(You can type your information into this form using Adobe Reader, and print it. The information will NOT be saved if you save the form to your computer.)

Office of the University Registrar
116 Alfred B. Rollins, Jr. Hall
Norfolk, VA 23529
PHONE: 757-683-4425
FAX: 757-683-5357
e-mail: register@odu.edu

REQUEST FOR EXCEPTION-- PERMISSION TO WITHDRAW AFTER DEADLINE

This form must be submitted, with documentation and signatures, to the Registrar's Office, **no later than the last day of classes**.
For questions or assistance, e-mail register@odu.edu.

Please be sure to PRINT ALL INFORMATION CLEARLY.

The University Catalog states: "Withdrawal from a course after the tenth week of a regular session (or its equivalent) in a non-semester course is usually not permitted. However, in the event of an illness or other severe hardship beyond the student's control, the student should submit, *no later than the last day of classes*, a written petition for permission to withdraw to the instructor and the chair of the department offering the course. If permission is granted by both, a grade of W will be recorded. If permission is not granted by both, the student will not be allowed to withdraw from the course. Any appeal of decisions should be brought to the dean of the college offering the course."

A student who stops attending classes without withdrawing from the course will receive a grade of WF, except if the student's performance has been an F, in which case a grade of F will be assigned. The grade of WF will carry no grade points, but will be computed in the grade point average.

Student Name: _____

University ID (UIN): _____

I request withdrawal from: Subject: _____ Course No. _____ 5-digit CRN: _____

Reason (*please attach copies of documentation, e.g., doctor's note, job transfer, etc.*):

_____

_____

_____

Student's signature: _____ Date: _____

☐ Approved
☐ Disapproved _____
Instructor's Signature (*Required*) Date

☐ Approved
☐ Disapproved _____
Chairperson's Signature (*Required*) Date

☐ Approved
☐ Disapproved _____
Dean's Signature (*if decision appealed*) Date

Please note: A separate form must be used for each course, if withdrawing from more than one course.

Office Use Only Date Processed: _____ By: _____