**Marshall University**

**Request for Change in Distance/Regular Student Enrollment Status Designation**

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| Name (Last, First, Middle/Maiden):  |   |   | Student ID #:  |
| University Email Address:  |   |   | Date of Birth:  |
| Street Address:  |   |   | Telephone #:  |
| City:  | State:  |  | ZIP:  | Country:  |
| Distance Program:  |   | Effective Term (Fall/Spring/Summer and year):  |

**Students in the following programs qualify for distance tuition rates if the student is also designated as a Distance Student:**

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| **Undergraduate degree programs:**  * BA, English
* BA, General Business
* BA/BS, Geography
* BA, Professional Writing
* BS, Medical Laboratory Science
* BSN, Nursing (RN Option only)
* RBA, Regents' Degree

**Graduate degree programs – Doctorate:**  * DBA, Doctor of Business Administration ***(Hybrid)***
* EdD, Curriculum & Instruction ***(Hybrid)***
* EdD, Leadership Studies

**Graduate degree programs – Masters:** * EdS, Curriculum & Instruction ***(Hybrid)***
* MA, Counseling ***(Hybrid)***
* MA, Education (Elementary or Secondary)
 |  **Graduate degree programs continued – Masters:** * MA, Geography
* MA, Leadership Studies
* MA, Literacy Education ***(Hybrid)***
* MA, Public Administration
* MA, Special Education (Multicategorical)
* MA, Special Education (Preschool)
* MA, Teaching
* MBA, Business Administration
* MS, Accountancy
* MS, Adult & Continuing Education
* MS, Computer Science
* MS, Criminal Justice ***(Hybrid)***
* MS, Cybersecurity
* MS, Dietetics
* MS, Healthcare Administration ***(Hybrid)***
* MS, Mathematics ***(Hybrid)***
* MSN, Nursing (Administration & Education)
 | **Post-Baccalaureate Programs (non-degree):*** Communication Disorders Leveling Programs
* English Language Institute (ELI)
* Post-Baccalaureate Teacher Certificate

**Graduate certificate/endorsement programs:**  * Early Childhood Education
* Elementary Mathematics Specialist
* Geospatial Information Science-Basic
* Individualized Plan of Study
* Instructional Technology & Learning
* Literacy Education ***(Hybrid)***
* Mathematics Through Algebra I
* School Library Media Specialist
* School Principalship
* Violence, Loss, & Trauma Certificate of Adv. Studies
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**Distance Students in these programs are not expected to have a campus presence during their academic careers and are afforded a distance tuition rate instead of regular tuition and fees. Distance student tuition rates are not retroactive.**

**By completing the information above and signing below, you acknowledge your understanding of these policies:**

1. I understand that as a Distance Student, my ability to participate in and gain access to certain university activities and events is restricted, but that I am eligible for certain student services related to my program such as advising, career planning, etc. I further understand that I am not eligible for graduate assistantship opportunities.
2. I understand that Distance Student status prohibits me from registering for and attending traditional face-to-face classes. Exceptions to this include courses in which I participate only via an electronic link (video and/or audio) and graduate courses for staff development offered through the College of Education and Professional Development.
3. I understand that if I register for a traditional face-to-face course as a Distance Student, that registration may be removed from my schedule.
4. I understand, as a Distance Student, if I revert to regular enrollment status to register for and attend any traditional face-to-face classes, the ability to return to Distance Student status to be eligible for the Distance Student tuition rate may not be available to me.
5. I understand that if I change majors to a degree program other than the one in which I am currently admitted, I will automatically revert to regular enrollment status. I further understand that I must reapply for designation as a Distance Student even if I change to another qualifying distance program.
6. I understand that this request does not admit me as a student to the University nor does it change my major; and that for a request for Distance Student status to be processed, I must have been previously admitted into a qualifying distance program or previously changed my major into a qualifying distance program via the usual University processes.

***University Employees Only:* This status is related to fee assessment only and does not disqualify employees who are also students from participating in online courses and distance programs; however, employee tuition waivers may be applied to regular enrollment status only.**

**Employees must select Regular Enrollment Status on this form to be eligible for employee tuition waivers for online classes and programs.**

**I request my enrollment status be set to (check one): \_\_\_\_ Distance Student Enrollment Status**

**\_\_\_\_ Regular Enrollment Status**

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**The completed and signed request should be faxed to the Registrar at 304-696-6476, scanned and emailed to registrar@marshall.edu, or sent by mail to Registrar, Old Main 106A, One John Marshall Drive, Huntington WV 25755.**

**4/18/2022**