

Statement of Understanding – Attendance

UCI Division of Continuing Education, International Programs Custom Designed Programs

Upon hearing the following, all CDP students will indicate understanding by signing this contract.

ATTENDANCE & PUNCTUALITY POLICY

Instructors submit each student's attendance in every class which is recorded weekly in a computerized database. All students are limited to a total of **(20% of your program hours)** absences for the duration of the program. Failure to adhere to this policy may result in the withholding of your program certificate and may result in academic dismissal and termination of your SEVIS record.

A student who is absent a total of:

1. **10% of your program hours** from all classes combined will receive a warning letter.
2. **Over 20% of your program hours** from all classes combined will not receive a completion certificate and will be subject to termination of his/her SEVIS record.

A student who arrives to class...

1. **1-10 minutes late** is marked tardy. Three separate late arrivals (in one class) equal 1 hour of absence.
2. **11 or more minutes late** to class or returning from break is marked absent 1 hour.

ACADEMIC POLICY

ACADEMIC HONESTY

Any form of **cheating**, including plagiarism, will not be tolerated. Students are expected to complete their own assignments, as directed by instructors. The first time a student is caught cheating or helping someone cheat, that student will receive a '0' on that assignment without the possibility of making up the assignment. The second time a student is caught cheating, the student will not receive their certificate.

F-1 VISA POLICY

If you are attending UC Irvine DCE custom programs on an F-1 visa, you **MUST** adhere to the attendance policy stated above, otherwise you will be subject to academic dismissal and termination of your SEVIS record.

In addition, you **MUST** see an International Student Advisor prior to leaving UC Irvine or risk becoming out-of status as an F-1 student. If you have questions regarding the conditions of your visa, please see a member of staff.

I understand the policies above.

Signature

Printed Name

Today's Date