

Dharma Drum Institute of Liberal Arts

Directions for the Implementation of Student Learning Warning and Counseling

Adopted at the 6th Teaching and Research Meeting of the Academic Year 111 on May 13, 2022

I. The Dharma Drum Institute of Liberal Arts (hereinafter “the Institute”) has established these “Directions for the Implementation of Student Learning Warning and Counseling” (hereinafter referred to as the Directions) to improve the learning effectiveness and counsel students with poor learning status.

II. The objects of early warning for the low learning status referred to in these Directions are as follows:

(1) Students who have failed to achieve academic performance in the previous semester by failing subjects totaling 1/2 or more of the total credits attempted.

(2) Students who have failed mid-term examinations representing a total of 1/2 or more of the total credits attempted.

(3) Other factors:- Frequent tardiness, failure to submit assignments or reports, poor class performance, or concerns raised by instructors in the Midterm Warning System.

(4) Extended study students (including undergraduates and graduate students at the master’s or doctoral levels).

III. Submission of Midterm Warning Data: Instructors are required to input midterm warning data into the Institute’s administrative system within one week after the midterm exam week ends.

IV. Early-Semester Warning Procedures:

Within three weeks of the start of each semester, the Academic Affairs Section must identify students who failed 50% or more of their credits in the previous semester. After discussions with department heads or program coordinators, the students’ families or affiliated organizations (e.g., temples, for monastic students) may be notified by email. The lists of students failing 50% or more of their credits and extended study students are shared with the respective departments/programs and the Student Affairs Section for follow-up and enhanced guidance.

Class advisors are notified by the Student Affairs Section to provide additional academic support; for graduate students, their department/program or advisor will be informed to offer counseling and assistance.

V. Midterm Warning Procedures:

By the 12th week of the semester, the Academic Affairs Section provides departments/programs and the Student Affairs Section with a list of students who failed 50% or more of their midterm credits.

Departments/programs may organize remedial teaching sessions and academic counseling for these students.

VI. Departments and programs must implement tailored support measures for students with poor academic performance and monitor their progress to ensure improvements.

VII. Academic Warning Counseling Methods:

(1) Departments, programs, and class advisors shall provide individual support and guidance based on each student's specific learning situation to identify reasons for their academic underperformance.

(2) During counseling, if issues such as life adjustment difficulties, financial hardships, or emotional stress are identified, referrals shall be made to relevant Institute units for professional consultation and assistance.

(3) Counseling sessions shall be recorded on the "Student Academic Warning Counseling Record Form", which must be reviewed by related departments/programs, and the original copy of such form will be kept by the departments/programs, with photocopies submitted to the Academic Affairs Section for filing by the end of the semester.

(4) At the end of each semester, departments/programs must compile and archive records of remedial teaching efforts and outcomes for future reference.

VIII. Any matter unspecified in these Directions shall be handled in accordance with the Institute's Academic Regulations and related regulations.

IX. These Directions shall be approved by the Teaching and Research Meeting, and shall be submitted to the President for approval and promulgated for implementation; the same shall apply to any amendment thereto.