

On-Campus Student Permission to Enroll in Distance Education Courses:

The Department of CCJ admits students into the Masters program in one of two ways: either as an on-campus student or a distance education student. Although there are no distinctions by either the department or the university regarding the diploma, for administrative reasons within the department these distinctions are real and binding. It is therefore expected that students being accepted into the on-campus program should be taking courses while physically on-campus during Fall and Spring terms. On-campus CCJ students seeking an exception to this policy must request permission to be enrolled in distance education courses through the Department of Criminology and Criminal Justice by completing the **Regular Term Course Exception** form, which requires an explanation for exception, approval verified by signatures from the Graduate Coordinator and the Chair of the Department, and submission of the completed form to the Distance Education Coordinator for enrollment. Students not gaining proper permission through the approval process to enroll in these courses will be removed from the course at the discretion of the Department and at the expense of the student. On-campus students wishing to enroll in distance education courses during the summer term may do so without exception but still must follow the proper procedure posted on line to request enrollment in these courses.

Student Change of Status—On-campus to Distance Education:

Students wishing to change their status from on-campus to distance education may apply to the Department of Criminology and Criminal Justice through the **Expedited Change in Status Application** Form. To change your status you must have a minimum a cumulative 3.5 GPA in all graduate coursework. A student may also be considered for a change in status if they have a verifiable compelling argument for extenuating circumstances such as a change in employment status, relocation, family issues, etc. Students not completing the Expedited Change in Status Application form and receiving approval for the change, must complete the Regular Term Course Exception Form for every regular term semester they seek to enroll in distance courses.