

02.08.01 Attendance

The Language and Culture Center (LCC) wants all of its students to reach their goals. The best way to learn English is to come to class regularly and to complete all coursework. It is important for you to be in class every day to successfully complete each term of study in the LCC. Do not stop attending classes without first speaking with your teachers and the LCC Counseling Team.

If you are entered the U.S. with an F-1 student visa, you are coming to the U.S. to study. While you are in the LCC, you are required to study full time in order to maintain your F-1 status. If you have problems that are causing your absences, please meet with an LCC Counseling Team member immediately.

Will my teachers mark me absent if I miss class?

Yes. You will be marked four hours absent if you miss one whole day of class. The LCC expects students to attend ALL classes. There are **NO EXCUSED ABSENCES**. In other words, your teachers will mark you absent regardless of why you were absent.

What should I do if I need to be absent?

Contact your teachers immediately. You will still be counted absent. Teachers expect students who are absent to contact a classmate to find out the assignments they missed. Ask your teachers how to make up missed class work.

When do teachers start taking attendance?

Attendance is reported during the periods below. Your absences will be recorded beginning Monday of the first week of classes. Attendance recording will continue through the last week of classes.

Term	Attendance Record
Fall and Spring	Week 1 – Week 13
Summer	Week 1 – Week 12
Summer II	Week 1 – Week 6

When do teachers mark me absent?

Your teachers will mark you absent if:

- you do not come to class;
- you are late to class;
 - You might be marked absent for one hour if you are late for 10 minutes or more.
- you are not prepared for class;
 - You might be marked absent and asked to leave the class if you do not bring your books or homework to class.
- you are asked to leave because you disturbed the class or did things that are not acceptable in a classroom setting; or
- you are dropped from the LCC.

What happens if I am absent for more than 10 consecutive days without explanation?

You will be automatically dropped from the LCC. If you are an F-1 international student, you might violate rules of your F-1 status.

What happens after 20 hours (or 10 hours for Summer II) of absences?

You might receive a courtesy notification of your number of absences. You might be referred to the LCC Counseling Team to discuss your absences.

What happens after 40 hours (or 20 hours for Summer II) of absences?


You may be dropped from the LCC. If you are an F-1 international student, you might violate rules of your F-1 status. You will not receive a Certificate of Successful Completion, Certificate of Graduation, or a Certificate of Attendance.

Contact

Language and Culture Center

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