



ATTENDANCE POLICY

Cultural Center for Language Studies

Continuous and consistent classroom attendance requirements exist to provide the student with a well-rounded scope of the course material as well as the essential hands-on experience that is crucial to the mastery of the subject. Students' regular attendance demonstrates to their peers and teachers that they maintain a solid commitment to their education.

Minimum Standards

80% cumulative attendance in the classroom

Considerations

Failure to meet the attendance standards during one's course of studies may result in dismissal, termination and loss of visa status.

Students taking only one session or at their last session at CCLS who fail to meet the minimum cumulative attendance requirement will have their SEVIS record terminated.

Late Arrivals and Early Departures

Tardiness occurs when a student is not present and ready to begin class at their scheduled class time. Early departure occurs when a student leaves their class prior to the end of their scheduled class time.

Each instructor will track classroom attendance as follows:

- a. A student who arrives more than fifteen minutes past the commencement of class until the break period will be marked tardy (T);
- b. A student who arrives during/after the break period will be marked absent (A);
- c. A student who departs class before the break period will be marked absent (A);
- d. A student who departs class during/after the break period will be marked tardy (T)

Each tardy/early departure will count against the 80% cumulative requirement and will be recorded by the instructor. Three tardies and /or early departures will constitute one (1) absence.

The instructor may disallow late entry into the class at his/her discretion until the first break period.

Excused Absences

CCLS' excused absence policies recognize three different categories of students: Private Students, IEP Students, and non-IEP Students.

Private Lessons

Students enrolled in private lessons may postpone classes as needed in accordance with their terms and conditions of enrollment; these postponed classes will not be

considered absences. Private classes that are missed due to late cancellations or no-shows will be deemed unexcused absences.

Intensive English Program

Students enrolled in the Intensive English Program are not entitled to excused absences.

Part-time Language Programs

Students enrolled in part-time language courses are not entitled to excused absences.

Probationary Status for Attendance

Students may make-up their absences by means of private tuition while continuing to keep up on current coursework and passing the exams associated with the course. If such make-up is completed by the end of the session, the Director has the authority to record the appropriate attendance grade (not to exceed 80%) on the student's transcript.

Whenever a student is at risk of not meeting minimum attendance requirements during any term, CCLS will contact the student and advise the student regarding CCLS attendance policy.

A probationary status will be given to students who fail to meet the attendance requirements (minimum cumulative 80% attendance) during any one term. The Director or Academic Coordinator will notify the student that he has been placed on probation and is expected to improve his cumulative attendance in order to meet the 80% minimum cumulative attendance requirements.

An F-1 visa student who fails to maintain minimum cumulative attendance at midpoint of their program of studies will receive a final warning and will be terminated for not maintaining their F-1 status if they continue not to meet the 80% minimum attendance for one more term. A non-F1 student who accumulates three terms on probation periods will receive a final warning and will be withdrawn from school.

International students enrolled for only one session or in their last session will be terminated at the end of the term if they fail to meet the minimum cumulative 80% attendance. Students cannot transfer out in active status or complete their program if they are on attendance probation.

Consecutive Absences

Absences exceeding four weeks (20 class days) during one term (8 weeks) not authorized with the proper documentation (Authorized Early Withdrawal, Reduced Course Load or Leave of Absence) will lead to termination (F-1 visa students) or withdrawal (non F-1 students).

Dismissal

A non F-1 visa student who has been withdrawn for poor attendance may retake the course the next session upon authorization by the school Director.

Appeals

The Attendance policy sets forth procedures through which a student may appeal a determination that he or she is not meeting the Attendance standards.

Procedures:

- i. submit substantiating written documentation justifying the absences; including a definitive statement from a student as to why s/he failed to meet Attendance standards and what has changed in the student's situation that will allow him/her to meet Attendance standards at the end of the next term;
- ii. the student has one week (five business days) to make the appeal;
- iii. the President is responsible for deciding the appeal;
- iv. the institution will decide the appeal and notify the student in writing within a week.