



SHSU English Language Institute Attendance Policy

Regular attendance in classes at the SHSU ELI is legally required under U.S. federal regulations regarding maintaining F-1 student visa status. It is important that you attend class daily. Missing more than a few classes during a semester can have a negative effect on a student's language learning experience. **For these reasons, our policy requires that a student studying in our program must attend at least 80% of each ELI class to receive a passing grade for the course.**

Absences are reported to the ELI Coordinator. A student with too many absences may be put on probation, academic suspension or expelled from the program at the discretion of the Director of International Programs. Students will receive the following warnings for repeated absences:

- 5% of classes missed - student will be given a verbal warning by the teacher
- 10% of classes missed - the student will be required to meet with the ELI Coordinator
- 15% of classes missed - warning letter sent to student with copies sent to the Director of the Office of International Programs (OIP) and placed in the student's permanent file
- 20% of classes missed - student will be on probation and continued absences may result in suspension from the ELI and the U.S. Government will be notified student is out of status
- Students can re-apply to the ELI after one semester. If absences continue, the student will be permanently expelled from the program.

Occasionally, absences can be excused. It is the student's responsibility to notify the ELI office and instructor of such absences. Excused absences are defined as:

1. Personal illness - student must submit a doctor's note to the Coordinator
2. Attendance at the funeral of an immediate family member
3. An emergency situation that prevents the student from being physically able to attend class

When you need to miss a class for any reason, notify the Coordinator immediately by email at ESL@shsu.edu or by phone at 936-294-3446. Give the date(s) of absence, your name, the class you will miss, and the reason for the emergency. If you have an excused absence, you can make up your missed assignments within one week of your return to class. It is the student's responsibility to contact the instructor for make-up work resulting from an excused absence. If you have an unexcused absence, you may not be permitted to make up assigned course work. An unexcused absence means missing class for any reason other than those specifically mentioned above.

TARDINESS

Regularly coming to class late is unacceptable. Each time a student is late up to 10 minutes after the start of class, the instructor will mark the student tardy. If more than 10 minutes late, the student will be marked absent for that class. Three tardies will result in one full absence. If a student receives more than one absence for repeatedly coming to class late, the student may be placed on probation for the remainder of the semester.

By signing this statement, you agree to comply with this policy while studying at the SHSU ELI.

Student Name

Signature

Date