

Distance Learning / Online Courses Hybrid Recommendation

To: International Student Advisor, International Student & Scholar Services,
106 Van Campen Hall, Kent State University, Kent OH 44242

From: _____
Please Print Name of Instructor of Course

Date: _____

RE: Recommendation to convert course _____, _____
to hybrid course format. Course Name Course Call Number

This memo serves to confirm that

Please print Family/Last Name Given/First Name Middle Initial

is currently a student in the department of _____

at Kent State University specializing or majoring in the field of _____.

I have met with this student and recommend conversion of the above mentioned course be
converted from online to hybrid format for _____, _____
Semester/term Year

All of the following are true (check all):

_____ No other face-to-face courses are available and applicable to the student's program of
study, or the courses are required for your program of study and are only offered online.

_____ The student will 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 were decided at
the initial meeting with the course instructor. You must list these dates below as well as
keep a record (written log) of these meetings, using page two of this form.

_____/_____/_____ Date of face-to-face meeting #1 ____/____/_____ Date of face-to-face meeting #2

_____/_____/_____ Date of face-to-face meeting #3 ____/____/_____ Date of face-to-face meeting #4

By signing I hereby state that I understand the immigration regulations as they pertain to F-1
students. Specifically in this situation with respect to the limit of Online Course enrollment. I agree
to comply with the statements conveyed here.

Student Name (print) Student (signature) Date

Academic Advisor/Graduate Coordinator (print) & (signature) Date

Course Instructor (print) Course Instructor (signature) Date

ISSS Staff approval (yes/no/initials) Date

International Student and Scholar Services (ISSS)
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<http://dept.kent.edu/oia/iss/>