

National Kaohsiung University of Hospitality and Tourism Student Academic Grade Alert Implementation Measures

學生學業成績預警實施辦法

106年11月30日教務會議修正通過(修正§3、§4、§5)

Amended and approved by academic affairs conference, November 30, 2017 (amendment §3;§4;§5)

第一條 為加強學生對學習狀況之了解及提供教師輔導之依據，特訂定本辦法。

Article 1 The measures have been expressly formulated as the basis to step up deciphering the students' learning status and offering instructor counseling.

第二條 預警制度實施方式如下：

Article 2 The alert system's implementation method is as follows:

- 一、學生對某一學科如缺課時數達三次(含)以上者得請任課老師及導師瞭解原因並予以輔導。
 1. Of students who are absent hours on a certain academic subject reaching three times (inclusive) or more, the lecturing instructor and the class counselor are kindly asked to decipher the cause and also provide counseling.
- 二、期初預警：每學期開學二週內，教務處列印前一學期之學期成績總表交予導師及系主任，俾利了解學生學習情形，得以加強輔導。
 2. Initial alert: within two weeks from each semester's school commencement, the academic affairs office prints out the previous semester's semester grade master list to the class counselor and department dean, to facilitate deciphering the students' learning state, by which to offer stepped-up counseling.
- 三、期中預警：教務處於任課教師上網登錄學生成績結束後一週內，列印期中成績總表並統計期中成績不及格學分數達七學分(含)以上名單，將資料分送系科及導師，並由導師全權處理學生之輔導事宜，必要時導師得另行通知家長，俾利落實預警機制。
 3. Midterm alert: the academic affairs office, in one week following the lecturing instructors logging online to catalog the students' grades, prints out the midterm grades master list and also tally a name list of those whose midterm grades failing have reached seven credits (inclusive) or more, by forwarding the data to the department/section and class counselor, and also for the class counselor to be fully empowered to handle student counseling matters, and where deemed necessary the class counselor may notify the parents separately, to facilitate enforcing the alert system.

第三條 學業成績預警輔導方式如下：

Article 3 The academic performance early-warning counseling measures are as follows:

一、各班級導師對於成績預警之學生，應依其個別學習狀況給予適當之關懷與輔導，以瞭解成績落後之原因。

1. For students subject to academic performance early warning, class advisors shall provide appropriate care and counseling based on each student's individual learning condition in order to understand the causes of academic underperformance.

二、導師於輔導過程中如發現有心理或生活因素影響學生學習成效，應轉介學生事務處諮商輔導組或生活輔導組進行輔導並提供必要之協助；對於學習有困難之學生，應由各科系指定教師申請教學發展中心教學獎助生課後輔導或其他適合人員進行輔導。

2. During the counseling process, if advisors identify psychological or life-related factors affecting a student's learning effectiveness, the student shall be referred to the Counseling and Psychological Services Section or the Student Life Guidance Section of the Office of Student Affairs for counseling and necessary assistance. For students experiencing learning difficulties, each department shall designate a faculty member to apply to the Teaching Development Center for after-class tutoring provided by teaching assistants receiving instructional grants or other suitable personnel.

三、前述訪談或輔導之紀錄，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，影本送交教務處備查。

3. Records of the aforementioned interviews or counseling sessions shall be completed using the "Academic Performance Early-Warning Counseling Record Form for Students" and co-processed with relevant units and the Office of Academic Affairs. The original record shall be retained by each department, and a copy shall be submitted to the Office of Academic Affairs for reference.

第四條 全學期在校外實習學生之學業成績預警，由各系(科)或研究發展處負責。

Article 4 The alert on off-campus intern students' academic grades throughout the entire semester are responsible by various departments (sections) or the research and development office.

第五條 本辦法經教務會議審議通過，陳請校長核定後實施，修正時亦同。

Article 5 The measures are implemented upon surpassing the review of the academic affairs meeting, and declaring with the director for approval, and the same also applies to all subsequent amendments.