

Marshall University

Request for Change in Distance/Regular Student Enrollment Status Designation

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:

Undergraduate degree programs:

BA/BS, Geography
 BS, Medical Laboratory Science
 BSN, Nursing (RN Option only)
 RBA, Regents' Degree

Graduate degree programs:

EdD, Leadership Studies
 MA, Counseling
 MA, Education
 MA, Leadership Studies
 MA, Mathematics
 MAJ, New Media Studies
 MS, Adult & Continuing Education
 MS, Criminal Justice
 MSN, Nursing (Administration & Education)

Graduate certificate programs:

Distance Dietetics Internship
 Early Childhood Education
 Elementary Mathematics Specialist
 Instructional Technology & Learning
 Literacy Education
 Mathematics through Algebra I
 School Library Media Specialist
 School Principalship
 Teaching English as a Second Language

Undergraduate certificate programs:

Public Health

Distance Students in these programs are not expected to have a campus presence during their academic careers and are afforded a distance tuition rate in lieu 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 that if, as a Distance Student, I decide to revert to a regular enrollment status to register for and attend one or more traditional face-to-face classes, subsequent approval 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 a regular enrollment status. I further understand that I must reapply for designation as a Distance Student even if I change directly 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 in order 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.

I request my enrollment status be set to (check one):

Distance Student Enrollment Status
 Regular Enrollment Status

Name _____ Date _____	<p>For Office Use Only: Program Code: _____ Effective Term Code: _____ By: _____</p>
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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.