



Statement of Understanding (SOU) 10-Week Intensive ESL Program

The following policies help students succeed in our program and help ensure students remain in good academic and immigration standing

ATTENDANCE & PUNCTUALITY

Instructors are required to record student attendance in every class every day.

In order to be marked “present” in class each day, students must **be able and willing** to participate. This means that students have the needed class materials, e.g., books, paper, pen/pencil, assignments, etc. to do class work and are willing to follow the teacher’s directions, participate in class activities, and show respect to classmates.

Any student who is absent a total of:

- **15 hours** from all classes combined (per quarter) will receive a **Warning** email.
- **25 hours** from all classes combined (per quarter) will receive a **Final Warning** email and letter in person and are required to meet with an advisor. It is very important that you meet with an advisor as this is your last chance to explain any reasons you have for missing class before disqualification. If you do not meet with an advisor, you will lose your chance to appeal if you are disqualified after reaching 40 hours of absences.
- **40 hours** from all classes combined (per quarter) will receive a **Disqualification** notice and email. If you receive this notice, you will be disqualified from the program and it is too late to discuss any reasons you had that kept you from attending class.

Any student who arrives to class late or leaves class early:

- **1-14 minutes** – marked tardy. Three separate “tardies” (in one class) equal 1 hour of absence.
- **15 or more minutes** – marked for 1 hour of absence.

All students are limited to a total of **39** hours of absences each quarter. Any student who is absent for **40 hours** or more will receive a **Disqualification** notice and will be disqualified immediately. Students who wish to appeal the disqualification decision may email Chief Student Affairs and Student Services Officer, Bea Han, at beatrice@uci.edu.

ACADEMIC PROBATION

A student who fails a class will be placed on **Academic Probation** the following quarter. A student who fails the same class two quarters in a row may be disqualified from the program. To remain in the program, the student must pass the class s/he failed in the previous quarter and/or show academic improvement.

ACADEMIC HONESTY

Any form of **cheating**, including plagiarism (copying other people’s work), is unacceptable. Students are expected to complete their own assignments as directed by instructors. Penalties for academic dishonesty include the following:

- 1st offense – student may receive a ‘0’ on that assignment and cannot make it up
- 2nd offense – student will receive a ‘0’ on the assignment and is required to meet with an advisor
- 3rd offense – student may be disqualified from the program

COMMUNICATION / ELECTRONIC DEVICES

Phones, laptops, and other electronic devices can only be used in class for educational purposes. Otherwise, these devices must be silenced and put away during class. These devices are distracting to the instructor and your classmates. Unless approved by the instructor in advance, no recording (audio, video, photography) is allowed in class. Penalties for using electronic devices for non-educational purposes in class include the following:

- 1st offense – verbal warning by teacher
- 2nd offense – verbal warning by teacher. Student is required to meet with the teacher before or after class to discuss the issue. Teacher submits student incident report to office and provides copy to student.
- 3rd offense – student may be asked to leave class for the day and is required to meet with an advisor
- 4th offense – student may be disqualified from the program

BEHAVIORAL EXPECTATIONS

All students are expected to be respectful in class towards their teachers and classmates. Students must follow directions from teachers. If you disagree with a teacher, do not argue with the teacher during class. You may ask to meet with the teacher after class or to see an academic advisor to discuss the situation. Your teacher may also ask you to meet separately (with him/her) to discuss policies and procedures.

Penalties for being disruptive or disrespectful in class and/or not following a teachers instructions include the following:

- 1st offense – verbal warning by teacher.
- 2nd offense – verbal warning by teacher. Student is required to meet with the teacher before or after class to discuss the issue. Teacher submits student incident report to office and provides copy to student.
- 3rd offense – student may be asked to leave class and will not be permitted back into the classroom until meeting with an advisor. If you are asked to leave class, please do so quietly. If you refuse to leave, the teacher may call an advisor or UCI police for assistance.
- 4th offense – student may be disqualified from the program

UCI SMOKE-FREE POLICY (NO-SMOKING POLICY)

Smoking, which includes cigarettes, e-cigarettes, vapes, marijuana, etc., is not allowed anywhere on campus including sidewalks and parking lots. A service officer will be patrolling UC Irvine Division of Continuing Education to make sure students are not smoking on campus. Penalties for smoking on campus include the following:

- 1st offense – student will receive a verbal warning.
- 2nd offense – student must pay a fine of \$50.
- 3rd offense – student must pay a fine of \$100.
- 4th offense – student may be disqualified from the program.

I understand the policies above and that I am expected to comply with all laws, university policies and regulations.

Signature

Printed Name

Class Level/Section

Today's Date