Request for Non-Face-to-Face Class in Final Term

Per U.S. government regulations, F-1 students are required to be physically present in class in their final term. Should a student only have an independent study/research/thesis/degree-required practicum remaining to complete the degree (not an online class), this may be taken **ONLY** if the student regularly reports to campus. **To be eligible:**

- There must not be any face-to-face courses available for the student’s program of study.
- The independent study/research/thesis/practicum course is required and is listed on the program of study.

**Steps for student seeking approval:**
1. Obtain the signature of your **academic advisor** before registering for the class.
2. Obtain the signature of the **course instructor** before registering for the class. Determine at least 4 times during the term when you will report to campus and meet with him/her. **List the dates of your scheduled meetings below.**
   You must have at least 4 meeting dates determined. They must span the term and need to be **at least 2 weeks apart.**
3. **Register** for independent study/research/thesis/practicum class. **Return this completed form to the OISS with 1) a copy of your program of study and 2) an approved Reduced Hours Form for Last Term.**
4. The OISS will email you to inform you whether your request has been approved.
5. Report to the professor on the determined dates. Keep a record of each meeting by asking the professor to sign the “Day of Meeting” section. **Bring the completed form with signatures to the OISS after the 4th meeting.**

**Failure to comply with these regulations violates your F-1 SEVIS status. Failure to follow the F-1 requirements may result in a termination of your SEVIS record and cancellation of your F-1 visa.**

---

**To be completed by Academic Advisor:**
The student is eligible for a singular non-face-to-face class in their final term according to the criteria above.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department Head or Advisor’s Name

Signature

Date

**To be completed by Instructor:**
The student is eligible for a singular non-face-to-face class in the final term according to the criteria above.

**To be completed at the time of request**

<table>
<thead>
<tr>
<th>Meeting #1</th>
<th>Scheduled meeting date</th>
<th>Actual meeting date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Must be 2 weeks apart &amp; specific dates listed</td>
<td>Must be 2 weeks apart &amp; specific dates listed</td>
</tr>
</tbody>
</table>

**To be completed on the day of meeting**

Instructor’s Signature

---

**To be completed by student:**
I agree to meet in person with this student on the dates above.

Instructor’s Name

Signature

Date

**To be completed by OISS:** The OISS confirms the student is registered for the named class and approves this request.

OISS Advisor Name

Signature

Date