

# 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  
Ratified by the President on January 14, 2008  
Approved at the Academic Affairs Committee on June 21, 2011  
Ratified by the President on July 5, 2011  
Approved at the Academic Affairs Committee on July 29, 2013  
Ratified by the President on August 30, 2013

- 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 (Academic Affairs Section of Continuing Education Division). Lecturers shall provide learning suggestions and class mentors shall follow up and track students' progress.
- IV. The alerts include:
  - (1) When students are found to be absent for over 4 hours from one course, the class mentor will be notified and provide students with guidance.
  - (2) Early Alert: Two weeks after the start of a semester, the Registration Section of the Academic Affairs Office (Academic Affairs Section of Continuing Education Division) will provide class mentors and department 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 (Academic Affairs Section of Continuing Education Division) and provide students with suggestions for improvement.
    2. Within one week after lecturers provide the list of students, the Registration Section of the Academic Affairs Office (Academic Affairs Section of Continuing Education Division) shall provide class mentors and department chairpersons with the list of students to help them keep track of students' learning.
    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 (Academic Affairs Section of Continuing Education Division) 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 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 chairpersons and filed for record.
- VI. The Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.