

Dear TIGP students,

One Academic year (2 semesters) TIGP Elementary Chinese Class is compulsory for Foreign TIGP students. Each Foreign TIGP student is required to take TWO Chinese classes before graduate.

Elementary Level One: Fall Semester

Elementary Level Two: Spring Semester

The TIGP Spring Elementary Chinese class regulations are as below:

- 1. After you registered for your class, you are not allowed to change/switch to another class during the semester. The teachers and the course schedule are totally different!! If students change/switch their classes, they will be recorded absence.**
- 2. There are total 18 classes (weeks) of the Elementary Chinese class every semester, you are required to attend more than 15 classes (weeks) in order to pass the class for the semester. If you did not attend more than 15 classes (weeks), you will be Failed and you are required to re-take the same level of class again next year. If you are planning to go back to your country/ go to other cities more than 3 weeks during this semester, you are required to re-take the same level of Elementary Chinese class again next year.**
- 3. Any reason for absences will not be accepted.**
- 4. If you miss 1 class (week), you will lose 5 points from your final grade; if you miss 2 classes (weeks), you will lose 10 points from your final grade; if you miss 3 classes (weeks), you will lose 20 points from your final grade; if you miss more than 4 classes, you will lose 40 points and you are required to re-take the same level of the Chinese class again next year.**
- 5. To pass the Spring/Autumn Elementary Chinese class, you need to get at least 70 on your final grade. If you fail, you need to re-take the same level of Chinese class again next year.**
- 6. Please check the attached sign-in sheet of the class that you registered. If you would like to change your class from Monday to Friday or from Friday to Monday, please kindly inform TIGP office before January 18th, 2019. You cannot switch classes without informing TIGP- Nicole after January 18th, 2019. Students who do not inform TIGP office before switching classes will be recorded absence.**

7. The Monday Elementary Chinese class starts from **February 18th** and the Friday Elementary Chinese class will start from **February 15th**.
8. **As there are many National Holidays on Monday and Friday this semester, the teacher will make up some classes on Saturdays. The teachers will inform you again after the class begin.**
9. **You are required to select Elementary Chinese course on the University Course Selection System for 2 semesters (Fall and Spring). If you do not know how to select it, please contact with your program assistant for help.**

Thank you

The Chinese class schedule is as below:

Class	Teacher	Start/ End date	Time	Classroom	Weeks	Make up class
Monday	Ms. Chi	2/18~6/17	AM 9:00~12:00	Room 207, TIGP Building 2F	18 weeks	-
Friday	Ms. Huang	2/15~6/28	PM 14:00~17:00	Room 207, TIGP Building 2F		2/23 (Saturday) and To be announced

Thank you

Kind regards,
Nicole Chen

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