

Dear TIGP students,

Kindly remind you the TIGP Spring Elementary Chinese class regulations are as below:

- 1. There are total 18 classes (weeks) of the Elementary Chinese class this semester, you are required to attend more than 15 classes (weeks) in order to pass the class for this semester.** If you did not attend more than 15 classes (weeks), you will be Failed and you are required to re-take this class again next year. **If you are planning to go back to your country more than 3 weeks during this semester, you are required to re-take the Elementary Chinese class again next year.**
- 2. Any reason for absences will not be accepted.**
3. 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 will need to re-take the Chinese class again next year..
- 4. To pass the Spring Elementary Chinese class, you will need to get at least 70 on your final grade. If you fail, you will need to re-take the Chinese class again next year.**
- 5. If you would like to change your class from Monday to Friday or from Friday to Monday, please kindly inform TIGP office before February 2nd.** You cannot switch classes without informing TIGP- Nicole after **February 2nd**. If you have special reason that you must switch classes, you have to inform the TIGP office first. **Students who do not inform TIGP office before switching classes will be recorded absence.**
6. The Monday Elementary Chinese class will start from **February 26th** and the Friday Elementary Chinese class will start from **February 23rd**.
- 7. 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.**

The Chinese class schedule is as below:

Class	Teacher	Start/ End date	Time	Classroom	Weeks	Make up class
Monday	Ms. Chi	2/26~6/25	AM 9:00~12:00	Room 207, TIGP Building 2F	18 weeks	3/31, 5/5
Friday	Ms. Huang	2/23~6/29	PM 14:00~17:00	Room 207, TIGP Building 2F		3/31

Thank you

Kind regards,
Nicole Chen

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