

National Chengchi University Undergraduate Student Guidance

Policy

January 10, 2020 Passed during the 270th University Council

Article 1 National Chengchi University (hereafter known as “the University”) has formulated this Policy in order to support students in their learning, daily lives, and physical and mental well-being; as well as to provide appropriate early warning for problems and provide students with the necessary guidance.

Article 2 Student guidance should be initiated for students of the University in the following circumstances:

- I. If the student fails $\frac{1}{2}$ or more of the total credits taken in the current semester.
- II. If any of the following circumstances apply to a student at the end of their third academic year:

- (I) The student has not yet completed $\frac{1}{2}$ of their department’s required credits.

- (II) The student has not yet received 88 graduation credits (including credit exemption).

- III. The student’s advisor has deemed that the student requires student guidance.

Article 3 If any of the circumstances described in Items 1 or 2 of the previous Article apply to a student, the Office of Academic Affairs will notify the department, advisor, student, and student’s parents. The student’s advisor will then initiate the guidance process.

If all circumstances described in Item 2 of the previous Article apply to a student at the end of their third academic year, the Office of Academic Affairs will notify the Chair of the student’s department (hereafter known as the Chair) in addition to the persons and offices described above; the Chair will then initiate the guidance process.

Article 4 The process for student guidance in the University is as follows:

- I. The student’s advisor conducts an interview with the student, and takes the following actions based on the student’s circumstances:

- (I) Confirms that the student requires student guidance.

- (II) After the student gives consent, the advisor refers the student to relevant guidance offices.

- (III) The advisor reports the results of the interview to the Chair; the Chair decides whether to convene a guidance meeting based on the student’s circumstances.

- II. The Chair conducts an interview with the student; the student’s advisor is a required participant in the interview. The Chair takes the following actions based on the student’s circumstances:

- (I) Confirms that the student requires student guidance.
- (II) After the student gives consent, the Chair refers the student to relevant guidance offices.
- (III) Convenes a guidance meeting.

III. The guidance meeting is chaired by the department Chair. The student's advisor is a required participant; the student's parents, other instructors, the Physical and Mental Health Center, the Career Development Center, the Center of Teaching and Learning Development, or other guidance offices may be invited to participate based on the student's circumstances.

IV. Minutes of the guidance meeting should be taken by the department. All guidance services provided by various officers should be recorded by relevant office and personnel and preserved for future reference. The department should track the progress of the student guidance.

For the student guidance process described above, the department should be notified if the student is absent from scheduled interviews, meetings, or guidance sessions three times or more in one month. The department may then contact the student's parents.

Article 5 The student's advisor should record the student guidance process described in Item 1 of the previous Article in the university affairs information system; the department should receive a copy of all records.

A student's current advisor, department Chair, and Dean may view the student's student guidance interview records.

Article 6 This policy is to be implemented and amended upon approval at the University Council and promulgated by the President of NCCU.