



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

Writing Level/Section

Today's Date