

## Attendance Policy

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**Students are expected to attend all class meetings of their courses.** This is necessary for their success in each course. International students on a student (F-1) visa must also follow immigration laws, **which say that F-1 visa students must be in a full-time schedule of classes.** This means that they must be attending classes.

Any time that you are not present for a scheduled class period, you will be recorded as absent. It does not matter if you have a good reason. However, your teacher may let you make up missed assignments or tests if you have a good reason for being absent. If you do not have a good reason for your absence, the teacher is not required to let you make up the work you missed. If you know that you will be absent, it is your responsibility to tell the teacher about it as early as possible. Here are some things that SIU does not consider good reasons for absence. Your teacher is not required to let you make up missed work for these reasons.

- Appointments with other offices or for driver's test, phone service, etc. (Make these for non-class time.)
- Lack of transportation or childcare arrangements (You need to arrange for these things before classes begin.)

If you arrive after classes have begun at the start of a semester, you will be recorded as absent for the days when classes met before you arrived. It is your responsibility to be here on time for the beginning of the semester.

If you are late to a class, you are marked absent for that session. If you enter the classroom after the instructor, you will be marked absent for that class session.

You need to notify the PDSO/DSO. whenever you are absent. Call our office (305-629-2929 x4035) and also do what your teacher asks on the course syllabus. Tell us why you are absent and when you will be back. Do this each day that you are absent.

If there is a medical reason for your absence, see a doctor and bring or send us a written doctor's note. The note should explain that you have an acceptable medical reason for being absent, and it should say approximately when you will be able to return. If you miss three consecutive days or miss more than six of the last ten classes and we have not heard from you about your absence, your teacher will report you to the DSO/ registrar's office. We will try to contact you to discuss your attendance problem. For F-1 visa students, if we cannot reach you or if you do not begin attending regularly again, we will report you to the Academic director. At this point, you could be terminated in the SEVIS computer system for international students in the U.S. You would be "out of status" and you would have to go through a long and expensive process to try to be put back into SEVIS. It is possible that this process would not be successful.

## Attendance Probation Policy

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Any SIU student that has total attendance below 80% for one semester or for one class will be put on Attendance Probation.

This means that the student will need to get 85% total attendance for the following semester. If the student does not do this, he or she will be suspended.

For F-1 visa students, this means that they must either go back to their country.

Students who have been suspended and who wish to return to SIU after one semester away may seek to do this by writing a letter to the director explaining why there will be no more attendance problems.

**Teachers** will report it to the office when any student misses three (3) classes in a row without notifying the teacher or when a student misses six (6) of the last ten classes.