

Policy on Attendance, Absences, and Academic Probation

Attendance Policy

The Language Institute and the United States Citizenship & Immigration Service (USCIS) rules require students to attend class on a **regular, daily basis**. This means that students are expected to arrive on time to each class and be prepared for the day's lesson. We realize that in some emergency cases you will not be able to attend class. Therefore students have 5 emergency absences to use at his or her discretion. **However, there are no excused absences, including ones used for emergency.** Consult your teacher about late policies. Teachers must record all student absences. If you are not in a class on a particular day, you will be counted absent. **If you are 5-15 minutes late to class, you will be marked late. If you arrive more than 15 minutes late, you may be counted absent.** Check with your teacher about the late policy.

Absences

The Language Institute does not excuse absences. This includes holds at the beginning of the session for immunizations, financial guarantees, and/or payments. If you are sick or need to miss class for any other reason, it is your responsibility to make up all class assignments. If you know in advance that you are going to be absent, you should let your teachers know about your absence and arrange to make up your assignments. If your absence is unplanned, you should talk to your teachers as soon as possible to make plans for completing missed assignments.

Attendance Policy

You will be placed on attendance probation for the following session of study if you fall into one of the two categories below:

If you have 6-9 absences in 2 or more classes

If you have 10 or more absences in 1 class

If you are on attendance probation, you may be dismissed and could be terminated from the program if you are absent more than 5 times in any classes.

Academic Probation

Students must successfully pass their courses for each session in order to remain in good status at the Language Institute. If a student does not pass a particular session, he or she will receive a letter advising of academic probation and the need to pass the current level. If a student cannot pass the level during the probationary session, the student may not be permitted to enroll for additional sessions and could be terminated for failure to make academic progress.

Students who finish a session with a GPA below 2.0 will be placed on academic probation for the following session of study.



Policy on Suspension, Dismissal and Termination for Academic or Attendance Problems

Suspension

A student on academic probation will be suspended from the Language Institute if the student fails to earn at least a 2.0 GPA during their probationary session. Suspension from the Language Institute means that a student is not eligible to enroll for the following session at the Language Institute. If you are an F-1 student and are suspended, you will have to transfer or return home within 21 days of the session end date. F-1 students who do not complete the transfer process or provide proof of departure from the US within 21 days of the session end date will have their F-1 status terminated.

Students on suspension are eligible to re-apply for admission to the Language Institute if their academic performance improves and they maintain good attendance during their studies at the new school. A new application fee of \$100 will be required to apply for re-admission.

Students who are readmitted to the Language Institute after a previous suspension will remain on academic probation and will be required to earn at least a 2.0 GPA upon their return to the Language Institute.

Dismissal

Dismissal from the Language Institute can result from attendance and/or academic problems. Dismissal may occur in the following situations:

- Students who were previously in good standing but have more than 10 hours absent in 2 or more classes at any point in the session
- Students who were previously on attendance probation and have 6 hours or more absent in 1 or more classes at any point in the following session
- Students who were previously suspended from the Language Institute and fall below a 2.0 GPA during their first session after re-admission

Termination for F-1 Visa Students

F-1 students who are dismissed from the Language Institute will have their F-1 status terminated. F-1 students in terminated status must leave the US or transfer to another school (in terminated status) within 15 days of the date of termination.