Specific Policies for the Enrollment in and Completion of Independent Study Courses

1. To ensure a positive academic experience for our students, the Department of Online Learning and Independent Study allows students to enroll in no more than two independent study courses at any time.

2. All University of Mississippi students must have their applications for independent study courses approved and signed by their academic dean.

3. Students not using federal financial aid to pay for their independent study course(s) have one year to complete their course(s). These students may request a maximum of two three-month extensions.

4. If all extensions have expired before the student has completed the course, the student must re-enroll in the course at the full price if he/she wishes to receive credit for the course. The instructor will decide whether the student may continue the course or must begin over.

5. Independent Study students may not take the final exam in any course until two months (56 calendar days including the registration date) after the Department of Online Learning and Independent Study receives the student’s first lesson submission. The instructor has the authority to waive this requirement.

6. The Department of Online Learning and Independent Study does not accept “postage due” mail.

7. Students may withdraw from an independent study course by submitting a request for permission to withdraw in writing. An 80% refund is given if the withdrawal application is received by the Department of Online Learning and Independent Study within thirty (30) days of the student’s registration.

8. Non-University of Mississippi students, or students who are admitted only to the Independent Study Program of Study, may withdraw from a course at any time prior to taking the final exam with no academic penalty for withdrawal.

9. Once a University of Mississippi degree seeking student reaches the midpoint of an Independent Study course, the student may not withdraw from the course and will receive a grade (A, B, C, D, or F) for the course. The mid-point of the course is defined as the point at which the student has completed the mid-course examination or, if there is no mid-course examination, completed one half of the assignments required for the course.
10. A student may transfer an enrollment from one course to another for $25 provided no more than three lessons have been submitted and the transfer is requested within two months of enrollment. An enrollment may be transferred only once, and fees cannot be transferred from one person to another. The date of the initial enrollment remains effective on a transfer to the new course. All requests for refunds will be processed based upon the enrollment date of the initial course.

11. If a student has a question regarding a course, he/she should forward that question to the Department of Online Learning and Independent Study and not contact the professor directly.

12. Independent study students must pass the final examination to pass the course. The instructor has the authority to waive this requirement.

13. Independent study students are not charged out-of-state tuition.

14. No information concerning grades will be given out over the phone or through e-mail.

15. No information about a student or a student’s progress will be given to anyone but the student, unless the student has given written permission for that information to be shared with that individual or entity.

16. Independent study courses offer lessons and exams in a specific order. Exams and lessons cannot be submitted or taken out of sequence.

17. Independent study students may not take their final examination until all lessons have been graded. The instructor has the authority to waive this requirement.

18. Independent study students may submit as many as two lessons per day, but not more than four in a seven-day period. The instructor has the authority to waive this requirement.

19. Independent study students must comply with the Independent Study Proctored Testing Policy.

20. Students using federal financial aid to pay for their independent study course(s) must:
   a. enroll in the course during a set enrollment window. The enrollment window begins two weeks before the first class day of the semester and closes on the tenth class day of the semester. This enrollment window is available during the fall, spring and full summer semesters only.
   b. sign the Office of Financial Aid’s letter of acceptance for correspondence courses.
   c. complete the course by the deadline date or apply for an extension. The deadline date is three weeks prior to the last exam day of that semester.
21. Students using federal financial aid to pay for their independent study course(s) may request a maximum of two, three-month extensions of their course if they have completed at least half of the coursework for their course by the deadline date.

22. If a student wishes to receive a final grade for his/her course by the end of the semester of enrollment, he/she must complete all requirements, including the final examination, at least three weeks prior to the last exam day of that semester.

23. Independent study courses are not accepted for graduate credit at the University of Mississippi. (per UM Policy Number: 10000383)