



# 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 every day.

During remote learning, students are expected to log in to their Canvas course every day. Some days will have a 'live' Zoom session. Students must attend this Zoom session in order to be marked "present." On days when there is no Zoom session, students must log in to Canvas and submit the activity or activities for that day before the deadline in order to be marked "present." If you have any problems that prevent you from attending Canvas or Zoom classes, inform your teacher immediately so we can help you find a solution. Students are also expected to have the required class materials including textbooks, have a computer or laptop with a working camera and microphone, and have the camera turned on during Zoom sessions. If you have trouble purchasing the required textbook(s) for a class, please let your teacher know immediately.

*Any student who is absent a total of:*

- **15 hours** from all classes combined (per quarter) will receive a **Warning** notice and email.
- **25 hours** from all classes combined (per quarter) will receive a **Final Warning** notice and email and are required to meet with an advisor. It is very important that you meet with an advisor because this is your last chance to explain any reasons you have for missing class before disqualification.
- **40 hours** from all classes combined (per quarter) will receive a **Disqualification** notice and email. If you receive this notice, you may be disqualified from the program and it is may be too late to discuss any reasons you had that kept you from attending class.

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 may be disqualified immediately.

## **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:

- 1<sup>st</sup> offense – student may receive a '0' on that assignment and cannot make it up
- 2<sup>nd</sup> offense – student will receive a '0' on the assignment and is required to speak with the teacher outside of class time to discuss the issue. Teacher submits a student incident report to the office and provides a copy to the student. Student is also required to speak with an advisor.
- 3<sup>rd</sup> 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 read and follow Netiquette rules outlined in the Canvas course. Students must follow directions from teachers. If you disagree with a teacher, do not argue with the teacher during class. You may ask to chat with the teacher after class or to speak with an academic advisor to discuss the situation. Your teacher may also ask you to meet with him/her separately to discuss policies and procedures.

Students are required to turn on their cameras during Zoom sessions so that teachers can take attendance. Therefore, make sure to have your camera on to be marked 'present'. Having cameras on also helps build a supportive learning environment. If you have specific reasons why you cannot turn on your camera, please let your teacher or an advisor know in advance so that we can discuss a solution.

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

- 1<sup>st</sup> offense –warning by teacher.
- 2<sup>nd</sup> offense –warning by teacher. Student is required to speak with the teacher outside of class time to discuss the issue. Teacher submits a student incident report to the office and provides a copy to the student. Student is also required to speak with an advisor.
- 3<sup>rd</sup> offense – student may be asked to leave class and will not be permitted back into the course until speaking with an advisor. If you are asked to leave class, please do so immediately.
- 4<sup>th</sup> 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.*

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Signature

Printed Name

Class Level/Section

Today's Date