



# ADMINISTRATIVE PROCEDURE

## STUDENT-1

### Student Enrollment Status for Services and Activities

Number: STUDENT-1	Name: Student Enrollment Status for Services and Activities.
Purpose:  This administrative procedure sets the number and type of credits required of a student to be eligible for student services and to participate in student activities.	
Responsible Unit(s): Academic Affairs, Financial Affairs	
Approved by: Provost and Senior Vice President for Academic Affairs 	Approval Date: 6/28/2023
Approved by: Chief Financial Officer 	Approval Date: 6/23/23

#### 1. Summary

- 1.1. This administrative procedure sets the number and type of credits required of a student to be eligible for student services and to participate in student activities.
- 1.2. **History.** This procedure was approved on July 1, 2015. It was revised in June 2023.
2. For the purposes of verifying enrollment status of a student to non-University entities, a student shall be considered full-time if
  - 2.1. The student is an undergraduate enrolled in at least twelve credit hours in classes for which the student will receive a non-withdrawal grade; or
  - 2.2. The student is a graduate student enrolled in at least nine credit hours in classes for which the student will receive a non-withdrawal grade.
  - 2.3. A student who has withdrawn from one or more classes for which the student is expected to receive a withdrawal grade shall not have those hours included in the calculation of total hours.
  - 2.4. The University may report full-time status differently if that non-University entity specifies a different method of calculation.
  - 2.5. The Doctor of Medicine, Doctor of Physical Therapy, and Doctor of Pharmacy programs may have their own definitions of full-time for their specific programs.
  - 2.6. Any student not designated as full-time is deemed to be part-time.
    - 2.6.1.
3. For all purposes described in Sections 4, 5, 6, and 76 below:

- 3.1. Credit hours in classes from which a student has withdrawn and is expected to receive a withdrawal grade shall not be included in the calculation of enrolled hours.
- 3.2. Students enrolled in an INTO-Marshall Pathway program shall be assumed to have paid the appropriate fees required for access and/or participation in activities or events provided enrollment fees have been paid to INTO-Marshall and all due amounts have been transferred to the University.
- 3.3. Students enrolled in certain degree programs associated with partner institutions shall be considered eligible for purposes described in Sections 3,4,5, and 6 below based on the number of credit hours enrolled, regardless of the type of fees assessed. Such programs include the ASN-Nursing, BS-Medical Imaging, and BS-Respiratory Care programs offered in partnership with St. Mary's Hospital.
- 3.4. Access to some services, activities, events and/or facilities may be restricted based on admission status (e.g. regular admission post-high school vs "superior and talented" high school student admission).
4. For the purposes of being eligible for student access to intercollegiate athletic events supported by the Auxiliary Fee component of tuition, a student shall be considered eligible if the student is a regularly-admitted, undergraduate or graduate student enrolled in at least one credit hour in classes assessed the Auxiliary Fee.
5. For the purposes of being eligible for student access to the Student Health and Wellness Center (Recreation Center) supported by the Special Institutional Capital Rec Center (SIC) Fee, a student shall be considered eligible if the student is a regularly-admitted, undergraduate or graduate student enrolled in at least one credit hour in classes assessed the SIC Fee.
6. For the purposes of being eligible to obtain certain student services provided by the University and gaining student admission to certain recreational and cultural activities, an undergraduate student shall be considered full-time if the following apply:
  - 6.1. The student is a regularly-admitted undergraduate enrolled in a total of at least twelve credit hours of classes assessed the E&G Fee; or
  - 6.2. The student is a regularly-admitted graduate student enrolled in a total of at least nine credit hours of classes assessed the E&G Fee.
  - 6.3. When eligibility for services or access to events are based on a specific proportion of full-time status, the following proportions shall be utilized:
    - 6.3.1. For undergraduate students: one-quarter-time (3 to 5 hours), half-time (6 to 8 hours), three-quarter-time (9-11) hours.
    - 6.3.2. For graduate students: one-quarter-time (3 to 4 hours), half-time (5 to 6 hours), three-quarter-time (7-8) hours.
    - 6.3.3. For all students: part-time is enrollment from one hour up to but not including the number of hours necessary to be full-time (12 hours for undergraduate students and 9 hours for graduate students).
7. The student services and recreational and cultural activities available to such students described in Section 5 above include, but are not limited to
  - 7.1. Marshall Artist Series – Except when otherwise announced, a full-time student shall receive one free ticket and a part-time student may purchase one ticket at half-price. A valid ID showing current enrollment status is required.
  - 7.2. University Theatre - Except when otherwise announced, a full-time student shall receive one free ticket and a part-time student may purchase one ticket at a prorated price. A valid ID showing current enrollment status is required.

- 7.3. Speech and Hearing Center – The Center offers professional diagnosis and treatment of communication problems for a reduced fee to full-time students and their immediate families (as space permits).
- 7.4. Student Health Service – Services will be provided from the first day to the last day of each fall, spring, and summer class session to enrolled Marshall University students who present valid Marshall ID card showing current enrollment status. Part-time students may be required to pay fees for service. For instance, students enrolled for 5 hours or less (regular term) are assessed a separate charge per office visit, with no provision for lab, X-Ray, or medication. See Student Handbook for a list of services available