



# Compliance Calendar

The following compliance calendar was created to assist the Compliance Partners and Cognizant Policy Officers in carrying out their duties as related to the compliance obligations of the University. The calendars include the laws, operating policies, rules, and regulations for a specific compliance area and aid in tracking the myriad reporting requirements and due dates. Compliance Partners shall assist the Cognizant Policy Officers in training the MSU community which may include informal staff meetings and monitoring through regular walk-around or continuous observation while managing a designated compliance area.

Compliance Area	Due Date(s)	Cognizant Policy Officer	Compliance Partner(s)	Representative Issues	Applicable Laws, OPs, Regents' Rules, System Regulations with Brief Description
Global Education	Spring 2024 / Fall 2024	VP Enrollment Management and Student Affairs	Global Education Director	Enrolled initial and continuing student records registered in SEVIS within 30 days of the term. Spring 2024 – by 2/14/2024 Fall 2024 – by 9/23/2024	SEVIS Federal Compliance
Global Education	Spring 2024 / Fall 2024	VP Enrollment Management and Student Affairs	Global Education Director	Graduating students' SEVIS records reflecting term end date as program end date within 30 days of graduation date. Spring 2024 – by 6/9/2024 Fall 2024 – by 1/13/2025	SEVIS Federal Compliance

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Global Education	Spring 2024 / Fall 2024	VP Enrollment Management and Student Affairs	Global Education Director	Any student who has requested a Program extension from one term to another, must have the extension reflected and new program end date on their SEVIS record, prior to their current listed program end date. Office policy is in place that requires the student to request the program extension no later than 10 days from the term end date, which allows DSO time to meet Federal Compliance. Spring 2024 – By 4/30/2024 Fall 2024 – By 12/3/2024	SEVIS Federal Compliance
Global Education	Reporting every 6 months	VP Enrollment Management and Student Affairs	Global Education Director	STEM OPT Reporting Reflection: DSO must reflect student reporting on student's SEVIS record on the 6 months, 1 year, 18 months, and 2-year marks.	SEVIS Federal Compliance
Global Education	Between December 3 – March 3, of every year	VP Enrollment Management and Student Affairs	Director Global Education	Annual P/D SO Verifications – PDSO must verify P/D SO information on 1-17.	SEVIS Federal Compliance

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Global Education	January 2025	VP Enrollment Management and Student Affairs	Director Global Education	SEVIS Compliance requires I-17 to be submitted for recertification every 2 years. The next recertification submission will be January 2025.	SEVIS Federal Compliance