

# **Implementation Guidelines for Pathway Courses for New Students of the Four-year College of Wenzao Ursuline University of Languages**

Approved at the Academic Affairs Committee meeting on December 20, 2022

Ratified by the University President on January 6, 2023

- I. To help new students with their transition to university courses and improve their learning effectiveness, Wenzao Ursuline University of Languages (hereinafter referred to as the University) offers pathway courses to new students of the four-year college of the day division and stipulates the Implementation Guidelines for Pathway Courses for New Students of the Four-year College of Wenzao Ursuline University of Languages (hereinafter referred to as the Guidelines).
- II. Each department of the four-year college of the day division shall offer pathway courses before school starts to prepare students for university courses.
- III. Pathway courses are offered on a zero-credit (6 to 12 hours) or one-credit (18 hours) basis. Students' performance is evaluated based on the pass/no pass (P/NP) grading system. The courses must be completed before school starts. The courses can be taken as professional electives or general electives as the planning of respective departments sees fit.
- IV. Grades of the pathway courses shall be registered in full academic transcripts. The credits shall not be incorporated into the accumulated credits of the semester, nor shall the grades be calculated into the average grades of the semester. However, the credits and grades shall be recorded in the academic year and included in the total graduation grades.
- V. Each pathway course shall have a minimum of ten students for it to be opened. The courses are mainly given in a physical format, while a hybrid teaching mode can be applied when necessary.
- VI. Each department shall budget for its own pathway courses and fill out a program application form, implement course satisfaction survey, and submit a program effectiveness report in accordance with the requirements of grants and subsidies used.
- VII. The hourly pays of teachers shall be financed by the pathway course programs, and the teaching hours shall not be calculated into the teachers' basic teaching hours.
- VIII. Each department shall provide course offering information to the Office of Academic Affairs in July and provide a list of students taking the pathway courses two weeks before the pathway courses start.
- IX. Other matters not specified in this document are resolved according to the University's Academic Policies and other related regulations.
- X. These Guidelines become effective after approval by the Academic Affairs Committee and ratification by the University President. Amendments must follow the same procedure.