

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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