

# Eastern Michigan University

## On-line Course Stipulation Form

### Conversion of Purely Online Courses to OIS-Hybrid Format for International Students

F-1 students are permitted to take only one purely online course each semester/term. If you, as an F-1 student, wish to take more than one online course in any given semester/term, you may convert the additional online course to the OIS-Hybrid course format per the following stipulations:

1. There must not be any other face-to-face courses available and applicable to your program of study, or it is a course that is required in your program of study that is only offered online.
2. You must FIRST obtain the approval of your academic advisor before registering.
3. You must obtain the approval of the course instructor BEFORE registering for the class.
4. You must also obtain the approval of the Director of the Office of International Students.
5. You must report in person to the instructor of the specified online course no less than four times a semester, in four different weeks. The specific dates will be decided at your initial meeting with the course instructor. You must keep a record (written log) of these meetings, using page two of this form.

Failure to comply with these regulations will be in violation of your F-1 SEVIS status and jeopardize your remaining as a student at Eastern Michigan University.

I, \_\_\_\_\_, E \_\_\_\_\_,  
(print name) (EMU id#)

a student in \_\_\_\_\_  
(academic program)

have read, understand, and agree to the stipulations for taking more than one online course in any semester/term. I request conversion of the following online course to OIS-Hybrid format:

Prefix, number & title: \_\_\_\_\_

Semester/term \_\_\_\_\_ Year \_\_\_\_\_

Student Signature & Date: \_\_\_\_\_

Advisor Signature & Date: \_\_\_\_\_

Instructor Signature & Date: \_\_\_\_\_

*(After obtaining signatures above, submit to Office of International Students for final approval.)*

OIS Director Signature & Date: \_\_\_\_\_

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## Record of Face-to-Face Meetings with the Instructor of your OIS-Hybrid Format Course

Prefix, number & title of course: \_\_\_\_\_

Semester/term \_\_\_\_\_ Year \_\_\_\_\_

**1. Date of face-to-face meeting #1:** \_\_\_\_\_

Student Signature & Date: \_\_\_\_\_

Instructor Signature & Date: \_\_\_\_\_

**2. Date of face-to-face meeting #2:** \_\_\_\_\_

Student Signature & Date: \_\_\_\_\_

Instructor Signature & Date: \_\_\_\_\_

**3. Date of face-to-face meeting #3:** \_\_\_\_\_

Student Signature & Date: \_\_\_\_\_

Instructor Signature & Date: \_\_\_\_\_

**4. Date of face-to-face meeting #4:** \_\_\_\_\_

Student Signature & Date: \_\_\_\_\_

Instructor Signature & Date: \_\_\_\_\_