

Guidelines on Actions Taken for Students with Learning Abnormalities by Department of Industrial Management at I-Shou University

Adopted on September 14, 2011 at the first meeting of the Departmental Affairs Council in the first semester of the academic year 2011

- I. The Department of Industrial Management (hereinafter referred to as the “Department”) prescribes the Guidelines on Actions Taken for Students with Learning Abnormalities by Department of Industrial Management at I-Shou University (hereinafter referred to as the “Guidelines”) to stabilize students’ learning condition through close attention from advisors, course instructors and parents with an eye to dealing with students’ unusual behaviors immediately.
- II. Unusual behaviors include the following:
 1. After a semester begins, the total number of hours a student is absent from a course with/without reasons is equal to or more than 2 times the credits of the course.
 2. Students who misbehave in class, such as sleeping in class, being late or leaving earlier, or any behavior considered inappropriate for learning by instructors.
 3. Students whose learning performance is obviously affected by part-time work, such as sleeping in class or taking leave for part-time work.
 4. Other behaviors and conditions affecting learning quality.
- III. If a student displays any of the behaviors referred to in Provision II, the case shall be referred to the student’s advisor by the instructor. The student’s parents shall be notified by the advisor about his/her situation at the University while seeking for further disciplinary actions along with the advisor.

After completing the aforesaid procedure, the advisor shall complete a Reporting Form for Students’ Learning Abnormalities (Attachment 1) and submit it to the office of the Department for future reference.
- IV. If an advisor is unable to handle the case in person, the advisor shall complete a Reporting Form for Students’ Learning Abnormalities (Attachment 1) and submit it to the office of the Department for further action.

The Department shall notify parents by phone one week after the mid-term exam and one week before the final exam.

The Department shall observe and investigate into the case and evaluate whether it is necessary to notify parents.

After completing the aforesaid procedure, the Department shall fill out the Reporting Form for Students' Learning Abnormalities (Attachment 1) and file it for future reference.

- V. The Guidelines is implemented as a trial for one year from October 1, 2011. The Guidelines shall be implemented continuously if the implementation of the Guidelines proves effective in correcting student's learning attitude.

Note : In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.