Academic English Attendance Policy

- You must attend **80%** of your total class hours in a semester.
  - That means you cannot be absent for more than **60 hours in the fall and spring semesters (50 hours in the summer)**.
  - One absence = **1.5 hours**; Three tardies = 1 absence; 1 tardy = **.5 hours**
- If you are 15 minutes (or more) late to class, you are absent.
- If you leave class for 15 minutes (or more), you are absent.
- You will be sent a warning email if you are absent for **40 hours in the fall and spring semesters (30 hours in the summer)** or more. Your sponsor or agent also receives this warning.
  - **You will be dismissed if you are absent for more than 60 hours (50 hours in the summer).**
  - You can appeal your dismissal.
  - You are responsible for keeping track of your absences and tardies in each of your classes. You can use Canvas to find this information.

Foundations Attendance Policy

- You must attend **80%** of your total class hours in a semester.
  - That means you cannot be absent for more than **29 hours per term in the fall and spring semesters (22 hours per term in the summer)**.
  - One absence = **1.5 hours**; Three tardies = 1 absence; 1 tardy = **.5 hours**
- If you are 15 minutes (or more) late to class, you are absent.
- If you leave class for 15 minutes (or more), you are absent.
- You will be sent a warning email if you are absent for **19 hours in the fall and spring semesters (15 hours in the summer)** or more.
  - **You will be dismissed if you are absent for more than 29 hours (22 hours in the summer).**
  - You are responsible for keeping track of your absences and tardies in each of your classes. You can use Canvas to find this information.

Dismissal Appeals:

- You can appeal a dismissal decision within 3 business days of the dismissal email. Make an appointment with the Academic Director for appeals.