

文化及強化英文課程留校察看通知

學員姓名：_____ 學期：春季 1 春季 2 夏季 秋季 1 秋季 2 年份_____

留校察看是指學員的學業進度和成功由 CIEP 導師進行監督的時期。在此期間內，學員必須努力提升其分數及/或出勤率。如果學員未能成功結束留校察看，他將不可再報名就讀 CIEP。有三個原因會使學員被列入留校察看名單：1) 出勤率較低、2) 成績較差或 3) 重修相同的課程。

出勤率：缺課的學員在學業上表現不好。甚至缺兩節課也可能使學員的分數降低。在任何 CIEP 課程中出勤率低於 80%的學員均被列入留校察看名單。一旦留校察看，學員必須保持 80%的出勤率。如果學員在接下來的學期的所有課程中維持 90%的出勤率，他會從留校察看名單中被刪除；否則，他不可再報名就讀 CIEP。如果學員在以後的學期中由於出勤率不夠而重新留校察看，則他必須在 CIEP 的餘下學習過程的所有課程中保持 80%的出勤率，否則會被該課程開除。

- 在一個為期 8 周的學期中，學員漏掉(7)小時或以上的聽力/口語或閱讀課程或漏掉(14)小時或以上的寫作課程。下學期學員必須保持 80%的出勤率*。
- 在一個為期 8 周的學期中，學員再次在 CIEP 課程中出現出勤率低（低於 80%）的學期，而且正處於其留校察看的第二個學期。為了繼續研讀該課程並在其課程的剩餘時間繼續留校察看，學員必須保持 80%的出勤率*。

*90%的出勤率是聽力/口語或閱讀課程缺課不超過 4 堂或寫作課程缺課不超過 8 堂。

成績：學校會觀察在班級裡成績不好的學員的進展。如果學員一個學期未能成功獲得(9)個學分（聽力/口語課程=3 個學分；閱讀課程=3 個學分；寫作課程=6 個學分），則他會被列入留校察看名單。在下一個為期 8 周的學期中，學員必須成功獲得(6)個學分。如果學員未能成功通過，他在第二個學期會繼續留校察看。留校察看結束一段時間後，如果學員沒有成功獲得(9)個學分，他也可能恢復留校察看狀態。第二次（或第二個學期）留校察看的學員若要繼續研讀該課程，在一個為期 8 周的學期中必須成功獲得 9 個學分。全日制 CIEP 學員在處於 CIEP 全日制學習的整個期間內，只能在兩個為期 8 周的學期（連續的或不連續的）中因成績較差而保持留校察看狀態。

- 在一個為期 8 周的學期中，學員未能成功獲得(9)個學分。留校察看的第一個學期。為了結束留校察看，在一個為期 8 周的學期中，他必須成功獲得(6)個學分。
- 在一個為期 8 周的學期中，學員再次未能成功獲得(6)個學分。留校察看的第二個學期。為了繼續研讀該課程，在一個為期 8 周的學期中，他必須成功獲得(9)個學分。

重修某課程：多次重修相同課程的學員大體意味著他們無法應對班級或課程的學習材料。因此，三次未能通過一門 CIEP 課程的 CIEP 學員不可再就讀該課程。

- 學員連續兩次未能通過一門課程並處於留校察看狀態。在下一個為期 8 周的學期中，他必須通過該課程，否則他將不可再報名就讀該課程。

我已經收到此通知，而且明白通知的內容。

日期 _____

學員簽名（註：原件存入學員的永久保存檔案中；副本給學員）

留校察看狀態

- 學員被列入留校察看名單
- 學員不再被列入留校察看名單
- 學生有資格獲得更多的留校察看時間
- 學生沒有資格獲得更多的留校察看時間
- 學生並沒有從留校察看的名單中被刪除，並且沒有資格獲得更多的時間，不可再報名就讀 CIEP

Notice of Academic Probation in the Culture and Intensive English Program

Student Name: _____ Session: Sp 1 Sp 2 Summer Fall 1 Fall 2 YR _____

Academic Probation is a time when a student's academic progress and success are supervised by the CIEP Director. During this time, the student must work to improve his or her grades and/or attendance. If a student does not successfully leave academic probation, he or she will no longer be enrolled in the CIEP. There are three reasons a student is put on academic probation: 1) low attendance, 2) poor performance, or 3) repeating the same class.

Attendance: Students who miss classes do not perform well academically. Even two missed classes can lower a student's grade. Students who attend less than 80% of classes in any CIEP course are put on probation. Once on probation, students must maintain 80% attendance. If the student maintains 80% attendance in all classes for the next session, he or she is removed from probation; otherwise, he or she is no longer enrolled in the CIEP. If the student returns to probation in later sessions for lack of attendance, he or she must maintain 80% attendance in all classes for the remainder of their study in the CIEP or be subject to dismissal from the program.

- Student has missed (7) or more hours of listening/speaking or reading classes or missed (14) or more hours of writing classes in a single 8-week session. Student must maintain 80% attendance* in the next session.
- Student has again had a session of low attendance (below 80%) in a CIEP class during a single 8-week session and is on his or her second session of probation. Student must maintain 80% attendance* to remain in the program and remains on probation for the remainder of his or her time in the program.

Performance: Students who do not perform well in classes are watched for progress. If a student has not passed (9) hours of classes (listening/speaking class= 3 hours; reading class= 3 hours; writing class=6 hours) in one session, he or she is put on probation. The student must pass (6) hours of class in the next 8-week session. If the student does not successfully pass, he or she remains on probation for a second session. Students may also return to probation status after a period off probation status if he or she fails (9) hours of class. Students on probation for a second time (or session) must pass 9 hours of class in a single 8-week session to remain in the program. Full-time CIEP students can remain on probation status for poor performance for only two 8-week sessions (consecutive or nonconsecutive) during their entire time of full-time study in the CIEP.

- Student has failed to pass (9) hours of classes in a single 8-week session. First session on probation. He or she must pass (6) hours of classes in a single 8-week session to leave probation.
- Student has failed again to pass (6) hours of classes in a single 8-week session. Second session on probation. He or she must pass (9) hours of classes in a single 8-week session to remain in the program.

Repeating a class: Students who repeat the same class several times signal that they are not able to cope with the material for the class or for the program in general. Therefore, any CIEP student who fails to pass a single CIEP class three times is no longer enrolled in the program.

- Student has failed to pass a single class two consecutive times and is on probation. He or she must pass the class in the next 8-week session or he or she will no longer be enrolled in the program.

I have received this notice and understand its contents.

Date _____

Student Signature (Note: original to student's permanent file; copy to student)

Probation Status

- Student is on academic probation.
- Student is eligible for more probation time.
- Student is no longer on academic probation.
- Student is NOT eligible for more probation time.
- Student has not successfully left probation, is not eligible for more time, and is no longer enrolled in the CIEP.