**IELP Attendance Policy**

Good classroom attendance equals good grades, and vice versa. Good attendance allows students to remain in the United States and reach their academic goals. Students who repeatedly miss class do not learn and do not pass their classes. In addition, absent students are violating the terms of their F-1 visas. U.S. Department of Homeland Security (DHS) regulations require students with F-1 visas to register and attend class at full-time enrollment in the IELP.

For these academic and immigration reasons, the IELP maintains and enforces the following Attendance Policy. Students who are repeatedly absent from class will be subject to disciplinary action, which may include dismissal from the program. For sponsored students, communication about attendance status will also be sent to their sponsoring agency.

**POLICY DETAILS**

**Attendance Probation Process**

A student must attend at least 80% of each class to be eligible to study in the IELP. Attendance starts the first day of classes. *There are no excused absences - every absence counts.*

When a student misses:

1. **10%** of any one class, a **Reminder Email** will be sent to the student.
2. **20%** of any one class, a **Warning Email** will be sent to the student, the class instructor(s) and the sponsoring agency.
3. **More than 20%** of any one class, the student is on **Attendance Probation** for the term. An email will be sent to the student, the class instructor(s), advisors, and the sponsoring agency informing them that the student has been put on Attendance Probation. The student will also receive a phone call from the IELP. The student must meet with the Attendance Coordinator to review enrollment requirements and consequences of Attendance Probation.

**Attendance Dismissal**

If a student has poor attendance (>20% absences in any one class) during **any two terms** in the IELP, the student will be dismissed. **Dismissal from the IELP is a serious immigration matter and can result in the termination of a student’s I-20.**

If a student is on his/her second term of Attendance Probation, the student will be dismissed from the program immediately after missing more than 20% of any one class. If a student is dismissed, the student shall complete the rest of the term, but will leave the program at the end of the term.
Under special circumstances, students can appeal their probation or dismissal. To appeal, the student must meet with the Attendance Coordinator.

Dismissed students must transfer to another school or return to their country. Dismissed students who want to return to the IELP may request reinstatement after an absence of six months.

**Attendance Tracking Policy**

**Student Responsibilities** - When a student is absent, it is his/her responsibility to contact their instructors and learn what they missed in class. The student is responsible for all class work regardless of their attendance.

Students are responsible for counting their own absences. If the IELP is unable to connect and/or meet with the student at probation and before the student reaches dismissal, the attendance policy is still enforced.

**Classroom Policies** - Each IELP Instructor will have his/her own classroom policies as outlined in the class syllabus. If a student violates these classroom policies, he/she may be asked to leave class and will be considered absent for the entire duration of the class.

Students will not be marked absent if:

- Their class is canceled;
- PSU is closed;
- They are required to attend a PSU orientation meeting, but only IF they notify their teachers of their absence before the meeting; or
- They are observing a religious holiday, but only IF they notify their teachers of their absence before the holiday.

**Tardy Policy** - Students who arrive more than 10 minutes late to class will be marked tardy. Three tardies = one absence.