

東海大學學士班學生學業預警制度及輔導實施辦法

99年4月20日教務會議通過

100年4月19日教務會議修正通過

104年11月17日教務會議修正通過

105年4月12日教務會議修正通過

107年4月24日教務會議修正通過

108年4月16日第163次教務會議修正通過第3、4、6條

111年4月26日第169次教務會議修正通過第2條

112年11月14日第173次教務會議修訂通過第2條

第一條 本校為落實對學業成績低落及學習成效不佳學生之輔導，以強化學生在校學習成效，特訂定本辦法。

Article 1 THU has formulated these Rules to provide mentoring to students with poor academic performance or learning outcomes, in hopes of enhancing student learning outcomes.

第二條 本辦法所稱學業成績及學習成效不佳之輔導對象如下：

- 一、單科預警學生：期中學業預警作業結束，該學期有任一修習科目遭授課教師預警之在學學生。
- 二、預警學分數達二分之一以上學生(重點預警學生)：期中學業預警作業結束，遭預警科目之學分數達該學期修習學分總數二分之一以上之在學學生。

Article 2 Poor academic performance or learning outcomes is defined as follows:

1. Single-subject alert: Students who have received a warning from their instructor for any course they are currently taking as part of a mid-term academic warning process.
2. Credit alert (Major alert): Students who, after the mid-term academic warning process, have received warnings for more than half of their total credits for the semester.

第三條 學業預警作業之登錄，由各科目授課教師於學期期中考試結束兩週內，透過學業期中預警系統進行，期中預警作業結束後：

- 一、單科預警學生：由註冊課務組通知學生被預警之科目，學生亦得至學生資訊系統查詢預警情況。
- 二、預警學分數達二分之一學生（不含修習課程九學分以下者）：由註冊課務組通知學系及導師、學生及家長。

Article 3 Instructors for each course are responsible for registering academic warnings within two weeks after the conclusion of the mid-term exams for the semester. This registration process is facilitated through the

Academic Mid-term Warning System. Once the mid-term warning process is finished:

1. Single-subject alert: Students are informed about the specific subject for which they have received an alert by the Registration and Curriculum Office. Students can also check their warning status through the Student Info System.
2. Credit alert (excluding those taking courses with less than nine credits): The Registration and Curriculum Office notifies the respective department, advisors, students, and parents regarding students who have reached the credit alert threshold.

第四條 重點預警學生之輔導，由該生所屬之導師進行，並透過導師資訊系統詳作記錄；各學系應依據所屬學生預警資料，安排補救教學或課後輔導。

Article 4 Counseling for major alert students will be conducted by their respective mentors, and detailed records will be maintained through the Mentorship Data System. Each department should arrange remedial teaching or extra-curricular assistance accordingly.

第五條 學生如有學習負擔過重或對某一科目有學習障礙之情形，得向教務處註冊課務組申請停修。

學生申請停修每學期以兩個科目為限，且停修後之學分數，非畢業年級不得低於該學期應修最低十二學分，畢業年級不得低於該學期應修最低九學分（不含延長修業年限之學生），惟延長修業年限之學生停修後至少應修習一門科目；學生申請停修之科目，需經該科目授課教師及系主任同意，並應於每學期行事曆規定截止日前完成手續。

停修課程仍須登記於該學期成績單及歷年成績單，於成績欄註明「停修」，停修課程之學分數不計入該學期修習學分總數。

依規定應繳交學分費（學分學雜費）之課程停修後，其學分費（學分學雜費）已繳交者不予退費，未繳交者仍應補繳；因停修而未達開課人數之課程仍可續開。

Article 5 Students with excessive academic loading or exhibit learning difficulties in a specific subject may apply to the Registration and Curriculum Office to withdraw from the course.

Each semester, students are limited to withdrawing from a maximum of two courses. The number of credits after withdrawal must not fall below twelve credits for non-graduating students and nine credits for graduating students in that semester (excluding students who have applied for an extension), who must still complete at least one course after withdrawal. Approval from the course instructor and the department chairman is required for course withdrawal. All procedures must be completed before the deadline specified in the academic calendar each semester.

Course withdrawals will be recorded on the semester and cumulative transcript, marked as "Withdrawn," but the credits for withdrawn courses

will not be included in the total credits for that semester.

If a withdrawn course requires payment of credit fees (tuition and miscellaneous fees per credit), no refunds will be issued for fees already paid, and unpaid fees must still be settled. Courses that don't meet the minimum enrollment requirement due to withdrawals may still be offered in future semesters.

第六條 本辦法經教務會議通過後施行。

Article 6 The Regulations herein shall be promulgated upon approval by the Academic Affairs Meeting.