

iStudy Withdrawal Request Form



Please complete the information on the form below. See the back of this form for important information about withdrawing from an iStudy course and to fill out a short survey.

Name (please print) _____ Today's Date _____/_____/_____

Signature _____ UM Student Number _____

Mailing Address _____ City _____ State _____ ZIP _____

Course Number _____ Course Title _____ Phone Number (____) _____

Reason for withdrawal (please check any that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> No longer need course | <input type="checkbox"/> Wrong format for me | <input type="checkbox"/> Changed major |
| <input type="checkbox"/> Taking live class instead | <input type="checkbox"/> Medical/Emergency | <input type="checkbox"/> Job related |
| <input type="checkbox"/> Can't meet the deadline | <input type="checkbox"/> Course too difficult | <input type="checkbox"/> Personal reasons |

Other reason for withdrawing: _____

You will be eligible for an 80 percent refund of the enrollment fee if your request is received or postmarked within 30 days of your enrollment. You will not receive a grade in the course. Should you enroll in the same course again, you must pay the full fee.

Mail to: Division of Outreach, iStudy, P.O. Box 1848, University, MS 38677-1848
Fax to: (662) 915-8826
Email to: istudy@olemiss.edu
Deliver to: Jackson Avenue Center, Suite H, 1111 W. Jackson Avenue, Oxford, MS 38655

OFFICE USE: PART 1

_____/_____/_____ Date w/d Request Received	_____ Eligible for Refund
_____/_____/_____ Date of Enrollment	\$_____ Amount of Course Fee
_____/_____/_____ Date Course Expired	\$_____ Amount of Refund Due

Receipt Number: _____

OFFICE USE: PART 2

- _____ Withdrawal Request Approved
- _____ Entered in FMP
- _____ Grade Card Completed
- _____ Inactive Status SAP (no other IS)
- _____ Disabled in Blackboard
- _____ Withdrawal Letter Included

iStudy Withdrawal Policy for Full Year Courses (only)



Policies on withdrawal depend on whether or not the student is seeking a degree from The University of Mississippi. A student should always officially notify the iStudy office in writing to withdraw from a course. If you wish to withdraw please complete this withdrawal form. Failure to withdraw in writing from your iStudy course prior to the expiration date will result in a "W" on your transcript.

If the student is *not* a University of Mississippi student, he or she may withdraw from a course at any time prior to taking the final examination with no academic penalty for withdrawal, and no grade will be recorded. However, you will receive a refund only if you officially withdraw within 30 days of your enrollment date. Failure to withdraw in writing from your iStudy course prior to the expiration date will result in a "W" on your University of Mississippi transcript. Please consider your situation carefully before withdrawing from your course. If you decide to re-enroll in it later, you will be charged full tuition. If our staff can be of assistance, please let us know.

If you are a student at The University of Mississippi and you enrolled in an iStudy course, you **may not withdraw** from that iStudy course **once you have reached the course midpoint**, otherwise a grade (A, B, C, D, or F) will be assigned. That is, a student may not withdraw or simply drop the course after the course midpoint without receiving a grade. If you do not complete the iStudy course within the maximum permissible time (one 3-month extension) and have passed the course midpoint, you will receive a failing grade.

Student Services Survey

We are constantly trying to improve our services to students and we value your input. Please fill out the following survey to assist us in evaluating the iStudy services that we provide.

The registration process for this course went smoothly.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The iStudy staff were courteous and professional.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The iStudy staff were available and responded to questions and requests.

Strongly Agree Agree Neutral Disagree Strongly Disagree

The information booklet thoroughly explained iStudy policies and procedures.

Strongly Agree Agree Neutral Disagree Strongly Disagree

Thank you for taking time to complete this survey!