



## Tunghai University Implementation Regulations of Early-Warning System and Counseling and Guidance for Bachelor Program Students

Approved by Meeting of Academic Affairs on April 20, 2010

Amendment Approved by Meeting of Academic Affairs on April 19, 2011

- Article 1. To carry out guidance for students with poor academic performance and low effectiveness of learning so as to strengthen the effectiveness of student learning at school, the School hereby particularly stipulates the Regulations herein.
- Article 2. The targets for counseling on poor academic performance and low effectiveness of learning as mentioned in the Regulations are as follows:
- 1-1. Students warned at the beginning of period: once have failed academic semester courses with credits exceeding half or two thirds of the semester total credits.
  - 1-2. Students warned of one single subject: students at school remaining one of the semester courses warned by the course teacher after the end of warning operations in the middle of a semester.
  - 1-3. Students of warning credits up to half: students at school whose credits warned exceeds half of the semester total credits after the end of warning operations in the middle of a semester.
  - 1-4. Students of prominent warning: students warned of one remaining subject or of warning credits up to half after the end of warning operations in the middle of a semester.
- Article 3. A roster of students warned at the beginning of period shall be sent to each department's email account by the Center for Teaching and Learning through email after the deadline of the course add/drop, tutors should initiatively show solicitude and should have a talk with the students warned at the beginning of period to realize students' needs and to provide counseling opinions.
- Article 4. Login of academic warning operation shall be conducted within two weeks after midterm exams by each course teacher through study term warning system.  
The Registration Office of the Office of Academic Affairs shall aggregately sort out students' warning materials, and inform the departments (institutions), students themselves and parents after the end of warning operation.
- Article 5. Counseling and guidance on students of prominent warning shall be conducted by that very student's tutor and be carefully recorded according to the affiliated student's warning information through the tutor information system; each department



should arrange make-up teaching or after-school programs in accordance with affiliated students' warning materials.

Article 6. After tutors' counseling and guidance on students of prominent warning, if affirmed that the student has any problem of overloaded learning or learning disturbance on a certain course, tutors should apply with the Office of Academic Affairs for an early warning to cease the student's stud. Student's applications for a warning and cease study shall be limited to two subjects per semester, and the credits of after cease must not be less than the semester required minimum of sixteen credits if the students are not in the graduation year, those of students of graduation year must not be less than the semester required minimum of nine credits (not including students of study term extension), but students of study term extension shall at least take one course after cease; subjects of warning to cease applied by students shall be approved by the course teacher, the tutor and the department director, and shall be applied within fifteen weeks before the end of a semester teaching days. If the ceased courses are categorized as those of graduation examination, the student shall apply one week prior to the graduation.

The ceased courses shall still be registered in transcripts of both semester and previous years, and annotated "Study Ceased" in the transcript, credits of ceased courses shall not be counted in that very semester total credits.

After cease, as to courses of those should be paid credit fees (tuition and fees) according to regulations, no refund for fees paid, and a supplementary payment shall be made by the students failed to pay; courses may be continued if participants have not reached the number available resulted from warning to cease. Tutors and department directors should notify the students applying for warning and cease of possible prerequisites and affection on study term because of applications for early warning and study cease.

Article 7. The Regulations herein shall be implemented after the approval of the meeting of Academic Affairs.