



ACADEMIC AFFAIRS

MARSHALL UNIVERSITY
Academic Common Market Procedures

Master of Science
In Human Resource Management

August 2016

The Academic Common Market Program enables students who come from states which do not offer a graduate-level program in Human Resource Management to attend Marshall University at the in-state tuition rate.

Students who wish to obtain Academic Common Market benefits at Marshall University must follow these steps:

1. Provide to the Office of Academic Affairs, 200 Old Main, an original certification from the student's residency state agency approving Academic Common Market to a specific program at Marshall University.
2. Provide proof of admission to Marshall University and to the specified program. This should be delivered to the Office of Academic Affairs.
3. Provide proof of satisfactory progress within the specified program each semester. This can be done by completing the Academic Common Market Satisfactory Progress Report, available in the Registrar's Office, 106 Old Main, online at www.marshall.edu/academic-affairs or within the forms section of this guide, prior to the due date for fee payments for any term of enrollment.

The deadline for submission of all materials is three (3) business days prior to the last day of late registration for the semester for each term of enrollment.

Common Market States for Human Resource Management (as of August 2016):

- Delaware

NOTE: The Academic Common Market waiver (ACM waiver) will not change your student status from Non-resident to Resident. Your student status will remain Non-resident; therefore, your fees will always be assessed based on ones student status. Once the Office of the Bursar has been notified by the office of Academic Affairs that a student is academically eligible for the ACM waiver, it is applied to an account. The waiver amount will bring the cost of tuition down from Non-resident (or Metro) to resident.

ACADEMIC COMMON MARKET CONTACTS

The first step in qualifying for Academic Common Market is to contact your state's representative and get certification. Below is a list of the qualifying states for the Marshall University Forensic Science Graduate Program and their contact information.

DELAWARE

Chesiree Wise

Data Analyst

Delaware Higher Education Office

401 Federal Street, Suite 2

Dover, DE 19901

Phone: 302-735-4120

Fax: 302-739-5894

chesiree.wise@doe.k12.de.us



ACADEMIC COMMON MARKET
Satisfactory Progress Report

This form must be submitted to the Office of Academic Affairs three (3) business days prior to the due date for fee payments for any term of enrollment.

Name: _____

Student ID: _____

Address: _____

Phone: _____

University Email: _____

Major: _____

Advisor: _____

GPA (Overall): _____ (Major): _____ (Marshall): _____

Semester Requested: _____

Certification by College Dean:

This student (is) _____ / (is not) _____ making satisfactory progress toward graduation.

Advisor's Signature: _____ Date: _____

Dean's Signature _____ Date: _____

CC: Office of the Bursar
Office of Student Financial Assistance
Student's Academic Advisor