

國立嘉義大學學士班學生學習成效預警實施要點

National Chiayi University Guidelines of Learning Achievement Early Warning for Students of the Bachelor's Degree Program

95年1月3日教務會議通過

106年5月2日教務會議修正通過

Approved by the Academic Affairs Meeting on January 3, 2006

Revised and approved by the Academic Affairs Meeting on May 2, 2017

一、國立嘉義大學(以下簡稱本校)為加強學士班學生對學習狀況之了解，並提供教師輔導之依據，特訂定「國立嘉義大學學士班學生學習成效預警實施要點」(以下簡稱本要點)。

1. In order to strengthen the students' understanding of their own study status and provide the basis for teacher guidance, National Chiayi University (hereinafter referred to as NCYU) has formulated the "National Chiayi University Guidelines of Learning Achievement Early Warning for Students of the Bachelor's Degree Program" (hereinafter referred to as the Guidelines).

二、預警制度實施方式如下

2. The learning achievement early warning system operates as follows

(一)期初預警：每學期開學後二週內，由教務處列印前一學期學業成績不及格學分數達該學期修習學分總數二分之一以上之學生名單及成績，交予導師及系主任，俾利了解學生學習情形。導師應於收到學生預警名單後安排與其面談，提供其必要協助與關心，並應通知學生家長或監護人共同輔導。

(1) **Early warning at the beginning of each semester:** Within two weeks after the beginning of each semester, the Academic Affairs Meeting will print out the names and scores of the students with the credits of failed courses accounting for more than half of the total credits in the previous semester, and send to their guidance teachers and Chairs of their departments to help them understand the study status of these students. After receiving the student list with early warning, guidance teachers shall arrange interviews with these students, provide the necessary assistance and care, and inform the parents or guardians of these students to provide the guidance together.

(二)期中預警：授課教師應於期中考後二週內上網登錄學生期中各項考核成績，再由教務處列印期中成績不及格之學生名單及成績分送導師了解及輔導，必要時由導師另行通知家長，俾利落實預警機制。

(2) **Midterm warning:** Within two weeks after the mid-term exam, teachers shall register the examination results of students online. Then the Academic Affairs Meeting will print out the names and scores of students who have failed the mid-term exam, and send to their guidance teachers for better understanding of these students' study and providing guidance. If necessary, guidance teachers will inform the parents or guardians of these students separately to facilitate the implementation of the early warning mechanism.

(三)期末預警：學期末由教務處郵寄通知該學期修習學分數達二分之一以上不及格學生之家長，以了解學生在校學習狀況並適時輔導。

(3) **Semester-end warning:** At the end of each semester, the Academic Affairs Meeting will send a notice to the parents or guardians of the students with the credits of failed courses accounting for more than half of the total credits in the semester, so as to help their parents or guardians keep informed of the students' study status and provide timely guidance.

(四)缺曠課扣考預警：學生單一科目缺曠課時數累計達該科目應上課時數 20%者，由教務處郵寄通知家長，以利了解學生學習狀況。

(4) **Early warning for absence/truancy/suspension from the examination:** For the students whose total absences/truancies for a single course reaches 20% of the required credit hours for that course, the Academic Affairs Meeting will send their parents or guardians a notice to inform them of the student's study status.

(五)曠課退學預警：學生一學期在校曠課時數達 30 節以上者，由教務處通知導師及系主任，並郵寄通知家長適時輔導。

(5) **Truancy/dropout early warning:** For the students who have been absent without reason for more than 30 classes in one semester, the Office of Academic Affairs will notify their guidance teachers and Chairs of their departments, and send their parents or guardians a notice to provide timely guidance.

有關學生缺曠課情形、請假情形、期中成績及學期成績資訊，教務處、學生事務處應結合電子計算機中心，透過校務行政系統轉知導師，並提供學生查詢。

The Office of Academic Affairs and the Office of Student Affairs shall cooperate with the Computer Center and notify their guidance teachers of the information about students' absences/truancies, leaves, mid-term grades and semester grades, through the administrative affairs administration system, and make it available for students for inquiry.

三、各學院、系對於學業成就偏低學生，應自訂輔導措施，並追蹤學生學習改進結果。對於學習狀況不佳學生，經各學系導師及系主任關心瞭解後，如認為有應轉介學生輔導中心提供專業諮商輔導者，應另依學生輔導流程通報處理。

3. For students with low academic performance, each college/department shall develop its own measures to provide guidance and track the study improvement results of these students. For students with poor academic performance, if the Student Counseling Center is necessary to provide professional consultation and guidance after their guidance teachers and Chairs of their departments express concerns for them and know all the facts, it shall be reported and dealt with according to the procedures of student counseling.

四、本要點經教務會議通過，陳校長核定後實施。

4. The Guidelines shall take effect after being approved by the Academic Affairs Meeting and reported to the NCYU President for approval.

中英文版本如有牴觸或不相符之處，應以中文版本為準。

The regulations in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.