

**ATTENDANCE POLICY**  
**HB Studio International Student Program**

1. Students are allowed a maximum of **eight absences** during any term. When you incur **five absences**, the International Advisor will notify you in writing that you are on academic probation. If you incur **more than eight absences**, the Studio notifies you *and* the USCIS in writing that you have been dropped from the program.
2. It is your responsibility to keep an accurate account of your absences. The International Student Advisor will only notify you about your absences twice: when and if you are placed on academic probation, and when and if you exceed the maximum number of absences and are dropped from the program. Please remember that if you exceed the maximum absences for a term and are dropped from the program, the Studio is required to immediately contact the USCIS about the change in your visa status. *This notification is not reversible.*
3. Each missed class counts as **one absence**. For example, if you are enrolled in three classes on the same day and miss all three classes, you incur a total of three absences for that day.
4. A missed double class (i.e., a four-hour class) counts as **two absences**.
5. Late arrivals and early departures are not allowed. If you have a special circumstance (I.E. one class ends when your next class begins) speak with an F-1 adviser. Each lateness counts as **one absence**.
6. You must contact the Key Student in each of your classes when you are not able to attend class. It is your responsibility to get the Key Student's telephone number at the first class.
7. Should you have an extraordinary circumstance surrounding an absence, it is your responsibility to contact the International Student Advisor. You should make your request for special consideration in writing as early as possible. Please understand that even in extraordinary circumstances, the Studio must always adhere to USCIS regulations, and therefore, cannot guarantee approval.

**Please use your allotment of absences wisely.**