campus care service must be completed within two months of lodging the Cancellation of Demerits Application, otherwise it will be considered invalid.
  - e) After students finish campus service and pass their evaluation, they must hand their evaluation form in to the TKU Guidance Section and complete the remaining procedures.
5. Students who are again issued a reprimand or demerit (or higher) within one year of having their demerits cancelled will have their record returned to how it was before the cancellation. They may, however, once again apply for cancellation of demerits.
  6. The cancellation of demerits only serves to erase one's record of punishment. Their grade for personal conduct may still be modified as per usual.
  7. This set of guidelines will take effect on the date of its publication after being passed in a student affairs meeting and approved by the TKU President. The same applies to any later amendments made.