

University of Taipei Guidelines for Early Alert and Learning Assistance

Approved in the 1st Administration Meeting in 2014 Academic Year on November 11, 2014.

1. University of Taipei Guidelines for Early Alert and Learning Assistance (hereinafter referred to as "the Guidelines") have been established by University of Taipei (hereinafter referred to as "the University") to improve student's learning achievements and facilitate alerts and learning assistance.
2. Students referred by the Guidelines as students who present academic difficulty and shall be alerted are listed as follows:
 - (1) Students who failed half of the courses or more in the last semester.
 - (2) Students who have been absent from the lectures or failed to hand in assignments to the extent that the instructors consider individual learning assistance necessary.
 - (3) Students who shall receive individual academic learning assistance in the view of the instructors.
3. The alert shall proceed as follows:
 - (1) Alert for semester grades:

The Office of Academic Affairs shall send the list of students who failed half of the courses or more in the last semester to their departments (institutes, or degree programs), so the mentors and professional coaches can provide learning assistance for the students.
 - (2) Midterm alert:
 1. Instructors shall alert the students presenting academic difficulty via the academic affairs systems by week 10.
 2. The Office of Academic Affairs shall notify the students' parents. Heads and mentors of the students' departments (institutes, or degree programs) shall track the students' learning and provide assistance. Students presenting academic difficulty shall be referred to the Office of Student Affairs for counseling and mentoring if necessary.
4. Learning assistance shall be provided in accordance with the students' individual needs. Records of learning assistance shall be kept for follow-ups.

5. All the matters not specified in the Guidelines shall be handled in accordance with relevant regulations.
6. The Guidelines have been approved by an Academic Affairs Meeting and implemented after promulgated by the President of the University.