Class Schedules: There will be no changes to class schedules.

Class Hours and Visa Requirements: F-1 students schedule is 21 hours per week: Listening/Speaking 9 hours, Reading/Writing 9 hours, and one specialization class 3 hours.

Payment of Tuition and Fees: Students are responsible for all charges on their ASU student account. Payment is due by the 5th day of classes.

Sponsored Students: submit financial guarantee letter by the 5th day of classes or you must pay all fees.

Refunds and Withdrawals: Withdrawals requested by the 5th day of classes = 100% refund.

Health Insurance: F-1 & J-1 students must have ASU-approved health insurance at all times while enrolled.

Student Conduct and Attendance: Students are required to follow ASU’s Code of Conduct.

IEP classes require participation for success, so any missed class time is not excused. Missed class work can be made up for medical reasons or religious observances but the missed minutes still count.

8-week Session Attendance
- **Reading/Writing**: More than 600 minutes of missed class time = absence failure.
- **Listening/Speaking**: More than 600 minutes of missed class time = absence failure.
- **Specialization**: More than 200 minutes of missed class time = absence failure.

Program Progress:
- Full-time students in B1 to A1 levels must have final grades of C or higher in all current classes to move up a level for the next session.
- Full-time students in B1 to I2 levels who receive all final grades of A may retake the placement test.
- If your final grades are D or E in any class, you must repeat the current level. If in the next session you receive a D or E in any class again, you will be moved down to the level below.

Expulsion:
- Absence failure for any class in 2 sessions = expulsion.
- Any D or E in any class for any reason in 3 sessions = expulsion.
- Past due tuition charges on your My ASU account by 5:00 PM on the 4th day of the new session = expulsion.
- Disruptive behavior = removal from class, probation, or expulsion.

ASU English Language Proficiency Requirements:
- F-1 students may meet the English language proficiency requirement for admission to most ASU Undergraduate programs by successfully completing the IEP Advanced 2 (A2) level within a single IEP session.
- Part-time students are not eligible to use Advanced 2 completion for meeting the ASU English language proficiency requirement.

Continuing Student Registration (CSR):
- Students must complete CSR in My GL and declare intent to continue studying or to leave the program.
- CSR will open in My GL during the 5th week of the current session.
- CSR will end on the last day of the current session. Continuing students who register after that deadline must pay a $300 late fee.
- Students who do not complete registration by 5:00 PM on the 4th day of the new session will have their SEVIS record terminated for failure to enroll.

*Please note this is NOT the complete version 2018-2019 IEP Policy document. For the complete version, please ask at the Welcome Desk.*