

## ILUNO ATTENDANCE POLICY

**1. ABSENCE WARNING** - With 10 or more absence hours in one ILUNO session, you must speak to an international student advisor about your absences. **This is a very serious situation and can cause your dismissal from the ILUNO program in the future, if you continue to be absent.** You must sign a probation statement to show that you understand this. You are responsible for knowing your total absence hours.

**2. DISMISSAL FROM PROGRAM** - If you have 24 or more absence hours in one ILUNO session, we will dismiss you from the ILUNO program. If you fail the same class two times and/or have a Grade Point Average (GPA) of 2.0 or below for two sessions in a row, we will dismiss you from the ILUNO program. Dismissal from the program means you cannot enroll in the next ILUNO session, and you must do the following things:

- Continue to attend ILUNO classes until the end of the current session. For J- or F-visa students: Your SEVIS record may be terminated if you do not continue to attend ILUNO classes. This means that you will be out of status with immigration, and you will have to leave the country immediately or apply for reinstatement at another university.
- Meet with a UNO international student advisor.
- Find another ESL program immediately. You must then notify a UNO international student advisor when you have been admitted to the new program and request a SEVIS record transfer within 21 days from the end date of the current ILUNO session.

**3. VISA TERMINATION** - If you have 36 or more absence hours in one ILUNO session, we will terminate your SEVIS record (J1 and F1 visa students). You will have to leave the U.S. immediately or apply for reinstatement at a new school.

**4. TRAVEL** - Do not travel during an ILUNO session.

- Travel should take place during regular vacation times and between sessions.
- Travel during a session will count as part of your total absence hours.
- Always discuss your plans to travel outside the United States with an International Advisor before you go.

**5. MEDICAL EMERGENCIES** - For major medical problems, you must provide UNO Accessibility Services Center (ASC) with medical documentation of a serious illness that creates disruptions with your academic progress. Do not give medical notes to your ILUNO teachers or other staff members. Accessibility Services Center (ASC) in H&K 104 will review all documents and decide any accommodations. Email: [unoaccessibility@unomaha.edu](mailto:unoaccessibility@unomaha.edu)

**6. OTHER EMERGENCIES** - For all other emergencies or other unusual circumstances, you must meet with the Director or Assistant Director to get approval to change the hours on your attendance record. If you must travel home for a family emergency, you must meet with an international student advisor before making travel plans. There are important immigration forms or issues to talk about before you leave the country.

**By signing my name below, I indicate that I have read and I understand the ILUNO Attendance Policy.**

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

UNO ID Number \_\_\_\_\_ Email Address \_\_\_\_\_