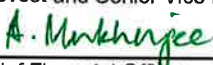



ADMINISTRATIVE PROCEDURE

FINAID-6

Distance Tuition Rate Procedures

Number: FINAID-6	Name: Distance Tuition Rate Procedures
Purpose: This administrative procedure establishes certain provisions and processes related to the distance tuition rate	
Responsible Unit(s): Academic Affairs, Financial Affairs	
Approved by: Provost and Senior Vice President for Academic Affairs 	Approval Date: 7/6/2023
Approved by: Chief Financial Officer 	Approval Date: 7/5/23

1. Summary

- 1.1. This procedure relates to the distance tuition rate for students in distance education programs, including ineligibility for face-to-face classes, provisions for changing programs, eligibility for graduate assistantships, and eligibility for employee and employee dependent tuition benefits.
- 1.2. History. Created as a new administrative procedure in June 2023. Certain provisions were previously listed on the Marshall website on the distance tuition rate webpage.

2. Distance tuition status

- 2.1. For the purposes of this procedure, a **Distance Student** is a student who has the "E" campus code in Banner. A student who is not a Distance Student is in **regular enrollment status**.
- 2.2. Distance Students pay a specially established **distance tuition rate** each term in lieu of regular tuition and fees. This rate is listed as the "Undergraduate Distance Program and Delivery" fee or the "Graduate Distance Program and Delivery" fee in the schedule of fees. A Distance Student may be enrolled only in programs that have been approved for the distance tuition rate by Marshall Online.
- 2.3. Distance Students are prohibited from registering for and attending traditional face-to-face classes. Exceptions to this include courses in which the student participates only via an electronic link (video and/or audio) and graduate courses for staff development offered through the College of Education and Professional Development.
- 2.4. Distance Students who register for traditional face-to-face classes may have that registration removed from their student schedule.
- 2.5. Distance Students who change to a different program of study may be reclassified to regular tuition status if the new program is not a distance program.
- 2.6. A student enrolled in a designated distance program may choose to change to regular enrollment status (resident, metro, non-resident, or international). When this change occurs, the student's campus code will be changed to "Huntington" or "South Charleston" in Banner. This change will result in a change in

tuition assessment from the distance tuition rate to the appropriate tuition rate based on the student's status and residency.

- 2.7. Marshall Online will maintain a process to allow students to request a change between Distance Student status and regular enrollment status. Each change must be approved by the Assistant Provost for Online Education and Certification.

3. Graduate Assistantships

- 3.1. Distance students may hold a graduate assistantship position if they would otherwise be eligible for the position.
- 3.2. For graduate assistantship positions that provide a fixed dollar amount of tuition benefit, the student's distance tuition rate will be reduced by that fixed amount, following regular financial aid procedures.
- 3.3. For graduate assistantship positions that specify a percentage of tuition as a tuition benefit, the distance tuition rate will be reduced by that percentage, following regular financial aid procedures.

4. Employee tuition benefits

- 4.1. Employees who are distance students may take advantage of the employee tuition benefit program if they would otherwise be eligible.
- 4.2. Eligible employees who are distance students will receive the same dollar amount of tuition benefit as if they were being assessed at the resident (in-person) tuition rate. Standard financial aid procedures will apply.

5. Employee dependent tuition benefits

- 5.1. Employee dependents who are distance students may take advantage of the employee dependent tuition benefit program if they would otherwise be eligible.
- 5.2. Eligible employee dependents who are distance students will receive the same dollar amount of tuition benefit as if they were being assessed at the resident (in-person) tuition rate. Standard financial aid procedures will apply.