**進修部學生曠課及操行成績不及格輔導紀錄表**

附件三

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 學生系別 | | |  | | | | | | 學生班別 | | |  | | | | |
| 學生姓名 | | |  | | | | | | 學生學號 | | |  | | | | |
| 學生綜合紀錄(由學務組填寫) | | | | | | | | | | | | | | | | |
| 缺曠 | | 遲到早退 | | | | 病假 | | 事假 | | | 公假 | | 獎勵 | | 獎懲 | 操行總分 |
|  | |  | | | |  | |  | | |  | |  | |  |  |
| 輔導紀錄  （與學生、學生家人或朋友的聯絡紀錄，最少3次以上） | | | | | | | | | | | | | | | | |
| 項次 | 日期時間 | | | | 聯絡方式 | | 聯絡記要 | | | | | | | | | |
| 1 |  | | | |  | |  | | | | | | | | | |
| 2 |  | | | |  | |  | | | | | | | | | |
| 3 |  | | | |  | |  | | | | | | | | | |
| 4 |  | | | |  | |  | | | | | | | | | |
| 5 |  | | | |  | |  | | | | | | | | | |
| 導師說明及  處分建議 | | | |  | | | | | | | | | | | | |
| 導師簽章 | | | |  | | | | | | 系主任簽章 | | | |  | | |