

NATIONAL TAIWAN UNIVERSITY
Directives Governing the Early Warning Mechanism for
Undergraduate Students' Academic Grades

June 10, 2011 Passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2010–11

October 24, 2014 Passed by the 1st Academic Affairs Meeting, fall semester, Academic Year 2014–15

January 08, 2016 Passed by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2015–16

Article 1 National Taiwan University (NTU or “the University”) formulates the NTU *Directives Governing the Early Warning Mechanism for Undergraduate Students' Academic Grades* (“the Directives”) to support undergraduate students with difficulty adapting to the learning environment and help them achieve better learning outcomes.

Article 2 The Directives shall apply to the following students:

1. Students who realize that they have learning difficulties after the mid-term examination
2. Domestic students who fail half of their coursework in a semester for the first time
3. Students of the following status who fail two thirds of their coursework in a semester for the first time: overseas Chinese students; students from Hong Kong, Macau, and Mainland China; international students; Mongolian and Tibetan students repatriated for higher education; students of indigenous descent; students from Taiwan’s outlying islands; and children of government officials stationed abroad.

Article 3 Course instructors may provide academic counseling to students under the circumstances in Article 2, Paragraph 1. If necessary, instructors may fill out an NTU Course Counseling Record Form online, submit it to the chair of the student’s home department for signing, and then submit it to the Registrar’s Office (Undergraduate Academic Affairs Division) of the Office of Academic Affairs for reference. The Office of Academic Affairs shall send an NTU Early Warning Course Counseling Notice via post to the parents of students under 20 years of age; for students over 20 years of age, the Office shall decide whether to send the notice based on the student’s signature, or lack thereof, on the Course Counseling Record Form.

Article 4 The Office of Academic Affairs shall compile a list of students under the circumstances in Article 2, Paragraphs 2 and 3 in the second week of each semester and forward it to the students’ home departments and academic advisors, and in the case of overseas Chinese students, international students, or students from Hong Kong, Macau, and Mainland China, the Office of International Affairs and the Overseas Students Advising Division of the Office of Student Affairs. Advisors shall schedule a meeting with the students to offer the necessary support and counseling within two weeks of receiving the list. Advisors shall then fill out an NTU Semester Grade Counseling Record form, submit it to the department chair for signing, and then submit it to the Office of Academic Affairs for reference within one month of the conclusion of the mid-term examination. The Office of Academic Affairs

shall separately send an NTU Semester Grade Warning Notice to the students' parents via mail to call for their assistance in supervising the students' studies.

Article 5 If deemed necessary, advisors and course instructors may refer students under the following circumstances to a relevant unit for counseling:

1. Students with learning difficulties may be referred to the Office of Academic Affairs' Center for Teaching and Learning Development or a faculty member designated by their home departments or other appropriate personnel for counseling.
2. Students experiencing emotional distress may be referred to the Student Counseling Center of the Office of Student Affairs.
3. Students with financial difficulties may be referred to the Student Assistance Division of the Office of Student Affairs, where they may apply for subsidies.

Article 6 The Directives shall be passed by the Academic Affairs Meeting and then implemented on the date of promulgation.