

國立高雄餐旅大學學生成績預警輔導紀錄表
NKUHT, Student Grading Warning recording form

學生姓名 Student's Name		學號 Student's ID Number		填表日期 Date	
就讀系所 Department	<input type="checkbox"/> 研究所 Master <input type="checkbox"/> 二技 two-year technical program <input type="checkbox"/> 四技 4-year college <input type="checkbox"/> 五專 five-year junior college program _____ 所系科 Department _____ 年級 Grade _____ 班 class				
輔導內容 Counselling content					
導師 Class Instructor	預警原因 Warning Reason : <input type="checkbox"/> 期初預警 for the beginning of semester <input type="checkbox"/> 期中預警 for the midterm of semester				
	學業成績不佳原因(可重複勾選) : Reasons for poor academic performance (multiple choice)				
	<input type="checkbox"/> 經濟因素 Economic <input type="checkbox"/> 家庭因素 Family <input type="checkbox"/> 對課業沒興趣 Not interested in the subject <input type="checkbox"/> 投入社團 excessively involved in the club <input type="checkbox"/> 打工 Part time work <input type="checkbox"/> 生活作息不正常 Irregular routine <input type="checkbox"/> 對環境適應不良 Poor adaptation to the environment <input type="checkbox"/> 讀書方法錯誤 Inefficient method of studying <input type="checkbox"/> 高職(中)專業知識基礎差 Poor professional knowledge base in high school <input type="checkbox"/> 語言因素(外籍生、僑生) Language factors (foreign students and overseas Chinese students)				
	<input type="checkbox"/> 其他原因 Others _____				
輔導內容 Counselling content :					
建議輔導措施 Advice : <input type="checkbox"/> 學業輔導 Academic counselling <input type="checkbox"/> 心理輔導 Mental counselling <input type="checkbox"/> 生活輔導 Life counselling <input type="checkbox"/> 其他輔導 other counselling _____					
轉介輔導 單位 Transfer to the other section	<input type="checkbox"/> 學務處諮商輔導組 Counselling section <input type="checkbox"/> 學務處課外活動指導組 Extracurricular Activities section <input type="checkbox"/> 學務處生活輔導組 Student Services Section <input type="checkbox"/> 教務處教學發展中心 Learning and Teaching Development Center <input type="checkbox"/> 其他單位 Other counselling sect				
	輔導單位簽章 Section sign :				
學生簽章 Student sign	導師 Instructor	系主任 Dean of Dept.	學務處 Student Affairs office	教務處 Academic Affairs office	

備註：
導師或系上對預警學生之輔導紀錄均應填寫「學生學業成績預警輔導紀錄表」，並會辦相關單位及教務處，紀錄表正本由各系留存，影本請送交教務處備查。

Notes:
Instructors or department should write this form for all the student who gets "Grading alarm" and process all the regarding section and Academic Affairs office. The original form should be kept in the each department and copy to Academic Affairs office.