



## International Student Responsibilities Contract

<b>Name:</b> _____	_____	_____
<b>First</b>	<b>Middle Initial</b>	<b>Last</b>
<b>S#: S</b> _____	<b>Phone #:</b> _____	
<b>Email:</b> _____	<b>@student.ccd.edu</b>	
*Your official CCD email account is the only email CCD will accept for correspondence		

International students are admitted to the U.S for the sole purpose of being a full-time student and must abide by U.S immigration regulations for the duration of their status. It is imperative for students to understand their responsibilities as there are severe penalties for violations of immigration law. Additionally, students may be subject to disciplinary actions and sanctions for violations of college policies. This document outlines responsibilities of international students during their entire enrollment at the Community College of Denver (CCD). Please initial the following indicating you have read and been informed about the contents in this document.

1. \_\_\_\_\_ I will maintain enrollment as a full-time (12 or more credits) student through every Fall and Spring semester. Please note – dropping below a full course of study without prior approval from a DSO will result in the immediate termination of your immigration status. No students may drop below the required number of credits in Fall and Spring without documented proof of extenuating circumstances. Grades of F, I, SP, or W does not count toward full-time enrollment even if course requirements have been completed. Classes which are “audited” also do not count. Students are permitted to take distance education (online) courses, but only a maximum of 3 credits can be counted toward full-time enrollment.
2. \_\_\_\_\_ I will attend classes on a regular basis and if I am dropped for no-show, I will not be allowed to re-enroll. I also understand that I must meet the required course prerequisites before I can register. Not having the required prerequisites does not constitute an extenuating circumstance for reduced credit load (RCL).
3. \_\_\_\_\_ I will make satisfactory progress toward completion of my program by maintaining a cumulative GPA of 2.0 or higher. Failure to do so will place me on academic probation. I understand that if my GPA falls below 2.0 in the subsequent semester, I will be subject to academic dismissal from CCD. I understand that repeating classes in which I have earned a grade of C or higher will NOT count toward full-time enrollment.
4. \_\_\_\_\_ I will keep Form I-20 valid at all times during my study at the Community College of Denver. I will submit my I-20 for travel authorization at least 7-10 business days prior to my departure, and I understand my I-20 will not be signed if I do not allow sufficient time for my request to be reviewed.

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5. \_\_\_\_\_ I will report any changes to my name, address, immigration status, program of study, or funding sources to the DSO within 7-10 business days of the change. Additionally, I will keep my contact information up-to-date through the student portal, CCDConnect. The address I provide will be the actual physical location where I reside. I am also responsible for reporting any changes for my dependents.
6. \_\_\_\_\_ I understand I must notify the International Student Services Coordinator when I am finishing my studies, or when I choose to transfer to another college/university.
7. \_\_\_\_\_ I will check my college-assigned student e-mail account on a frequent and consistent basis to receive communication relevant to my enrollment at the college.
8. \_\_\_\_\_ I will maintain valid health insurance coverage for the duration of my studies at CCD. I must show evidence of coverage before I am able to register for classes.
9. \_\_\_\_\_ I will not accept employment on or off campus without USCIS/DSO approval and will not work on campus more than 20 hours per week while school is in session.
10. \_\_\_\_\_ I am fully aware of the expenses incurred while living in the U.S. and attending the Community College of Denver. I have the necessary financial resources to pay for my classes upon registration and to complete my course of study. I accept the responsibility of securing housing and dependable transportation.
11. \_\_\_\_\_ I understand that I must abide by all college policies outlined in the Student Handbook, Schedule, and College Catalog which includes, but is not limited to the Academic Integrity policy concerning cheating and plagiarism.
12. \_\_\_\_\_ I understand that my educational record is protected by the Family Educational Rights and Privacy Act (FERPA) and that I must act on my own behalf as the college will not disclose non-directory information to anyone without my written consent.
13. \_\_\_\_\_ **Sponsored Students**  
I authorize the Community College of Denver to furnish copies of my academic records, information from my application, when appropriate, to my financial sponsor(s). I further understand that 1) I have the right not to consent to the release of my education records; 2) I have the right to request a copy of any written information released to my financial sponsor(s); 3) this authorization will remain continuously in effect unless I revoke this consent at any time by providing written notice of such revocation to the college or person who maintains the records of the authorization; and 4) personal observations may be disclosed in this process. Any such revocation shall not affect disclosures made by the Community College of Denver prior to its receipt of any such written revocation.

I have read and been informed about the contents in this document. I understand my responsibilities and agree to adhere to all of the above. Additionally, I have received a copy of this contract.

Student: \_\_\_\_\_  
Print Name Signature Date