

Student Attendance Policy

Lateness Policy

If you are not in class by the scheduled start time, you will be marked late. A student who is late to class will receive one mark for lateness. Three marks for lateness equals one absence. If you come to class 30 thirty minutes late, you are considered absent.

Probation Policy

A student who is absent for 10% of the class meetings will be put on probation. For full-term students, this is 5 days from a Listening/ Speaking class or a Writing/Grammar class or 4 days from a Reading/Vocabulary class. For half-term students, this is 3 days from a Listening/Speaking class or a Writing/Grammar class or 2 days from a Reading/Vocabulary class. Medical absences are included in this policy. Students placed on probation will not receive a program certificate.

Attendance Warning Policy

A student who is absent 15% of the class meetings will be placed on warning. For full-term students, this is 8 days from a Listening/Speaking class or a Writing/Grammar class or 6 days from Reading/Vocabulary class. For half-term students, this is 4 days from a Listening/Speaking class or a Writing/Grammar class or 3 days from a Reading/Vocabulary class. Students who are on WARNING two terms in a row will not be allowed to renew for an additional term of study at the ELC. Medical absences are included in this policy. Students placed on warning will not receive a program certificate. A student can appeal an attendance warning with the ELC Director.

Drop Policy

A student who is absent for 20% of the class meetings will be dropped from the class. If a student is dropped from any required class, they are no longer permitted to attend any ELC class. For full-term students, this is 10 days from a Listening/Speaking class or a Writing/Grammar class or 9 days from Reading/Vocabulary class. For half-term students, this is 6 days from a Listening/Speaking class or a Writing/Grammar class or 5 days from a Reading/Vocabulary class. Medical absences are included in this policy. Students dropped from a class will not receive a program certificate.

IEP Full Term Writing Grammar & Listening Speaking	IEP Half Term Writing Grammar & Listening Speaking	IEP Full Term Reading Vocabulary	IEP Half Term Reading Vocabulary
5 - Probation <i>See Instructor</i>	3 - Probation <i>See Instructor</i>	4 - Probation <i>See Instructor</i>	2 - Probation <i>See Instructor</i>
8 - Warning <i>See Program Director</i>	4 - Warning <i>See Program Director</i>	6 - Warning <i>See Program Director</i>	3 - Warning <i>See Program Director</i>
10 - Drop <i>See ELC Director</i>	6 - Drop <i>See ELC Director</i>	9 - Drop <i>See ELC Director</i>	5 - Drop <i>See ELC Director</i>
GATEWAY Writing Grammar & Listening Speaking		GATEWAY Reading Vocabulary	
5 - Probation <i>See Instructor</i>		4 - Probation <i>See Instructor</i>	
8 - Warning <i>See Program Director</i>		6 - Warning <i>See Program Director</i>	
10 - Drop <i>See ELC Director</i>		9 - Drop <i>See ELC Director</i>	

Academic Progress Policy

Students who fail the same level of courses twice will be terminated. Students at risk of termination can appeal this decision and apply for a one-time exemption from the ELC Director. If the appeal is denied, the student's I-20 will be terminated. Students must see the International Student Advisor in ISSS immediately. Gateway students must also see the Program Director immediately.

Certificate Policy

A program certificate will be awarded to students only if they satisfy the requirements in Listening/Speaking classes, Writing/Grammar classes, and Reading/Vocabulary classes. The requirements include:

- Participating in class activities and completing all assignments, as defined by the instructor in the syllabus.
- Maintaining required attendance. This means a student cannot be on probation, warning, or drop in any course.

Promotion Policy

Earning a certificate for this term is an achievement for doing all the required work in all of your classes. However, achievement is different from proficiency. Your proficiency is how well you are able to read and write or listen and speak in English. A student is placed in a level because he or she has the necessary proficiency for that level. Therefore, moving up to the next level is not "automatic." In the last week of the term, there is a required final exam that will count as 10% of your final grade. To move up to the next level, you must receive a final grade for the class of 75% or more in all classes.

Agreement

By signing this paper, you agree that you have read and understood the syllabi in all your ELC classes and that you have read and understood all the policies listed in this document and agree to follow them.

Signature

Date

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

Drexel ELC Attendance Policy

If this is your:

First term on **WARNING**

You may:

Renew for following term

You must:

Continue to attend classes on time

Request an appeal with ELC Director

Second term on **WARNING**

NOT renew

Meet with the ISSS DSO, **transfer to new school or return home***

First term **DROP**

NOT renew

Meet with the ISS DSO, **transfer to new school or returnhome***

Intensive English program Academic Progress and Promotion Policy

If this is your:

First time to **FAIL LEVEL**

You may:

Renew for following term

You must:

Repeat the class

Second term to **FAIL LEVEL**

NOT renew

Meet with the ISSS DSO
I-20 TERMINATED

International Gateway Academic Progress and Promotion Policy

If this is your first time:

to **FAIL A LEVEL**

Your status is:

Gateway Academic Probation

You must:

Meet with Associate
 Director of Programs

-

If this is your second term:

On **ATTENDANCE WARNING**
 or not being promoted for a
FAILED LEVEL

You:

Are **NOT** allowed to renew
 can request an appeal with
 ELC Director for attendance

You must:

Meet with Travis Harman,
 Gateway Program Director **AND**
 Meet with ISSS DSO, **I-20 TERMINATED**

If you have questions regarding the calculation of your lateness/absences, please meet with your teacher to discuss your attendance record.

* All students who are asked to transfer to a new school or return home must also:

1. Meet with the ISSS DSS
2. Meet with the Associate Director ELC Programs
3. Sponsored students must get permission from their sponsoring agency or embassy.