

Wenzao Ursuline University of Languages

Guidelines for Student Grades Alert

Approved at the Academic Affairs Committee on June 6, 2006

Ratified by the President on July 6, 2006

Approved at the Academic Affairs Committee on January 8, 2008

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Ratified by the President on July 5, 2011

Approved at the Academic Affairs Committee on July 29, 2013

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Approved at the Academic Affairs Committee on December 24, 2019

Ratified by the President on January 19, 2020

Amended and approved at the Academic Affairs Committee Meeting on October 14, 2025

Ratified by the President on November 8, 2025

- I. The Guidelines are established to help students understand their learning progress and ensure that teachers can provide just-in-time guidance to help students with poor academic performance.
- II. Students with poor academic performance referred to herein are students who display behavior such as frequently being absent from classes, demonstrating a lack of learning motivation and tending to avoid learning activities, which results in poor learning progress or academic performance.
- III. The Guidelines are drafted by the Office of Academic Affairs (**Division of Continuing Education Affairs, Office of Continuing and Extension Education**). Lecturers shall provide learning suggestions and class mentors shall follow up and track students' progress.
- IV. The alerts include:
 - (1) If a student misses eight hours of class a week, the homeroom teacher shall find out the reason and provide guidance.
 - (2) Early Alert: Two weeks after the start of a semester, the Registration Section of the Academic Affairs Office (**Division of Continuing Education Affairs, Office of Continuing and Extension Education**) will provide class mentors and department (graduate Institute/degree program) chairpersons with students' records of transcripts for the previous semester to help them understand students' learning and provide students with appropriate guidance.
 - (3) Midterm Alert:
 1. After the midterm exam, all lecturers are required to provide a list of students who need to be alerted on-line before the due date announced by the Registration Section of the Academic Affairs Office (**Division of Continuing Education Affairs, Office of Continuing and Extension Education**) and provide students with suggestions for improvement.
 2. The Registration Section of the Office of Academic Affairs (or the **Division of Continuing Education Affairs, Office of Continuing and Extension Education**) shall notify homeroom teachers and heads of departments (graduate institutes, degree programs) involved in checking student lists online to better understand students' learning after the responsible teachers input student lists online.
 3. Students shall be able to access information regarding their midterm alerts and suggestions provided by lecturers in the University Information System.

4. Class mentors shall follow up to see if students have followed suggestions to improve their learning.
- (4) The Registration Section of the Academic Affairs Office (**Division of Continuing Education Affairs, Office of Continuing and Extension Education**) shall put together information on students' learning, guidance received and analysis of learning effect and provide such information to all departments for reference.
- V. Departments (graduate Institute/degree program) shall stipulate their own guidance methods to help students with poor academic performance and ask lecturers to assist students and provide guidance. The implementation and results of various guidance provided shall be reviewed by the chairperson of department (graduate Institute/degree program) and filed for record.
- VI. **The Guidelines shall take effect from the date of promulgation following approval by the Academic Affairs Committee and ratification by the President. Any amendments shall be promulgated and take effect following the same procedure.**