



10-Week Intensive ESL Program

No-Smoking Statement of Understanding (SOU)

Upon reading the following, all 10-Week students will indicate understanding by signing this contract.

UCI SMOKE-FREE POLICY (NO-SMOKING POLICY)

Smoking, which includes cigarettes, e-cigarettes, vapes, 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.

Recreational Marijuana is NOT Legal for International Students. International Students may not use marijuana on UC Irvine Campus or anywhere within the United States under federal law. Even though the State of California recently legalized the personal use of marijuana, international students must follow all United States federal laws and must not engage in the use of marijuana products. If you drive a car or bicycle while you under the influence of any drug or alcohol, you may be arrested by a law enforcement officer. Arrests for a DUI (driving under the influence) can have a significant and negative impact on your immigration status and future visa applications.

The following will happen to students who are found smoking:

1. **the first time**, you will receive a **verbal warning**.
2. **the second time**, you must pay a fine of **\$50**.
3. **the third time**, you must pay a fine of **\$100**.
4. **the fourth time**, you may be **dismissed from the program**.

If you are attending UC Irvine Division of Continuing Education ESL programs, according to UC Policy of Student Conduct 102.16, you must be able to identify yourself by providing the service officer or any university employee with some type of **identification** (student id, passport, etc.) at all times.

If you refuse to identify yourself, give a false ID, or lie to the service officer about who you are, you may be dismissed from the program.

If you are rude or disrespectful towards the service officer, you may also receive additional penalty.

I understand the policies above.

Signature

Printed Name

Writing Level/Section

Today's Date



10-Week Intensive ESL Program

Statement of Understanding (SOU)

UC Policy states that all students must follow "all laws... University policies and campus regulations." In addition, the document below outlines the basic policies of our 10-Week Intensive ESL program.

By signing this document, you show your understanding of the 10-Week policies mentioned below and your agreement to follow UC policy. A copy of this SOU contract is available on our website or upon your request.

ATTENDANCE & PUNCTUALITY POLICY

Instructors record student attendance in every class for every day that class meets.

In order to be marked "present" for any class, a student must be able and willing to participate in class that day. This means that students have the needed class materials, e.g., books, paper, pen/pencil, assignments, etc. to do class work and that students are willing to follow the teacher's directions and do class activities.

Any student who is absent a total of:

- 1. 15 hours from all classes combined (per quarter) will receive a Warning notice and email.
2. 25 hours from all classes combined (per quarter) will receive a Final Warning notice and email and are required to meet with an academic advisor.
3. 40 hours from all classes combined (per quarter) will receive a Dismissal notice and email.

Any student who arrives to class:

- 1. 1-14 minutes late is marked tardy. Three separate "tardies" (in one class) equal 1 hour of absence.
2. 15 or more minutes late to class is marked for 1 hour of absence.

All students are limited to a total of 39 hours of absence each quarter. Any student who is absent for more than 39 hours will receive a Dismissal notice and will be dismissed immediately.

ACADEMIC POLICY

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 dismissed 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, is unacceptable. Students are expected to complete their own assignments as directed by instructors. Penalties for academic dishonesty are: 1st offence - student may receive a '0' on that assignment without the possibility of making up the assignment; 2nd offence - student is required to meet with an academic advisor; 3rd offence - student may be dismissed from the program.

COMMUNICATION / ELECTRONIC DEVICES POLICY

No recording (audio, video, photography) is allowed in class. Unless approved by instructor, all electronic devices must be silenced and put away in a bag or other place - out of sight and away from the individual. Penalties for the use of, or having a device disturb the class, are: 1st offence - warning; 2nd offence - student may be asked to leave class for the day and is required to meet with an academic advisor. 3rd offence - student may be dismissed 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

Speaking Level/Section

Today's Date