**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 |

**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**