

F-1 STUDENT REQUIREMENTS FOR MAINTAINING GOOD ACADEMIC PERFORMANCE

The Office of Admissions and Records is required by law to register each F-1 student in SEVIS every semester in which the student is enrolled. Prior to the next semester's registration, the University's Designated School Official (DSO) performs a compliance audit to ensure that each student is enrolled fulltime and maintaining good academic performance. If not enrolled on a fulltime basis and/or not maintaining good academic performance, the student must be reported as "non compliant" in SEVIS which will terminate the student visa.

Indicators of failure to maintain good academic performance are academic probation, less than full-time enrollment status, and failing to document an "I" grade with the Office of International Services or fulfill the requirements of an "I" grade within the designated time-limit, not to exceed one calendar year (12 months). Please refer to your individual program for probation criteria and full-time enrollment.

When a student receives an "I" grade, a letter or email from the course instructor will be required prior to registration in SEVIS for the following semester. The following must be included in the instructor's correspondence:

- The course and term in which the "I" grade was assigned
- Attestation that the majority of coursework has been completed
- Why the "I" grade was assigned
- What is required of the student to remove the "I" grade
- Date by which all requirements must be completed (*This may not be longer than one (1) calendar year*)
- Signature of professor and date