

# National Chi Nan University Student Learning Warning and Counseling Regulations

Approved at the 573rd Administrative Meeting on July 19, 2022  
Approved at the 587th Administrative Meeting on May 30, 2023

Article 1 National Chi Nan University (hereinafter referred to as “the University”), to ensure student rights and provide appropriate care, has established the University Learning Warning and Counseling Regulations (hereinafter referred to as “the Regulations”)

Article 2 The subjects for learning warnings and counseling under these Regulations are as follows:

1. Students whose failing credits in any semester exceed half of the total credits taken in that semester, or who did not complete registration within the specified period.
2. Students who are deemed to require individual counseling by their advisors, instructors, or departments (institutes).
3. Students who request counseling assistance on their own initiative.

Article 3 Student learning warnings and counseling include early warning, midterm warning, and immediate warning:

1. Early warning: For students whose failing credits in any semester exceed half of the total credits taken in that semester, or who did not complete registration within the specified period, the Center for Teaching and Learning Development of the Office of Academic Affairs provides advisors and departments (institutes) with relevant student and grade information at the beginning of the semester for support and counseling.
2. Midterm warning: For students with poor learning performance or low attendance in the subjects taught by each instructor, the information is reported to the advisor through the school system during the 6th-8th weeks of each semester. Immediate learning counseling or referral to relevant units for assistance is provided. Advisors need to care for and meet with students under learning warnings and refer them to relevant counseling units as needed.
3. Immediate warning: Advisors, instructors, and departments (institutes) need to observe students' learning conditions throughout the semester and immediately provide counseling to students with poor learning performance or low attendance, or refer them to relevant counseling units.

Article 4 The learning warning and counseling referred to in these Regulations pertain to assisting students of the University in aspects of their life, psychology, career, and academics, and are to be implemented by the relevant units:

1. If students of the University face financial difficulties that affect their studies, they can apply for relevant scholarships from the Student Safety and Assistance Center of the Office of Student Affairs to assist them in successfully completing their studies.
2. If students of the University need assistance due to life adjustment issues, emotional stress, or other factors, they should report according to the University's student counseling process. The Section of Guidance Counseling and Career Development of the Office of Student Affairs will provide professional counseling and support.
3. If students of the University have needs related to future career and employment planning, exploration, and consultation, they should receive guidance from the Section of Guidance Counseling and Career Development of the Office of Student Affairs.
4. Students of the University with poor academic performance, who have received care and understanding from their advisors, instructors, or department (institute) supervisors, may apply for academic tutoring assistance from the Center for Teaching and Learning Development of the Office of Academic Affairs.

Article 5 Departments should fulfill a case management role. Advisors should complete the "Student Warning Report Form," which is then approved by the department supervisor and submitted to the Center for Teaching and Learning Development of the Office of Academic Affairs. The departments should also continuously monitor the subsequent counseling measures and situations of the students.

Article 6 After the counseling data of assisted students has been de-identified, it may be analyzed and studied by the University's Office of Institutional Research.

Article 7 These regulations shall be announced and implemented after approval by the Administrative Meeting.