

**Patrick & Henry Community College**  
**SEVP Policy for In-person Classes**

Purpose

To ensure compliance with U.S. immigration laws and maintain a good standing for an F-1 Visa

Scope

The SEVP Policy for In-person Classes is meant to clarify and provide a threshold for attendance for any student who requires an F-1 Visa. This policy provides attendance requirements for all courses that have an in-person component (face-to-face or hybrid) for all term(s) specified in the student record.

Requirements for enrollment with Patrick & Henry Community College

Any person requiring an F-1 Visa with the intent to enroll with P&HCC must have all application materials submitted by **July 1** for fall enrollment or **November 1** for spring enrollment. If the potential student cannot be enrolled as a full-time student, contact your designated school official immediately to determine your eligibility options.

Early Departure Policy & Process

**Any student who is enrolled with P&HCC with an F-1 Visa must not depart from the United States prior to the last day of class for all in-person courses in which the student is enrolled.**

Through attendance tracking, faculty will notify the Primary Designated School Official (PDSO) and Designated School Official (DSO) if a student with F-1 Visa status stops attending class. The PDSO will then inquire from the U.S. Immigration and Customs Enforcement (ICE) to confirm if the student has left the country. If a student with an F-1 Visa leaves the country prior to the last day of all in-person classes enrolled, upon receipt of departure from ICE, the registrar will notify the Vice President of Academic & Student Success Services of the departure. The Vice President of Academic & Student Success Services will then request an administrative withdrawal for all courses in which the student

was enrolled for that term, resulting in a grade of “W” if before the last day to withdraw. If the student leaves after the last day to withdraw, the faculty member will take into account the work already completed in addition to the remaining work not completed (and the applicable course attendance policy contained in the respective course syllabus) to compute the final grade. Additionally, students departing early without DSO approval will not be in good standing to re-enter the United States in the subsequent semester.

### Late Arrival Policy & Process

**New students must be present on the first day of their first semester, and returning students must be present for the first day of all in-person classes the student is enrolled in.**

Through attendance tracking, faculty will notify the PDSO and DSO if a student with an F-1 Visa does not attend the first day(s) of class. P&HCC will attempt to confirm the presence of the student in the United States. If this cannot be confirmed, the PDSO will then inquire from ICE to confirm if the student has arrived in the United States. If the student has not arrived in the United States by the first day of class, the registrar will notify the Vice President of Academic & Student Success Services. The Vice President of Academic & Student Success Services will then request an administrative withdrawal from the course. If the student is using enrollment at P&HCC to maintain good standing for an F-1 Visa, the dropped course(s) may result in losing good standing for entry into the United States.