

## Distance Learning / Online Courses Information and Procedures

### General Information

According to 8 C.F.R. § 214.2(f) (6) (i) (G):

*For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.*

The regulations clearly state that no more than one class or three credits per session may be counted toward the full course of study requirement may be taken online or through distance education.

Since students must register for 8 credit hours of coursework at the graduate level to be considered enrolled "full time" and 12 credit hours of coursework at the undergraduate level to be considered enrolled "full time", only one class may be taken online or through distance education.

That does not limit the number of distance-learning classes which may be taken per semester, but only the number which may be counted toward the "full time" requirement with which international students must comply.

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 hybrid course format. You must fulfill the following requirements:

1. No other face-to-face courses are available and applicable to your program of study, or the courses are required for your program of study and are only offered online.
2. Submit the attached form with the following:
  - You must obtain the approval of your academic advisor or graduate coordinator before registering.
  - You must obtain the approval of the course instructor before registering for the class.
  - You must also obtain the approval of International Student and Scholar Services.
3. 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 a violation of your F-1 student status.**

**Note: It is the student's responsibility to understand and fulfill all requirements of maintaining his status.**

International Student and Scholar Services (ISSS)  
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