

Academic Counseling Measures and Policies on Graduation Extension

I. Academic Counseling Measures

Responsible Party	Key Tasks		
Course Instructors	Submit early warnings based on academic performance and attendance	Warning Indicators:	-Poor academic performance - Low attendance
Office of Academic Affairs	Provide early warning notifications and student lists	Midterm Warning Criteria:	-Failed credits exceed 50% - Over 20 class absences
Homeroom Teachers / Counselors	Conduct interviews and provide counseling for students under academic alert	Interview and Support	- Investigate reasons for academic failure or absenteeism - Recommend remedial tutoring if needed and notify the department
Departments	Coordinate support and implement remedial measures	Counseling or Referral	- Provide or refer for remedial teaching or language tutoring - Coordinate with other offices (e.g., Academic Affairs, Student Affairs) for support

II. Summary of Counseling Measures

Category	Counseling Measures
Chinese Language Support	<ol style="list-style-type: none"> 1. Mandarin placement test upon enrollment 2. Mandatory Mandarin courses (5 credits + 0-credit tutorials) 3. Certificate support (A2 required by end of Year 1, B1 required for graduation) 4. Summer catch-up course if B1 not passed 5. Designated Mandarin instructors assigned per program
Professional Course Support	<ol style="list-style-type: none"> 1. Early warning system by instructors, advisors, and departments 2. Weekly 2-hour tutoring scheduled and announced before semester start 3. Assigned homeroom teacher for academic and life guidance 4. TAs assist in foundational courses

	5. Online learning platform for course materials
Internship Support	1. Internship implementation guidelines established 2. Pre-internship briefing sessions held 3. Faculty visits cooperating companies at least twice per semester 4. Monthly student reports + 1 written reflection per semester 5. Backup plan for internship interruptions 6. Certified industry mentors provide technical training

III. Graduation Extension Policies

The university has established graduation extension regulations applicable to both local and international students.

- Standard study period: 4 years
- Graduation requirement: 128 credits (80 core + 48 elective)
- Students who fail to complete requirements within 4 years may extend their study for up to 2 additional years

Special Cases:

Students may further extend their studies (with documentation) due to:

- Pregnancy
- Childbirth
- Parenting children under age 3

Extended Students May:

- Enroll in related day-division 4-year technical courses
- Apply for credit transfer or course retake upon curriculum committee approval