Maui Language Institute
UNIVERSITY OF HAWAI’I – MAUI

ATTENDANCE POLICY

Students may be absent 2 times during each 7 week session, and may be late 3 times.

Students must notify the MLI office of absence and tardiness via phone or e-mail. Please do not send messages with friends.

Your absences and tardiness will be recorded and taken into account during your evaluation.

If students are absent or late more than the designated number of times, must bring written verification as to why they are not in compliance with the attendance policy (for example, doctor’s excuse, automobile repair report, etc).

ACADEMIC STANDARD

Students must maintain a grade of 70% (C or better) in each course. It is the student’s responsibility to attend classes, complete all homework as assigned, and make up missed homework or test during absences.

Students who do not comply with MLI’s attendance policy and academic standards policy may be dismissed from the program.

___________________________ / __________________________ / __________________________
(month) (day) (year)

______________________________________  ______________________________________
(Print Name) (Signature)