

Regulations for the Implementation of the Academic Performance Early Warning System of the National Taipei University of Business

Approved by the 6th Academic Affairs Meeting of the 2nd Semester of Academic Year 2013 on June 24, 2014

Amended and approved at the 1st Academic Affairs Council Meeting of the 1st semester of Academic Year 2015 on October 6, 2015

Amended and approved at the 1st Academic Affairs Council Meeting of the 2nd semester of Academic Year 2017 on March 12, 2018

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Article 1 To enhance teaching quality, strengthen academic learning guidance for students, and provide necessary assistance to students with low learning achievement, National Taipei University of Business (hereinafter referred to as “the University”) hereby establishes the “Regulations for the Implementation of the Academic Performance Early Warning System of the National Taipei University of Business” (hereinafter referred to as “these Regulations”).

Article 2 For the purposes of these Regulations, the phrase, “students with low learning achievement,” refers to undergraduate and junior college students who, during a semester, demonstrate poor academic performance and exhibit adverse learning behaviors such as frequent absences, lack of diligence in learning, and avoidance of learning activities, to an extent that affects learning outcomes or grades.

Article 3 The Academic Performance Early Warning System shall be implemented as follows:

I. Early Semester Warning:

Within two weeks after the start of each semester, the Office of Academic Affairs shall deliver the “Summary of Semester Grade Reports” for each class from the preceding semester to the relevant departments/programs and class advisors, and shall issue early warning notices for students whose grades show that credits failed account for one half or more of the total credits taken in a single semester, so as to monitor students’ learning status and include them as targets for enhanced guidance.

II. Mid-Semester Warning:

(I) In accordance with the timeline specified in the University academic calendar, course instructors shall enter students’ grades into the “University Affairs Information Management System” before the deadline for uploading midterm grades. Based on midterm grades, the Office of Academic Affairs handles mid-semester warnings and submit the mid-semester warning list to the relevant departments/programs and class advisors, as a basis for academic guidance and remedial instruction.

(II) Where course instructors conduct learning evaluations in accordance with Article 2 of the University’s Regulations Governing the Submission and Correction of Grades by Instructors, based on the assessment methods and implementation schedule specified in the teaching syllabus posted online, instructors may use the “University Affairs Administrative Management System – Faculty Information Services” to set up mid-semester warnings, or may provide timely in-class reminders to students and issue warnings and academic guidance accordingly.

Article 4 The academic performance early warning guidance and counseling measures are as follows:

- I. Class advisors for each class shall provide appropriate care, guidance, and counseling to students subject to early warning based on their individual learning situations, in order to understand the reasons for their unsatisfactory academic performance. When necessary, the student's parent(s) or legal guardian(s) may be notified to provide joint guidance and counseling.
- II. If, during the guidance and counseling process, the advisor finds that psychological or living factors are having a negative impact on the student's learning outcomes, the advisor shall refer the student to the Psychological Counseling Section, the Student Guidance Section, or other relevant units under the Office of Student Affairs for counseling and necessary assistance. For students encountering learning difficulties, a teaching assistant or other suitable personnel may be arranged to provide academic tutoring.
- III. Records of the foregoing interviews or guidance and counseling shall be documented using the "Student Academic Performance Early Warning Guidance and Counseling Record Form" (as shown in the appendix). The original record form shall be retained by the relevant department/program, and a copy shall be submitted to the Office of Academic Affairs for recordation.

Article 5 These Regulations apply to undergraduate and junior college students enrolled in daytime programs. The continuing education division may implement these Regulations mutatis mutandis based on the actual needs of each department/program.

Article 6 These Regulations shall be implemented after approval by the Academic Affairs Meeting and submission to the President for ratification; the same shall apply to any amendments.